

1914.  
NEW ZEALAND.

---

# PUBLIC SERVICE COMMISSIONER

(SECOND REPORT OF THE).

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

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## REPORT.

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The Hon. the Minister of Internal Affairs.

SIR,—

Wellington, 5th June, 1914.

I have the honour to forward, for the information of His Excellency the Governor, my Second Report on the Public Service.

My First Report, dated the 27th August, 1913, was written only eight months after the Public Service Commissioners assumed office. The extensive ramifications of the Service and the diversity of professional and other work necessarily precluded an exhaustive inquiry. I therefore preferred to obtain fuller information before referring to much that I include in this report.

### WORK OF COMMISSIONERS.

This report as a whole will give some indication of the mass of work which has fallen upon the Commissioners during the past year. In addition, it may be mentioned that one or other of the Commissioners has visited the following places for the purpose of inspection, or to give officers an opportunity of bringing their cases under notice—namely, Auckland, Hamilton, Cambridge, Thames, Te Aroha, Rotorua, New Plymouth, Wanganui, Palmerston North, Napier, Gisborne, Porirua, Blenheim, Picton, Nelson, Stoke, Reefton, Westport, Hokitika, Greymouth, Kumara, Christchurch, Oamaru, Timaru, Otekaike, Dunedin, Gore, Queenstown, Cromwell, Clyde, and Invercargill.

One of the Commissioners has been engaged almost entirely on work in connection with the sittings of the Board of Appeal for some months; and the current work of selecting staff, holding inquiries, and the other manifold duties in connection with eleven thousand officers has been by no means light.

The classification of the Service was completed within eight months of the Commissioners assuming office, although similar work elsewhere in connection with an equal number of officers has often taken from eighteen months to two years. A great deal of time has been given to hearing and considering the representations of officers' associations.

It is to be hoped that when the Board of Appeal has heard the appeals in connection with the first classification the work of the Commissioners will become sufficiently normal to enable them to carry out a further inspection of offices throughout the Dominion.

### EFFICIENCY AND CONDITION OF THE SERVICE.

I stated eight months ago that the Service was not, broadly speaking, found to be in so efficient a state as it should have been, but that there was a marked improvement and an enthusiasm on the part of members of the Service, and a desire to improve the working-methods, which was not before known. I am glad to be able to say that the improvement has been continuous, as will be seen from the following pages, but there is still much to be done. As was to be expected among a body of eleven thousand officers, there has been a good deal of passive resistance shown by a few officers to the operations of the Commissioners; but, on the other hand, it is difficult to praise too highly the enthusiasm with which new ideas have been supported by others. That an aversion to improvements should be natural in men of mature years is not surprising; it is still less surprising when the necessity for innovation is the result of slavishly following the methods of the past.

It is probably unfair to expect officers trained in some Departments of the Public Service to have a keen sense of business methods. It might more fairly be assumed that the system under which those particular Departments have grown up was such as to extinguish business capacity altogether. That this is not confined to the New Zealand Public Service, and is an inherent defect in a system in which there is not a Commission which can assume to some extent the functions akin to those of the general manager of a large business, is well known. The ill-founded belief that it is impossible to manage a Government Department in a method approaching to that of a business is another factor.

The slow and ponderous movements of some Departments, and the seeming paralysis of others in times of emergency, are the result of causes which go far back, and which have been difficult to realize under a system—often the result of legislation—which has overloaded Ministers with details, many of which require not only the personal care of the Minister and the Permanent Head of the Department, but the attention of the Governor in Council.

In all new countries, when the population is limited, affairs which now appear to be trifling assume considerable importance. The Governor, for example, begins his rule by taking a personal part in such minor details of the Public Service as would at the present day fall to the duty of a subordinate controlling officer. Under the same conditions, the Governor in Council is a body to which is referred and which passes Orders in affairs which appear to us now of little moment; while legislation generally concerns itself with official procedure in detail.

It is easy to imagine how the immediate control of individuals of the Public Service is gradually delegated to others; and, owing to the tendency to lean on written precedent, how functions precisely provided for by Act or dealt with by Order in Council are likely to be so continued, notwithstanding that the reason for the provision by Act or Order in Council has long passed away. As an example of the machinery required at present for the appointment of a comparatively unimportant functionary, the case of a Ranger under an acclimatization society may be instanced as requiring the attention of the Permanent Head of the Department concerned, the recommendation of the Minister, and the Warrant of the Governor.

The highest efficiency can more rapidly be attained by improvement from above than from below; and in order to put matters on a business footing I would recommend as a preliminary that steps be taken to have existing Acts of Parliament examined with a view to eliminating such provisions in regard to procedure as may be at the present time considered to be mere formalities which could be avoided altogether or discharged in the Department. As an illustration of the burden placed upon Ministers, I found that recently a Minister had to sign, at one time, some two hundred documents authorizing the licensing-out of boys from the industrial schools—a business which might very well devolve on some special officer of the Education Department.

If efficiency in the conduct of business is to be measured by the facility with which it can be conducted, as I believe it should be, such facility can obviously be most readily attained by limiting the number of processes which at present many simple transactions have to go through.

A hindrance to economy and efficiency is the avoidance by many Departments of the primary business principle of presenting a balance-sheet in commercial form. There is, I believe, no better check on needless expenditure than to compel Departments to show their exact position. At the present time not all the commercial Departments show a proper balance-sheet: a mere statement of receipts and expenditure is far from sufficient. Departments which are revenue-collecting only should show clearly the percentage cost of the collection of revenue under its different heads as far as practicable, and Departments which describe themselves as spending Departments should show in far more detail than at present the way in which the money voted by Parliament is spent. Spending Departments which control quasi-commercial branches—as, for example, the Department of Agriculture—should show in a commercial form the balance-sheet of every experimental farm, with proper debits for the interest on the value of the property and plant; while expenditure for the destruction of rabbits, and the like, should be clearly apportioned to show the cost of supervision, office charges, labour, and material.

To avoid looking things in the face, to be ignorant of the fact that work performed in one part of the Dominion is costing proportionately more for clerical assistance and more for labour than in another part, is wrong in principle, whether applied to a commercial house or a Government Department; and I cannot believe that any true business methods can be applied to the Public Service until Permanent Heads of Departments make themselves aware of such details, by keeping proper accounts to show the points at which economy and efficiency are being maintained or otherwise. Unless this is done there can never be any guarantee that an excessive staff is not being maintained.

In connection with the efficiency and condition of Departments, a case may be quoted which it is hoped is an isolated one. Recently one of the Commissioners made an inspection of a district office, which was found to be in an unsatisfactory condition. On being asked who was responsible for the state of affairs, the officer in charge wrote as follows:—

“The state of affairs in the — office is due primarily to three causes,—

“First, the practice that obtained in the past of making — the dumping-ground for unsatisfactory officers, who should have been dealt with summarily in the places from which they were transferred. Particulars of these would take too long to enumerate, but will be supplied if necessary.

“Secondly, to the practice of allowing officers to grow up in this office, and remain here all their lives, without acquiring a competent knowledge of their duties.

“Thirdly, to the very lax system of discipline which obtained in this office for the generation preceding my advent here.”

He then goes on to give examples of the lax system of discipline, and states that the record systems were inadequate, but claims that no one is responsible for this, as there had never been any uniform system adopted in the various offices of the Department.

#### CO-OPERATION AND CO-ORDINATION OF DEPARTMENTS.

In my First Report I referred at some length to the lack of co-operation and co-ordination of Departments. I particularly mentioned the failure of co-operation between the Departments and the Treasury. A beginning has been made by the Treasury to remedy this failure, involving the almost entire recasting of the method of account-keeping. Preparation for this necessarily occupied a great deal of time, and the Treasury was only able to bring the new system into working-order at the beginning of the present financial year. To enable proper inspection to be undertaken by the Treasury, the Assistant Accountant was appointed Inspector of Departmental Accounts, and he has since been provided with an assistant. Details of the new system appear elsewhere.

Although it is imperative that in order to ensure real efficiency a number of small Departments should cease their present independent existence, it has not been possible to carry out more than one amalgamation—namely, that of the Marine and Machinery Departments.

In 1909 an attempt was made to group Departments. This resolved itself into little more than a nominal grouping—with the exception of the Pensions Department, which was absorbed by the Post Office. This was later removed from Post Office control and re-created as a special Department. There has been no valid reason, so far as can be seen, for the creation of so many small Departments. As showing the peculiar conditions which exist at present, it is found that, although the Government Insurance Department has all the machinery for the purpose, an entirely separate staff with a separate Actuary is attached to the Friendly Societies Department for the purpose of carrying out the life-insurance business of the National Provident Fund. The whole of the work could readily be undertaken by the Government Insurance Department, with no addition to its actuarial staff and very little addition, if any, to the number of clerks employed. The Friendly Societies Department could also with advantage be attached to the Government Insurance Department. The only objection offered is that the latter Department is, in effect,



working on a strictly commercial basis, while the cost of administration of the National Provident Fund is not charged to the fund; and the Government Insurance Department is averse to taking over a branch of life-insurance business which has not yet been demonstrated to be a profitable one.

In the 1909 scheme of grouping Departments the essential advantage of combining the staffs was not carried out. In the instance I have just quoted the amalgamation of the National Provident Fund could be so complete as to abolish the principal officer; but in the case of the Friendly Societies it would no doubt be necessary to retain a controlling officer under the Government Insurance Commissioner, for the purpose of dealing with the many questions of an administrative and deliberative nature which necessarily arise. All the other work of the office, however, such as that of valuing friendly societies and keeping the necessary accounts, could be absorbed by the main Department. There would be no difficulty whatever in estimating the cost of the work from year to year and receiving payment for it from the Treasury.

There is always opposition on the part of officers to the amalgamation of Departments, owing to the fear that the importance of the existing Heads will be reduced. In the majority of cases there is no need to fear this; but what is absolutely certain is that a great deal of work of a more or less routine nature would be more efficiently performed, while the Permanent Head, often a professional man, would be relieved of the attempt to supervise clerical and other work about which he has no particular knowledge. As an instance of this, I take the case of a purely professional Department which is nominally a sub-department of another Department. I found that owing to the unexpected result of legislation the time of a principal professional officer was largely taken up with clerical work. From other causes the Permanent Head, also a professional officer, was also overloaded with clerical work. A clerk was provided for the first-mentioned officer and a shorthand-writer for the Permanent Head. It was then found to be unnecessary to appoint two additional professional officers whom the Permanent Head expected he would require—a saving of quite £800 per annum, besides leaving the Permanent Head and his next officer reasonably free to carry out their important professional duties. Had this Department been strictly a portion of the principal Department, instead of being so in name only, there would have been no difficulty of the kind, as the whole Department would have been available to relieve the professional officers of mere detail.

At present every small Department has its Accountant or Accounts Clerk, generally in addition to a Chief Clerk. I have no hesitation in saying that if half a dozen of the minor Departments were merged into one, and the account-keeping placed under the charge of a qualified accountant, the necessary work would be done more efficiently than at present, and at a quarter of the cost.

What is required in this Dominion is a limited number of Departments, in charge of Permanent Heads who will take control of all the clerical and accounting work and provide relief from one branch to the other as may be found necessary. Cadets entering such Departments should be required to pass from one branch to another in the early years of their career, so as to acquire a wide knowledge of the Department and be available for any branch. In small Departments cadets learn so little that their future usefulness is impaired.

Much cost to the country, and general inconvenience to all concerned, is caused by the necessity for professional Heads having to deal with staff matters. A Department with four or five clerical officers is almost overwhelmed when a slight pressure of work occurs, and the work of the Public Service Commissioner is unnecessarily increased by having to search among Departments to provide temporary relief. Such relief is rarely willingly given by Permanent Heads when it is required for another Department; but if large Departments were created as suggested, any hesitation on account of official jealousy or otherwise would disappear so far as the branches of that Department might be concerned.

The main point, however, is that the present system is unnecessarily costly, and not nearly so efficient as one with a limited number of Permanent Heads,

who alone should be described as Administrative officers. The Departments I recommend are the following fourteen in place of the existing thirty-three :—

- (1.) Treasury, to include Advances to Settlers, Public Service Superannuation, and Old-age Pensions.
- (2.) Internal Affairs, to include Public Health, Mental Hospitals, Immigration, Registrar-General, Statistician, and Government Printing.
- (3.) Education.
- (4.) Justice, to include Native, Cook Islands, Crown Law, and Prisons.
- (5.) Trade and Industries, to include Industries and Commerce, Mines, Marine, Inspection of Machinery, Labour, Patents, Tourist and Health Resorts.
- (6.) Agriculture.
- (7.) Inland Revenue, to include Land and Income Tax, Stamps, Lands and Deeds Registry, and Valuation.
- (8.) Lands and Survey, to include Lands for Settlement.
- (9.) Customs and Excise.
- (10.) Government Insurance, to include National Provident Fund and Friendly Societies.
- (11.) Public Trust.
- (12.) Public Works.
- (13.) State Fire Insurance.
- (14.) Post and Telegraph.

The Audit Department and the civilian members of the Defence and Police Departments are not included. It is necessary for the Audit Office to have a staff which should maintain an existence apart from a Permanent Head other than the Controller and Auditor-General. The present arrangement, under which a small proportion of the total staff of the Defence and Police Departments is subject to the Public Service Act, while the Head is not, necessitates those officers being treated specially.

In recommending a Department of Trade and Industries, instead of a number of independent Departments performing work which is more or less inter-related, I have in view the great developments likely to take place in the near future. Details of the administration of such a Department will, no doubt, be a matter for discussion. As a matter of convenience, I have suggested the inclusion of the Tourist and Health Resorts Department; but the work of this Department would probably be better performed by the Railway Department, the hospitals and medical officers under the Tourist and Health Resorts Department being transferred to the Public Health branch of the Department of Internal Affairs.

Unfortunately, the provision of accommodation for Government Departments in Wellington has not kept pace with the creation of new spheres of State activity and the consequent expansion of the Service, with the result that amalgamation in some cases will be difficult. There is no reason, however, why the building programme of the next few years should not be designed to carry out the proposals now made.

A striking instance of lack of co-operation of Departments came under notice in connection with coal royalties. The collections are made by the local Receivers of Gold Revenue, and in some cases by Receivers of Land Revenue. There was no supervision, the Receivers simply receiving such royalties as the coal-mine lessees might tender, and being in no position to check the figures. The Permanent Head of one Department stated that a second Department was under the impression that the first Department charged itself with full responsibility in the matter; but both the first Department and a third Department thought that a fourth Department was taking the responsibility. The result was that no one attended to the matter, and there was reason to fear that a large amount had been lost to the revenue in consequence. This has now been put on a proper footing by section 24 of the Public Revenues Amendment Act, 1913.

Similarly, the collection of timber royalties appears to have been performed in a haphazard manner, as is shown in the following extract from the report of the 1913 Forestry Commission :—

“ In some cases the Warden’s Courts are held in small decayed mining townships, where the Clerk of the Court may be the local constable ; such constables are liable to frequent transfer, with the result that the collection of timber royalties has in some cases been allowed to get into arrears, and then, through millers becoming insolvent, large sums have been lost to the Crown. Instances of this have been brought under our notice.”

It is only a few days ago since I ascertained, by means of an inspection made on my behalf, that a local officer had been paying over to local bodies proportions of revenue as much as five and six times the amount to which they were legally entitled. In the same Department it was also found, in respect of the accounting-methods, that the procedure adopted in the various centres materially differed, and in one case it was ascertained that as large a sum as £14,000 had not been claimed as a refund to the departmental vote.

It seems singular that with an Audit Department having Inspectors throughout the country, and other Departments vitally concerned in such collections and payments, it should be possible for discoveries of this kind to be made. As provision for the inspection of accounts by the Treasury Department has been made, it is to be hoped that a vigorous policy of inspection will make leakages and overpayments of the kind impossible. How far they extend it is difficult to determine.

#### CO-OPERATION WITHIN DEPARTMENTS.

There is one phase of departmental administration that calls for serious attention. It has been impressed on the Commissioners since they have taken control of the Service that steps should be taken to bring the district officers more closely into touch with their head offices, in order to ensure a full and sympathetic correlation of the respective duties.

Local officers who are so situated as to be within easy and economical reach of Wellington should be brought much more frequently to their head office than has been the practice in the past, to discuss the various points that arise from time to time in the course of departmental work ; and it is equally necessary that the Permanent Head should avail himself of every convenient opportunity to visit his district offices, and thus make himself thoroughly acquainted with local work and requirements.

The visits of the Commissioners to the different portions of the Dominion have enabled them to say that a very marked improvement could be effected in the relations at present existing between the several offices of Departments if they were brought more into touch with each other. It appears to the Commissioners that at the present time the fact that these district offices exist as part of one organization is overlooked to some extent. It has been found that instructions are drafted, forms sometimes printed, and schemes put into operation by head offices without the district offices being brought into consultation in regard to these oftentimes important matters. In this way a Department is frequently deprived of the assistance of able and enthusiastic officers, whose opinions and advice in regard to many matters affecting the organization of the work would be of the greatest value.

It is also considered that the greatest care should be exercised by head offices in cases where minor irregularities have occurred, so as in no way to interfere with the cordiality which should always mark the relations between head and district offices. The Commissioners feel that if the Permanent Heads would regard the branches of their Departments as full partners in a complete scheme of organization very beneficial results would accrue to the Service generally.

#### ACCOUNT-KEEPING.

Consequent upon the institution of various reforms in the interests of the public, improvements in the methods of accounting as between the Treasury and the general Departments of the Service, and the passing of the Public Revenues Amendment Act, 1913, several important amendments to the Treasury Regulations were considered necessary. As some minor alterations, in the direction of widening the scope of the regulations to cover any improvements that time may show to be expedient, were considered desirable, advantage was taken of the opportunity to

recast and revise the existing regulations to meet the altered circumstances; and, together with the clauses inserted to cover the latest requirements, new Treasury Regulations were gazetted on the 30th March, to come into force on the 1st April, 1914.

Briefly, the general effect of the amended regulations has been to shorten the methods of rendering departmental accounts to the Treasury, without in any way impairing the efficiency of the result formerly obtained, while closer co-operation has been established. Forms have been standardized, while an efficient, uniform, and progressive system of accounting for departmental receipts and expenditure has been introduced, which does away with a considerable amount of duplication and overlapping. The responsibility for keeping itemized accounts has been definitely placed with Departments, the Treasury dealing with totals only.

Payment is now made to claimants by order-cheques which embody a form of receipt, rendering it unnecessary for the holders to visit the post-office to receipt vouchers and obtain counter-signatures, as formerly. Besides being a great convenience to the public, the Post and Telegraph Department has been relieved of a considerable amount of work, the value of which I believe was estimated at about £1,200 per annum.

It has also been arranged that claims for amounts up to £5 may be paid locally, without the necessity of first referring the relative vouchers to Wellington.

Uniform accounting periods have been adopted whereby all Receivers and Imprestees are required to forward their returns four times per calendar month, instead of weekly, as formerly.

Salaries and wages of all persons employed in the Government Service are in future to be paid in cash wherever possible.

Provision has been made whereby routine matters formerly referred to the Minister in charge of the Department may be dealt with by the Permanent Head.

#### REFERENCE TO DEPARTMENTS IN FIRST REPORT.

Many suggestions in which the existing practices of Departments could be reviewed and altered with advantage were made in the First Report. These were brought specially under the notice of Departments, and the replies which have been received will be found in Appendix D.

While appreciation must be expressed at the efforts made and the assistance rendered by some Departments in giving effect to suggestions in regard to the re-modelling of current practices with the object of curtailment of work, yet at the same time it must be mentioned that others, instead of being prompt to adopt suggestions when easy means of producing economy and efficiency have been pointed out to them, have either taken no action or else have so approached the matter as to largely negative the good effect that should have been derived. Such resistance and unnecessary delay is not satisfactory.

#### • MODERN METHODS IN OFFICE-WORK.

Special attention has been paid during the year to the introduction of modern office-processes and the adapting of mechanical office-appliances to the work of Departments, and every opportunity has been taken to suggest the extension of these methods throughout the Service.

The class formed in Wellington last year for teaching the uses of mechanical office-appliances was well attended by typistes in the general Service, by Telephone cadettes, and by female employees in the Government Printing Office. At the conclusion of the course of instruction a competitive efficiency examination was held, for which thirty candidates sat. The result of the examination, the first of its kind to be held in the Dominion, was very satisfactory, as eighteen of the examinees secured a pass, and one a partial pass. All the successful candidates are now employed in the Departments where these appliances are in use; but as the first examination did not produce sufficient qualified machinists to meet all the demands of the Service, a second class was formed early in February of this year, and the course of instruction is in progress. A number of the women attending this class are at present sufficiently advanced to enable their services to be utilized by Departments.

A certain amount of the practice-time of the typistes learning the newer processes has been devoted to actual departmental work. As an illustration, one parliamentary return which was formerly prepared at a cost of £40 was completed by the machine process in the school at a cost of £6; and if the data for the return had been received from the Department in good shape it could have been prepared for 50 per cent. less.

In Auckland it has been found necessary to form a similar class. It is being conducted by one of the successful candidates at the first examination held in Wellington, and is being attended by eighteen typistes and Telephone cadettes. It will be periodically supervised by the Instructor, who will hold an examination in due course. The establishing of a class at Christchurch is under consideration.

Throughout the year the Instructor has continued to visit the Departments in Wellington in which the new appliances have been installed and the new processes adopted, and has instructed the operators and supervised the work of adapting the machines to the particular requirements of each Department. In addition to this branch of the work, the services of the Instructor have been very largely availed of by the Departments in the compilation of new forms and for the more efficient and economical handling of the work, and in other ways have been of assistance in dealing with the many questions of detail that necessarily arise in connection with the adoption by the Service of new systems and practices.

The inexperience of the operators in the initial stage of the use of these appliances has in some cases raised a doubt as to the suitability of a machine for particular work; but in every case, after the Instructor has supervised and advised the operator during the progress of the work in an office, the results have been satisfactory.

Many economies have been effected in regard to supplies. Details of this kind are apt to be regarded as of trivial importance; but, in view of the waste which has undoubtedly occurred in the past in the matter of stationery and supplies generally, these savings, though small in themselves, will in the aggregate represent a substantial economy.

All requisitions for mechanical office-appliances have been submitted to the expert attached to the Commissioner's office, who has gone carefully into the work on which it has been proposed to use the machines. In this way a large amount of unnecessary expenditure has been avoided in the purchase of machines that on investigation have been shown to be unsuitable for the wants of the Department. On the other hand, it is also necessary to state that several machines have been purchased by more than one Department without the approval of the Commissioner, and therefore without any advantage having been taken of the advice of the expert. It has been found that in some instances the machines so acquired are not at all suited to the work proposed to be done on them, and that their purchase will result in no economy.

It is proposed to extend the visits of the Instructor to the offices throughout the Dominion, in order to ascertain in what further manner mechanical processes and modern methods can be applied to local work. By means of their general application wherever practicable throughout the Service it is confidently anticipated that it will be possible, in Departments where the business is expanding at a rapid rate, to handle the increase in the work without any marked addition to the existing staffs. This has already been the experience in the offices where the new methods are in operation, as will be seen by reference to Appendix H, which comprises excerpts from the reports of the Departments that have adopted the improved methods.

These reports show clearly that the introduction of modern processes in the Public Service has already been attended with most satisfactory results in regard to the vital essentials of efficiency and economy, and fully justify the prediction to which I gave expression in my First Report. Even in the short time that has elapsed since their introduction, together with the use of the new forms, multiple and compound schemes, the economy arising therefrom has been demonstrated to be £15,800 per annum. It will be obvious, of course, that it is still not possible to estimate the full economic effect of installing the machines, as so much depends on the skill and efficiency of the operators; but as the latter become more expert, so too will the beneficial results be more apparent.

When these modern processes are in full working-order, and the machines under the control of thoroughly efficient operators, a very large increase should be shown on the already substantial saving effected. Reproductions of forms illustrating multiple schemes and other processes in operation in various Departments, as well as illustrations of the forms, &c., in use prior to the introduction of such methods, appear in Appendix I.

The following is a typical instance of the minor savings which assist towards the aggregate of £15,800 :—

*Assembling of Statistics from Scattered Returns.*

| 1912.<br>30,000 Returns.               | 1913.<br>Over 30,000 Returns.            |
|----------------------------------------|------------------------------------------|
| Four permanent clerks employed.        | One permanent clerk employed.            |
| Five temporary clerks employed.        | Two temporary machinists employed.       |
| Time occupied, 131 days.               | Time occupied, 28 days.                  |
| Cost of temporary assistance, £41 10s. | Cost of temporary assistance, £4 7s. 6d. |

Cost of compilation, one-tenth of the previous year.

A difficulty is still being experienced in securing machines adapted to special phases of work, owing to the fact that they have to be built according to specifications, and that the manufacturers in some cases require six months in which to complete each order. The inconvenience that has been caused by this shortage has, however, been minimized to a large extent by a system of exchange of machines between Departments.

Quite apart from the actual monetary consideration, in many cases the introduction of machine processes has enabled the work of Departments to be carried on with greater facility, and with an appreciable diminution in the amount of overtime in offices where hitherto a great amount of it has been necessary to keep pace with the work. Evidence of this will also be found in Appendix H.

#### NEW BOOKS AND FORMS.

It was stated in the First Report that steps had been taken whereby all new books and forms should be submitted to the Commissioners before being brought into use. During the past year the practice has been continued, with satisfactory results.

In cases where it has been considered that forms or books could be improved upon they have been resubmitted to the Departments concerned. Numerous changes have been made as the outcome, and in a number of cases it has been found that forms and books requisitioned for were superfluous. In view of the experience gained, it becomes a question for further consideration whether it should not be arranged for the whole of the reprinting of books and forms to be referred for approval before new supplies are obtained, but probably the best way to deal with the matter will be for each Department during the ensuing twelve months to carry out a thorough revision of its books and forms. If this is done in an intelligent manner it is considered that thousands of pounds per annum will be saved. One case—not an isolated one—may be mentioned as illustrating alterations carried out, in which an original submission from a Department was so reconstructed that one form was made to serve the purpose of three.

It has been noticed from time to time that books in many cases are far too large for ordinary requirements. Where it is necessary to use books for accounting and statistical purposes their size should be kept within reasonable limits. These large books are a feature which has been handed down from bygone days, and one which has been found particularly common in Government offices.

#### ECONOMIES.

In my First Report I estimated that economies amounting to £47,000 per annum could be effected, but it was indicated that it would be some time before the full effect of altered arrangements could be seen. In estimating economies no special mention was made of the saving likely to be effected when Departments could be inspected more thoroughly and surplus officers marked for removal. It is somewhat difficult to

distinguish savings on this account, and others which are stated in more general terms. There is, however, a record of economies resulting through vacant positions not being required to be filled during the year, the total value of which was £8,000. In addition, indirect economies of quite £3,000 have resulted from a utilization of excess officers for temporary work in other Departments instead of engaging temporary clerks.

As regards the savings estimated in August last, the following is the present position :—

| Treasury—                                                                                                                       |        | £     |                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------|--------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reorganization of arrangements for imprest advances, and improved methods of accounting—                                        |        |       | The new system only came into force on the 1st April last. I again emphasize the necessity for keeping the whole matter of imprest accounts under review by means of inspection of balances and examination on the spot as to conditions requiring imprest. |
| Annual value of £275,000 at 4 per cent. . .                                                                                     | 11,000 |       |                                                                                                                                                                                                                                                             |
| Annual saving of staff in Treasury and other offices by reduction of duplication of accounts, &c. . . . .                       | 5,000  |       |                                                                                                                                                                                                                                                             |
| Abolition of bookbinding of Treasury vouchers                                                                                   | 800    |       |                                                                                                                                                                                                                                                             |
| Internal Affairs—                                                                                                               |        |       |                                                                                                                                                                                                                                                             |
| Messengers . . . . .                                                                                                            | 1,300  |       | Economy underestimated. The actual saving is found to be £2,580; this has been practically effected.                                                                                                                                                        |
| Saving in reorganization of sub-departments                                                                                     | 1,300  |       | This has been effected.                                                                                                                                                                                                                                     |
| Stamp Department—                                                                                                               |        |       |                                                                                                                                                                                                                                                             |
| Saving by use of machines for stamping . .                                                                                      | 560    |       | This has been effected.                                                                                                                                                                                                                                     |
| Land and Deeds—                                                                                                                 |        |       |                                                                                                                                                                                                                                                             |
| Saving by use of typewriters for recording . .                                                                                  | 2,000  |       | This has been only partly effected, but the economy is quite practicable.                                                                                                                                                                                   |
| Saving by improved arrangements for draughting-work . . . . .                                                                   | 500    |       | This has not yet been effected.                                                                                                                                                                                                                             |
| Saving by introduction of new system of records, all Departments . . . . .                                                      | 1,600  |       | This economy was underestimated by £500.                                                                                                                                                                                                                    |
| Registration of births, deaths, and marriages, and electoral: Saving by placing work in charge of Government officers . . . . . |        | 1,500 | Partially effected. It will probably be a further one to two years before the change is complete.                                                                                                                                                           |
| Official Assignee, Christchurch: Work to be performed by Deputy Public Trustee . .                                              |        | 300   | These have been effected.                                                                                                                                                                                                                                   |
| Customs: Amalgamation, &c. . . . .                                                                                              | 600    |       |                                                                                                                                                                                                                                                             |
| Government Life Insurance: Amalgamation with Post-office at Oamaru . . . . .                                                    | 200    |       |                                                                                                                                                                                                                                                             |
| Public Health: Amalgamation of Bacteriological Laboratory with Wellington Hospital . .                                          | 500    |       |                                                                                                                                                                                                                                                             |
| Mines: Position of one Inspector to lapse on retirement . . . . .                                                               | 365    |       |                                                                                                                                                                                                                                                             |
| Public Service Superannuation: Amalgamation of positions . . . . .                                                              | 300    |       |                                                                                                                                                                                                                                                             |
| Tourist Department: Amalgamation of positions                                                                                   | 315    |       |                                                                                                                                                                                                                                                             |
| Improved methods of performing work—                                                                                            |        |       |                                                                                                                                                                                                                                                             |
| Land and income tax . . . . .                                                                                                   |        |       | £15,800 is reported as the economy partly effected or commenced, as per reports from Departments in Appendix H, &c.                                                                                                                                         |
| State-guaranteed advances . . . . .                                                                                             |        |       |                                                                                                                                                                                                                                                             |
| Customs Department . . . . .                                                                                                    |        |       |                                                                                                                                                                                                                                                             |
| Lands and Survey . . . . .                                                                                                      |        |       |                                                                                                                                                                                                                                                             |
| Valuation Department . . . . .                                                                                                  |        |       |                                                                                                                                                                                                                                                             |
| Public Trust Office . . . . .                                                                                                   |        |       |                                                                                                                                                                                                                                                             |
| Public Works Department . . . . .                                                                                               |        |       |                                                                                                                                                                                                                                                             |
| Machinery Department . . . . .                                                                                                  |        |       |                                                                                                                                                                                                                                                             |
| Department of Agriculture, &c. . . . .                                                                                          | 5,000  |       | Advice is being awaited from the Board of Agriculture.                                                                                                                                                                                                      |

The unseen economies of the year resulting from the better disposition of the staff wherever this could be arranged were considerable, but it is difficult to allot a definite amount, owing to the fact that the Service must continue to expand rapidly so long as the revenue continues to increase. Under some headings the additional cost of collecting additional revenue is high.

The economies likely to result from the amalgamation of Departments, as is proposed elsewhere, cannot be estimated exactly. There is no doubt, however, that they will be considerable in the near future, if not at once.

The figures below show a saving of, say, £20,000, in addition to that estimated in August last, namely :—

|                                                               | £      |
|---------------------------------------------------------------|--------|
| Positions not required to be filled .. .. .                   | 8,000  |
| Temporary staff not required .. .. .                          | 3,000  |
| Economies underestimated—                                     |        |
| Department of Internal Affairs .. .. .                        | 1,200  |
| New record system .. .. .                                     | 500    |
| Improved methods of performing work .. .. .                   | 1,500  |
| Unseen economies owing to better disposition of staff, say .. | 2,000  |
| State Coal-mines—Reorganization .. .. .                       | 800*   |
| Electoral—Improved method of purging rolls .. .. .            | 3,000† |

If expectations are realized under all headings, the annual economy should be £67,000, instead of £47,000 as estimated last year. In addition, a further £4,500 is in sight on account of improved methods of working in the Post and Telegraph Department. To avoid the risk of overlapping items, I think it may safely be said that within a couple of years a full annual saving of at least £65,000 will be apparent.

A growing difficulty is the fact that too many of the officers released by Departments are drawing such salaries that it will take time to find them work which is worth the salary paid.

#### SUGGESTIONS FOR IMPROVEMENTS.

Regulation No. 17, which invites officers to submit suggestions having for their object improvements in the method of working which will tend to increased efficiency or economy, has met with gratifying response, many valuable ideas having been submitted during the past year. This is evidence of the interest which some officers are taking in the work of their Departments. Several of these suggestions have been approved, and are now in operation, with satisfactory results; and others are under consideration. In some cases, although the suggestions have not themselves been adopted, they have led to distinct improvements and economies in departmental practices. Other suggestions, which would have proved of value had the existing methods been continued, have been superseded by a complete change in the procedure of the Departments concerned. In addition to the above, suggestions to the number of 109 have been forwarded to the Commissioner, but, for various reasons, have not been adopted.

It has been frequently stated by officers that there has been such great objection in some Departments to receive suggestions for improvements that the officers have felt it to be useless to attempt to make further suggestions. Having in mind a proved case in which a suggestion by an officer was deliberately withheld from the Commissioners by a Department, I am reluctantly compelled to conclude that there must be good ground for the general feeling in the Service of the inutility of officers approaching their Departments with suggestions. While it must happen that suggestions are sometimes impracticable or have been forestalled, officers should be encouraged to bring forward anything which they consider to be new and worthy of adoption.

In accordance with the intimation conveyed in my First Report I append the names of the officers whose suggestions have been adopted, together with brief particulars of their schemes :—

Mr. W. H. Frethey, Tourist Department, Wellington, suggested the establishment of a general-messenger service to serve all the Departments, in lieu of the former system by which individual Departments provided their own messengers, as it was found that messengers attached to some offices had really insufficient work to keep them occupied at all times. The suggestion was that messengers should be despatched from the general-messenger staff at regular intervals to the different Departments for the delivery and posting of correspondence and despatch of telegrams. The whole question was referred to and dealt with by the Permanent Head of the Internal Affairs Department; and, as a result, the control of the service

\* Not effective for some months.

† Triennially.



was centred in his Department, and has resulted in a substantial saving. A further reference to this scheme will be found on page 37 of the report. This and the following are regarded as the two best suggestions of the year.

Mr. A. G. Clarke, Post and Telegraph Department, Auckland, suggested, in connection with quarterly and annual balances in the Post Office Savings-banks, a simpler system than that in force to deal with the volume of work now necessary, yet at the same time retaining an adequate record and check. Briefly put, Mr. Clarke suggested that a quarterly and annual balance should be arrived at by using the balances at credit as shown by the ledger-cards. If, for example, the total balance at credit of the Auckland District on the 31st December was £3,000,000, a quarterly balance would be arrived at by adding to this sum the total deposits and interest on closed accounts for the quarter, and deducting from it the total amount of withdrawals. If this total agreed with the total of balances shown on the ledger-cards (arrived at by the use of an adding and listing machine) it would prove that the deposits and withdrawals were in accord with the period summaries, which is really the object aimed at in balancing quarterly. Mr. Clarke pointed out that the advantages to be gained by the adoption of this system are simplification, by which the natural and certain increase of this class of savings-bank work will be dealt with by machines, and not by increase of staff; the same objects that the present system aims at are provided for, while the extended balance shown at credit on the cards will be proved at the end of each quarter—each section of accounts and ledger-cards will balance automatically; errors will be easily determined; and the long and wearisome process of calling and, almost invariably, recalling of the slips against the summaries entirely eliminated. This system of quarterly and yearly balancing has been in use for the last two years by the Auckland Savings-bank, with unqualified success.

It was felt by the Department that the change proposed was of too important and radical a nature to make without a practical demonstration extending over a period of at least one complete quarter and an annual balance, and for this purpose one of the smaller offices was suggested. As it was desirable that the scheme should be brought into effective general use at the earliest possible date should the trial demonstrate its success, arrangements were made forthwith for Mr. Clarke to take charge of the Thames Money-order and Savings-bank Office, and have control of the experiment. Mr. Clarke accordingly proceeded to the Thames office for this purpose, taking with him an expert machinist who had been trained in the first class held in the Public Service Commissioner's office. The experiment proved an entire success. The machine throughout did good work, and demonstrated beyond doubt that in the hands of a careful efficient operator this class of business could be dealt with by mechanical process just as accurately as and far more expeditiously than by the ordinary clerk. One machine will do the work of two officers, where supplied with material suitable to its requirements. As the result of the trial at the Thames was satisfactory, arrangements have been made to put the scheme into operation at Auckland to see whether it can be applied with equal success at a central office, with a view to its ultimate adoption throughout the Dominion.

Mr. F. D. Andrews, of the Post and Telegraph Department, Wellington, suggested a printed form of envelope for intercommunication between Government Departments in Wellington, which saves considerable time in the despatch of correspondence.

Mr. F. W. Clayton, Valuation Department, Wellington, suggested the use by the Valuation Department of a rubber stamp for the lettering and figuring required to be done on the maps of the Department—which work has hitherto been done by hand—and an extension of the use of the sun-print apparatus for copying in connection with the map-work.

Mr. A. C. Philpott, Department of Agriculture, Industries, and Commerce, Napier, brought under the notice of the Department a new system of registration of live-stock brands and ear-marks. After very careful examination and inquiry it was decided that the system of brands and ear-marks submitted by Mr. Philpott possessed distinctive features which renders it superior to the system at present in operation, and at the suggestion of the Commissioner arrangements have been

made by the Department for the gradual introduction of the new registration system throughout the Dominion. The Permanent Head reports that the work of registration under the new system will be carried out much more satisfactorily by clerical officers than by the Inspectors of Stock, who will thus be relieved of unnecessary clerical work.

Mr. C. H. E. Stichbury, Government Insurance Department, Wellington, suggested a scheme which has had the effect of largely reducing and simplifying the work in connection with fire-insurance policies on mortgaged properties. The new system has been found so effective in the Government Insurance Department that its adoption by the other lending Departments of the State is now being considered.

Mr. G. W. Clinkard, Land and Income Tax Department, Wellington, suggested an alteration in the form of account and master sheets at present in use in connection with land- and income-tax work, which will result in improvements in the preparation of accounts.

Mr. J. Monahan, Land and Income Tax Department, Wellington, submitted a scheme to avoid the rewriting of assessment-tickets from the rough registers of the Department, and a proposal to prepare land-tax-return forms for issue for two years at the one operation by carbon process.

Mr. J. W. Salmon, Post and Telegraph Department, Wellington, submitted new forms for the simplification of account-keeping by Registrars of Electors. This scheme will be more economical than, as well as a great improvement on, the old method.

Mr. R. F. G. Hannan, Land and Deeds Registry Office, Wellington, suggested that steps should be taken to prevent the present loss arising through the evasion of the payment of search fees payable under the Land Transfer and Deeds Registration Acts; and, as a result, action has been taken to further safeguard the collection of this revenue.

Mr. M. J. A. McKeefry, Land and Deeds Registry Office, Dunedin, suggested that numbering-machines should be introduced for the numbering of documents and deeds, which work is at present done by hand. This system has been tried in the Dunedin office, and has given entire satisfaction.

Mr. P. C. Jordan, Government Printing Office, Wellington, made suggestions having for their object the improvement of the present system of accounting in the Department. These have been approved.

#### OFFICE ACCOMMODATION.

The accommodation provided in the majority of cases for Government offices is just about as unsuitable as it could be. It usually consists of a series of small rooms, which it can easily be understood renders supervision an impossibility; moreover, under such conditions an undesirable result is that the isolation of officers brings about lines of demarcation fatal to good management, and destroys the community of interest.

For the purpose of dealing with all matters of accommodation, a Board, reporting to the Minister of Internal Affairs—consisting of Messrs. R. Triggs, Assistant Public Service Commissioner; H. J. H. Blow, Permanent Head, Public Works Department; and J. Hislop, Permanent Head, Department of Internal Affairs—was set up in September, 1913, and it has made recommendations for the rearrangement of the new buildings at Christchurch, the Government Buildings at Auckland, and also at Nelson, besides providing for and rearranging the accommodation in several of the smaller Departments generally. Appendix B contains an epitome of the several matters dealt with by the Board.

#### STORES.

Prominence was given to the question of stores administration in the first report, and a great deal of attention has been given to the matter during the past year. Although an exhaustive examination into the practices adopted in the different stores branches of the Departments was not feasible, information has been collected, and eventually important changes will be effected, with (1) a resultant increase in the efficiency of administration, and (2) considerable economy in the

cost of procuring stores and supplies. The following summary will indicate the steps already taken to deal with this very important unit of the Service :—

*Stores Regulations.*—The regulations gazetted on the 18th April, 1913, have been found suitable in the case of practically every Department, but minor amendments are under consideration. Special rules have been prepared for the guidance of every one employed in connection with the management and control of stores. In some cases these are in force, and in others under consideration. In addition, suggestions have been made affecting the books to be kept and returns to be rendered, &c.

*Stores Tender Board.*—This Board, consisting of six departmental officers, was constituted on the 12th June, 1913, for the purpose of securing uniformity in the conditions and specifications of all contracts for stores, and seeing that the conditions imposed meet the requirements of the Departments concerned. The first annual report of the Board has been made, and appears in Appendix A hereto.

The results of the work to date are very gratifying, and it will be seen from a perusal of the report that the existence of the Board has been more than justified. Briefly, 84 tenders for stores of a total value of £113,524, and 134 contracts of an estimated annual value of £77,735, were dealt with; while under the regulation for purchase of stores in case of extreme necessity 21 items were authorized, value £4,492.

It is early yet to say what will be the saving consequent upon the initiation of this reform, but the following are some of the advantages which will accrue from the setting-up of the Tender Board :—

- (a.) Schedules and conditions of contract will be made reasonably uniform.
- (b.) The number of contracts will be reduced by one-half.
- (c.) Less work will be involved in arranging contracts.
- (d.) The cost of advertising and printing will be reduced.
- (e.) Better prices will be obtained and more satisfactory supplies procured.

*Departmental Property.*—It was found that the records of departmental property, representing thousands of pounds, were in a very unsatisfactory state, that in several Departments no attempt had been made to keep proper records, and that, where they were kept, no proper scrutiny existed. Steps have been taken for the establishment of simple records, whereby property of this nature will be systematically accounted for. Regulations were drafted and submitted to a conference of Permanent Heads, who in turn appointed a committee of their number to give consideration to the matter. It is anticipated that a final review will shortly be made, when the regulations will be gazetted and brought into force.

*Inspection of Stores.*—As has already been stated, the inspection and audit have not in the past been of utility; but due prominence having been given to these matters in the Stores Regulations, there is now some degree of uniformity. Reports covering audit, inspection, and stocktaking have been received from the Permanent Heads of Departments, who are required to deal with the subject at least once yearly. It is hoped in this way to properly control the purchase, receipt, inspection, custody, issue, and disposal of stores, and to prevent wasteful, improper, and extravagant practices, and overstocking. A periodical inspection by an expert will probably be arranged for, apart altogether from departmental supervision.

*Control of Stationery, and Requisitioning for Supplies.*—The subject of the supply of stationery and office requisites has recently been under consideration, and it has been decided—

- (a.) That wherever practicable all stationery-depots which may have become established by Departments shall be closed, and that supplies shall be obtained to meet current requirements from the Government Stationery Office, thus avoiding the keeping of stocks by Departments:
- (b.) That Departments shall, except in case of emergency, arrange to obtain supplies from the Government Stationery Office, the Manager of the Stationery Office making the necessary arrangements for purchasing any supplies not stocked by him:

- (c.) That requisitions for stationery and office requisites from all offices, except those situated in Wellington City, shall be made quarterly. In regard to Wellington City, requisitions shall be submitted monthly. Emergency requisitions may, however, be submitted when occasion requires. To enable the supply of requisitions to be spread evenly over the year the Dominion has been divided into districts, and special dates for requisitioning allotted to each.

A new form of requisition has been printed, and has been in use since the 1st January of the present year.

*Stores Accounts, Post and Telegraph Department.*—During the year an important step has been taken by the Permanent Head of the Post and Telegraph Department, by transferring the accounting, and the work incidental thereto, from the stores branch to the Chief Accountant's office. This is undoubtedly the right course to adopt. It is the opinion of the Commissioners that officers in charge of stores should confine their attention to the purchase and receipt of stores and to the supply of the requirements of Departments, and should have as little to do as possible with the accounting. Quite apart from the administrative effect, not only will economy result from the change, but there will also be a considerable simplification of the system. It is estimated that the change will permit of the saving of the services of at least four officers—a reduction of  $33\frac{1}{3}$  per cent. in staff, and a decrease in cost of 48 per cent. or £805 for the year.

*General.*—(a.) Central store: Reference is made in the First Report to the possibility (in view of the large sums expended annually on stores administration) of the consolidation of the interests of the several Departments in the direction of the establishment of a central store. Special inquiries have already been made from such of the Australian States as have given recognition to the practice; and the replies, with accompanying departmental reports, are under consideration in view of the desirability of providing one store common to the whole of the Departments or groups of Departments. This will necessitate the appointment of a Controller and staff; but, as the central-store question will take time to consider, and in view of the unsatisfactory position existing with regard to stores-control in the Public Works Department, a Stores Manager is being appointed for this Department.

(b.) Purchase-order: Suitable forms have been printed for the ordering of stores. This will secure uniformity in purchase-arrangements, and, the forms being prepared by carbon process, will enable a clear record to be kept for accounting purposes.

(c.) Purchase of stores under competitive quotation: In the case of stores not exceeding £100 in value in any one class, which are not included in any contract schedule, supplies are now to be obtained by competitive quotation where the requirements of any Department necessitate such purchases. Quotation forms must be issued containing the terms and conditions under which quotations are invited; and when obtained a comparative summary must be prepared, checked, certified correct, and submitted to the Permanent Head, who is to decide which quotation shall be accepted, with the exception that the Minister's approval must be obtained in cases where it is not intended to accept the lowest quotation.

The economical dealing with, and the proper care of, both stores and departmental property should be finally arranged at an early date. With the co-operation of and loyal assistance from officers engaged in duties connected with stores-management, system and good order should prevail, resulting in efficiency, economy, and discipline. Conferences of officers will be arranged for as occasion demands.

#### RECORDS.

The new system of recording recommended for general adoption is now installed in the following Departments: Agriculture, &c. (partially), Customs (Head Office and Collector), Defence, Dominion Laboratory, Government Statistician's, Internal Affairs (now including Electoral and Government Advertising), Labour, Lands, Marine (now including Machinery), Meteorological, Post and Telegraph (Secretary's office, Chief Inspector's office, Inspector of Telegraph-offices, and in the chief post-offices at Auckland, Christchurch, Dunedin, Invercargill, Oamaru, Timaru, and

Wellington), Public Health, Hospitals and Charitable Aid, Tourist and Health Resorts, and Treasury, and in the Public Service Commissioner's Office.

As was anticipated, no great difficulty has been experienced in applying the general system to Departments in which it has so far been installed. A report upon the working of the system in these Departments will be found in Appendix C.

The savings already made exceed £2,000 per annum, in addition to which further savings are in view.

The suitability of the system to meet the requirements of all Government Departments has now been placed beyond question.

It is of interest to note that requests for information in regard to the system have been received not only from local bodies in the Dominion, but also from authorities abroad.

#### FURLOUGH.

Under Acts which were repealed by the Public Service Act it was provided that officers of at least ten years' continuous service might be granted twelve months' leave of absence, and officers of a lesser period of service, any time not exceeding six months' leave of absence—in each case on half-pay. For some years this had remained more or less in abeyance.

The matter of furlough was made the subject of a regulation of the Public Service Commissioner when control of the Service was assumed, and the former statutory provision was accepted as a basis for the regulation. It was felt at the time that this might be subject to modification when more experience had been gained. At present a public servant can, if convenient, be granted six months' leave of absence on half-pay after long service, and later on he is granted three months' leave of absence prior to retirement. As many officers are unable to take advantage of six months' leave on half-pay, it is considered that in justice to officers of long service the present regulation on the subject of furlough should be reviewed and an arrangement made similar to that in the Commonwealth, under which officers of, say, twenty years' service would be entitled to six months' leave of absence on full pay, which, if not taken previously, would be granted before retirement. It may also be proposed that if an officer about to retire preferred not to take the leave, he be granted the equivalent in money. This, however, would require legislation.

#### OFFICERS' LEAVE.

Some instances have been brought under notice in which officers have taken leave at times which are seriously inconvenient to their Departments. A case has come under notice in which a controlling officer left his office for annual leave when two of his junior officers were absent, and without making proper provision for the conduct of his duties. This is a matter which requires the strict attention of the Permanent Heads.

Since the centralization of control of the messenger services of Departments was effected, the staff has been placed on such a footing as to be able to provide from within its own ranks for temporary absences of officers on sick-leave or annual leave. It should be mentioned that though messengers are excluded from the operation of Part IV of the regulations, they are being granted the leave provided under these regulations.

The question of leave for the masseurs and masseuses of the Tourist Department was recently considered, and it was decided to grant an additional week to those engaged on wet massage and to the head masseuse, on account of the special nature of their duties.

An all-round addition of a week has also been made to the leave of light-keepers of the Marine Department.

The subject of special holidays has also been considered. Frequently Departments are notified that "such officers as can be spared" may be allowed a particular day or half-day, with the result that some get the holiday and others do not. It is a question whether, in order to secure some uniformity throughout the Service, it is not desirable that a specified number of days that will be granted as special holidays during any one year should be stated, any days received by an officer beyond that number to be deducted from his annual leave.

## MINIMUM WAGE.

Although the principle of a minimum wage for married men had obtained in the Post and Telegraph Department for a number of years, it had not been applied to the rest of the Public Service. As there appeared to be no power under the Act to make a regulation to govern the matter, and as it was considered desirable that such cases should be provided for, I made representations to Government, who readily agreed to provide the necessary funds to bring married men already in the Service up to a minimum of £140 per annum as from the 1st April last. I would suggest that a minimum salary for married men on as liberal a scale as possible should be fixed by Act.

It is also worthy of consideration by Parliament whether the present minimum wage of £100 fixed by Act for male officers of twenty-one years of age might not with advantage be raised, and a suitable minimum for women of the same age be fixed.

## MEDICAL OFFICERS AND MEDICAL EXAMINATIONS.

For admission to the Service, the practice adopted has been to select one or more medical practitioners in each centre, and to require candidates to present themselves to one of these practitioners for examination before taking up duty. The number of persons rejected has been small.

Before the Public Service Act came into operation cadets appear to have been the only class of entrants in the case of whom medical examination was always required. It is quite likely that the Superannuation Fund has suffered on this account in the past. The question of waiving the medical examination in connection with the domestic staffs of Government institutions, and retaining them on a non-established footing, is at the present time being considered, as it is found that many of these employees only remain for short periods, and the requirement of a medical certificate increases the difficulties of the management in obtaining suitable domestics.

## EXAMINATIONS HELD AND TRAINING OF OFFICERS.

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

Under the regulations recently issued governing examinations for promotion of Inspectors of Factories in the Department of Labour an examination is shortly to be held.

Charwomen and Rabbit Inspectors have been appointed without examination, in accordance with the provisions of section 40, subsection (2), of the Act.

The question of discontinuing the Public Service Senior Examination after January, 1916, and of substituting, instead, special examinations for individual Departments or groups of Departments has been under consideration for some time. There would then be required from officers a theoretical and practical knowledge of the work of their Department and a pass in the subject of English. Replies are now being received from Permanent Heads to an inquiry that has been made in regard to making some such change.

• *Entrance and Senior Examinations.*

By the terms of clause 172 of the General Regulations the syllabus and procedure in connection with the recent Public Service Entrance and Public Service Senior Examinations were the same as for the corresponding examinations in previous years.

The Public Service Entrance Examination was held between the 19th and the 26th November at fifty-one centres. The examination was not open to female candidates, and the number of entrants consequently showed a marked falling-off—868 in 1913, as against 1,708 in 1912. While the main reason for the decreased candidature was naturally the exclusion of female candidates from the examination, there was also the reason that only those boys who were actually desirous of obtaining admission to the Service were allowed to enter. In the past many candidates have taken the examination merely as a test of educational proficiency, and without any idea of entering the Public Service. Of the 868 candidates admitted at the

last examination, 812 actually presented themselves in the examination-room, and 584 were successful in passing the examination, 203 passing "with credit"—that is, with an aggregate of 60 per cent. of the possible marks.

Seven candidates, who had previously qualified in the examination and had been appointed to the Public Service, presented themselves for examination for the Professional Division in the special subjects required by section 177 of the regulations.

The Public Service Senior Examination was held between the 5th and 20th January at eighteen centres throughout the Dominion and at the Chatham Islands. The number of entrants was 1,051, as against 574 for the previous year. This exceptional increase is no doubt very largely attributable, in the first place, to the fact that an entrance fee is no longer payable by candidates actually employed in Departments of the Public Service coming under the provisions of the Public Service Act, 1912; and, in the second place, to the benefits now held out to officers who succeed in passing this examination. Of these 1,051 candidates, 871 presented themselves in the examination-room; 582 were successful in improving their status, and are now recorded as having passed as follows: Passed the whole examination, 198; passed in five or more subjects, 22; passed in four subjects, 124; passed in three subjects, 119; passed in two subjects, 119. In several instances candidates found that, although successful in passing the examination in five or more subjects, they were not credited with a full pass, as they had omitted to take the subjects prescribed for their Department.

The examinations were conducted by the Education Department by arrangement. The cost was as follows: Public Service Entrance, £751; Public Service Senior, £964.

#### *Post and Telegraph Efficiency Examinations.*

In the Post and Telegraph Department efficiency examinations have been in existence for many years. Clerical officers are tested as to their fitness for their duties at three stages—before receiving salary beyond £110, £165, and £200 respectively. During the year an additional examination, at £220, was abolished. In each case the examination embraces the work of the branch in which the officer is engaged, and is of such a nature that it can be passed by the average officer without any great difficulty. It is purely a test of efficiency, and not a competitive examination.

In addition to these tests of efficiency, examinations in technical subjects are held periodically to enable officers to qualify for technical positions in the telegraph and engineering branches.

To qualify for cadetships, officers of the General Division are required to pass a test of efficiency in postal or telegraph work. On the postal side the cadet's postal examination is deemed sufficient. On the telegraph side an examination in Morse operating, approximately at the rate of twenty-five words per minute each way, is required.

The number of officers who sat for examination during the year 1913-14 was 898. Of this number, 712 (80 per cent.) were successful either wholly or partially. Details are as follows:—

|                                       |    |    | Passed<br>(Wholly or<br>Partially). | Failed. |
|---------------------------------------|----|----|-------------------------------------|---------|
| Cadet's, telegraph..                  | .. | .. | 110                                 | ..      |
| „ technical                           | .. | .. | 124                                 | 34      |
| „ postal                              | .. | .. | 115                                 | 48      |
| „ sorting-test                        | .. | .. | 19                                  | 18      |
| First (postal, general)               | .. | .. | 71                                  | 51      |
| „ (telegraph, general)                | .. | .. | 104                                 | 6       |
| Second (postal, general)              | .. | .. | 5                                   | 1       |
| Despatch Clerk's                      | .. | .. | 1                                   | ..      |
| Counter-clerk's                       | .. | .. | 6                                   | 1       |
| Oral test..                           | .. | .. | 83                                  | ..      |
| Telephone Exchange Clerk's, technical | .. | .. | 16                                  | ..      |
| Senior, technical                     | .. | .. | 36                                  | 22      |
| Engineering (parts of)                | .. | .. | 22                                  | 5       |

The following is a list of officers who have passed important public examinations during the year ended 31st March, 1914, and who have received double increments in salary under Regulation 205. The Public Service Senior Examination passes are not included :—

| Name.                     | Department.                          | Place.            | Examination.  |
|---------------------------|--------------------------------------|-------------------|---------------|
| Berendsen, C. A. ..       | Education .. ..                      | Wellington ..     | LL.B.         |
| Churches, T. A. ..        | Post and Telegraph .. ..             | " ..              | Accountant's. |
| Condliffe, J. B. ..       | Customs .. ..                        | Christchurch ..   | B.A.          |
| Faire, A. S. ..           | Public Trust .. ..                   | Wellington ..     | Solicitor's.  |
| Gibson, J. J. ..          | Public Works .. ..                   | Lake Coleridge .. | Accountant's. |
| McGregor, E. ..           | Customs .. ..                        | Dunedin ..        | Solicitor's.  |
| Robertson, H. M. C. ..    | Post and Telegraph .. ..             | Wellington ..     | Accountant's. |
| Rose, G. G. ..            | " .. ..                              | " ..              | Solicitor's.  |
| Ryan, P. J. ..            | Public Trust .. ..                   | " ..              | "             |
| Scott, J. A. ..           | Agriculture .. ..                    | " ..              | "             |
| Sharp, H. H. ..           | Public Works .. ..                   | Greymouth ..      | A.M.I.C.E.    |
| Stubbs, H. ..             | Public Trust .. ..                   | Wellington ..     | Solicitor's.  |
| Suckling, C. A. ..        | " .. ..                              | Christchurch ..   | "             |
| Tarrant, E. N. ..         | Audit .. ..                          | Wellington ..     | Accountant's. |
| Thomas, W. C. ..          | Customs .. ..                        | " ..              | "             |
| Tracy, W. F. ..           | " .. ..                              | Invercargill ..   | M.A.          |
| Verschaffelt, P. D. N. .. | Public Service Commissioner's Office | Wellington ..     | Solicitor's.  |
| Vollemaere, H. A. ..      | Lands and Survey .. ..               | Auckland ..       | "             |
| Walshe, T. P. ..          | Land and Deeds .. ..                 | " ..              | "             |
| Ward, R. F. ..            | Lands and Survey .. ..               | " ..              | "             |
| Williams, H. ..           | Government Insurance .. ..           | Wellington ..     | LL.B.         |

#### *Shorthand-writing and Typing.*

Public examinations of candidates for admission to the Public Service as shorthand-writers and typistes were held at Auckland, Wellington, and Nelson on the 7th February, the conditions in all particulars being the same as those previously obtaining. The numbers of entries were eleven, four, and three respectively. The passes in the whole examination only totalled four, the distribution among the centres being three, one, and nil respectively.

The promise of improvement shown in the second of the two examinations conducted last year has, unfortunately, not been realized. The quality of the work of the candidates on this occasion was distinctly poor in all essentials.

In addition to the public examinations above mentioned, there were at different times two other examinations held—viz., at Invercargill and Wanganui—to test the merits of applicants for an advertised vacancy in each of these places. The numbers of candidates examined were three and five respectively.

Further examinations have been conducted from time to time during the year in the Public Service Commissioner's Office to test the qualifications of individual applicants for employment. The result in nearly every case has tended to confirm the experience noted in the public examinations. For instance, of eleven girls who presented themselves for examination between the 3rd November and the 18th December, 1913, not one succeeded in passing a reasonable test, and most failed badly.

Scrutiny of the shorthand-work revealed the fact that the training of many of the candidates leaves a good deal to be desired; and in many instances, where the possession of common-sense and intelligence would tide a candidate over some of the difficulties resulting from this faulty training, experience unfortunately shows that these necessary qualities are wanting to a large extent.

The quality of the typewriting-work was equally disappointing. In the speed test the work of the great majority of the candidates in regard to the three main qualifications—of speed, accuracy, and neatness—was exceedingly poor, and "style" was conspicuous only by its absence. It is hard to understand why candidates, who in nearly every case have attended classes at the various recognized schools, and have presumably undergone a course of instruction, should make such a lamentable showing when subjected to a simple test. It is also necessary to



emphasize the fact that this inefficiency in typewriting has been found to have a very detrimental effect in the training of girls who aspire to become qualified mechanical office-appliance operators. This disability has been found to operate to such an extent in the preparation of the girls that it has been found necessary to form an evening class for teaching these learners typing only.

The Public Service now offers good scope and substantial monetary and other benefits to efficient shorthand-writers and typistes, and if these advantages were more fully realized they would be sufficient to induce competent well-trained girls to offer when applications are invited for vacancies.

The only comfort to be derived from the present position is that it is not singular to New Zealand. The difficulty in securing competent shorthand-writers and typistes seems to be just as great in the Old World.

It was found necessary in the Post and Telegraph Department, owing to the expansion of business and the dearth of suitable applicants for employment, to institute classes in (among other subjects) shorthand and typing, to assist junior officers in the service who desire to advance their prospects. The question of extending a scheme similar to that in operation in the Post and Telegraph Department to all branches of the Public Service is therefore being considered.

It may be mentioned that a somewhat similar scheme is in operation in connection with the Western Australian Railways, where boys are allowed to attend classes in English, arithmetic, and mathematics, as well as in other mechanical subjects.

Already advantage has been taken of the shorthand and typewriting class established for young officers of the Post and Telegraph Department; and facilities have been extended to a limited number of male cadets in the general Service in Wellington to attend either the morning or afternoon session to receive tuition in these subjects.

#### SUPERANNUATION.

While I have nothing directly to do with superannuation, I venture to suggest that some change in the present scheme is desirable. Now that about 90 per cent. of officers join the Service at fifteen or sixteen years of age, and as such officers will, under present conditions, be entitled to retire on full pension at the age of fifty-five or fifty-six, it should be considered whether contributions should not cease at the latter ages. At present, it is found that officers of the Post and Telegraph Department who are reaching forty years' service and are entitled to a maximum pension are retiring freely. It is somewhat obvious that if an officer is drawing a salary of £250 per annum, from which is deducted, say, £20 per annum for superannuation, and he is entitled to a pension of £166, he hesitates about remaining in the Service if he is to continue to pay £20 per annum for no additional benefit. If the contributions ceased at the end of forty years, it would be equivalent in such a case to an increased salary of £20 per annum, and would be a saving to the Superannuation Fund of £146 per annum so long as the officer remained in the Service. Another method would be to regard twenty years as the lowest age at which an officer could join the fund. In a country such as New Zealand, it is unsatisfactory that officers should retire at such an early age as fifty-five, often with the idea, no doubt, of competing in business with men outside the Service who have not the advantage of the assured income the pensioner has.

#### REPORT OF THE BRITISH CIVIL SERVICE COMMISSION.

The Commissioners appointed to inquire into the state of the British Civil Service have reported, after sitting for two years. In view of the establishment of central control in this country, the report is particularly interesting from the fact that one of the principal recommendations of the Commission is in the direction of establishing a permanent central control of the whole Service by a Special Committee of the Treasury, with duties analogous to those of the Public Service Commissioners of this Dominion. As is generally known, the Treasury in Great Britain is already invested with large powers of general control over the Civil Service. The Commissioners recommend the creation *within* the Treasury, and subject to its

administrative orders, of a special section for the general supervision and control of the Civil Service. The functions of this section would be—

- (1.) To watch over the general condition and activities of the Civil Service, with a view to its effective and economical employment; and to make, of its own initiative, all inquiries that may be necessary to that end:
- (2.) To bring to the notice of Heads of Departments concerned any matter of importance for them to know, with its recommendations:
- (3.) To secure that in each Department there shall exist efficient machinery for recognizing and rewarding exceptional cases of ability and merit; and to ensure that such cases shall be brought to the notice of other Departments when the interests of the Public Service require this to be done:
- (4.) To secure that in cases where it would be to the advantage of the Service that transfers should be made from one Department to another, such transfers shall take place:
- (5.) To carry out inquiries and investigations into any matters connected with departmental administration or methods of working.

The Commissioners recommend that the section should be so constituted as to possess experience, so far as possible, of various branches of the Service, and think that it should consult periodically with the Heads of Departments or with officers deputed by them on all questions of organization, or other questions falling within the sphere of its functions, especially when some new departure is contemplated.

Importance is given to the necessity for co-ordinating Civil Service examinations with the educational system of the country; and with this object it is proposed to adjust the competitive examinations, in respect of the age of competitors and subjects of competition, to the status of the educational system actually existing in the country. Great stress is laid on the necessity for bringing under the open competitive-examination scheme any Departments or positions at present exempt; and it is recommended that when by an act of patronage a person is appointed to a high administrative position in the Civil Service who has not served the prescribed number of years in the Public Service, the appointing Minister should lay before Parliament a statement of the names and qualifications of persons appointed or to be appointed.

Under the staffing proposals there will be—

- (a.) A class of junior clerks rising from £50 to £200, with an efficiency bar at £130. Higher members of this particular class may be appointed to staff posts attached to the class or to a higher grade, with a salary fixed at varying rates up to £250 per annum, and in a few cases up to £300.
- (b.) Senior clerks: The age of entry is proposed to be eighteen years; and the scale £85, rising to £350, beyond which there should be staff posts carrying special pay, but ordinarily not exceeding £450 per annum, or, in a few exceptional cases, reaching £500.
- (c.) The Administrative Class is proposed to be recruited by a special examination, and the age of entry will provide for candidates having passed through a university course.

In answer to objections likely to be made to the proposal to confine officers to the original division in which they entered, the Commissioners are of opinion that greater facilities should be provided, especially in England and Ireland, for the progress from the primary to the secondary schools and thence to the universities of pupils capable of benefiting by secondary and university training respectively. Generally, it seems to have been considered by the Commissioners that a lad progressing from the primary to the secondary schools and thence to the university was more worthy of consideration for a higher post in the Public Service than an officer who spent a similar time in the junior or senior class.

These staffing proposals are of great interest; but I am convinced that any arrangement under which promotion to a higher class would be debarred to officers already in a lower one would be difficult, if not impossible, to apply in a country such as New Zealand, where the Public Service and the education system have had to adapt themselves to altogether different conditions than exist in Great Britain, and where so many public servants do credit to themselves and the Service by university-work done by them after their appointment.

The report also deals with the employment of women and the Civil Service in relation to the duties of citizenship.

Another important proposal is that there should be promotion by transfer of officers from one Department to another. This principle has, after a year's experience in this Dominion, been found to be a sound one, and one which I am able to say has enabled promotion by merit to be realized in its best sense.

#### APPLICATIONS FOR EMPLOYMENT.

The popularity of employment in the Public Service is evidenced by the large number of applications made to this office in anticipation of suitable vacancies occurring—some by applicants with special qualifications, and others by persons with no training at all. Table X gives particulars of the positions applied for, and shows that the number of such applications is 2,401 for the year.

No difficulty has been experienced in obtaining sufficient applications from boys desirous of appointment to cadetships, the liberal salary and allowance payable on admission, and the good opportunities for advancement held out to deserving officers under the Public Service Act and Regulations, no doubt acting as an inducement. Now that admission to the Entrance Examination is confined to those who are desirous of entering the Service, the number of refusals of offers of appointment is much less than formerly.

Parents of candidates do not appear to understand the effect of restricting the choice of Departments to which their sons will accept appointment, and some of the candidates lose opportunities in consequence. For instance, a boy who applies for admission to a certain Department is passed over when his turn for consideration comes, unless the vacancy happens to be in the particular Department named by him. He therefore has to wait until a vacancy occurs in that Department, and sometimes no vacancy will occur in it at all. Similarly, some candidates restrict their choice to the Professional Division of the Service, and thereby lose all chance of appointment unless they alter their applications, for amended regulations render the Entrance Examination pass an insufficient qualification for admission to this division.

#### ADVERTISING OF POSITIONS.

The practice has been generally followed of advertising in the Press positions for which special qualifications are required. The competition for Government positions has been very active, and, as in most cases many of the applicants have good qualifications, it is apparent that the salaries paid in the Service compare favourably with those for similar work outside, and that the conditions of employment are regarded favourably. Positions for which application is limited to officers alone are advertised in the *New Zealand Gazette*, in the "Public Service Official Circular," or in the official organs of the Public Service and Post and Telegraph Officers' Associations. The opportunity thus given of applying for positions is appreciated by officers.

As will be seen from Table IX attached to this report, the number of applications received for advertised positions is very large, and the amount of work required to deal with them is considerable. Whenever possible, the practice followed is to narrow down the applicants to a selected few, and to arrange for a personal interview with these before a final choice is made.

#### LEGISLATION AFFECTING THE PUBLIC SERVICE ACT, 1912.

Section 35 of the Public Revenues Amendment Act, 1913, altered the provisions of sections 20 and 22 of the Public Service Act, 1912, to enable increments of salary and wages of officers in receipt of classified salaries or wages to be paid as they become due, instead of waiting until the passing of the Appropriation Act at the end of each session. The necessary provision was included for making deductions from salary or wages in the event of alterations being made in the Estimates by Parliament.

Section 26 of the Appropriation Act, 1913, authorized the payment of salaries at the classified rate as from the 1st April, 1913.

In the Temporary Employees Act, 1913, power was given to the Commissioner to make regulations governing the permanent appointment to the Service of certain of the temporary employees who have been continuously employed since the coming into force of the Public Service Act, 1912.

#### REGULATIONS.

The Regulations issued in April, 1913, under the Public Service Act have generally met the requirements of the Service. It was only to be expected that experience of the working of the regulations would reveal some defects necessitating amendments, and would suggest other matters concerning which fresh regulations might be necessary. Amendments and additions have therefore been made from time to time, and some others are being issued, amongst the most important of which is the proposed provision for leave for engineers of the Public Works Department to allow of their pursuing a course in engineering at Canterbury College.

The regulations first issued for examinations adopted for the time being the Civil Service Junior and Senior Examinations of the older programme, and, while providing for certain changes to take effect in the Entrance Examination after 1913, left it for later regulations to provide a syllabus and to prescribe fresh tests for promotion in the Public Service.

In regard to the Entrance Examination, the syllabus has now been supplied; but to avoid the possibility of hardship that might be caused by a change of regulations without due notice, the new Public Service Senior Examination Regulations issued are not to have effect until after the examination of January, 1915, the old Civil Service Senior Regulations being continued in force until then.

Of the remaining changes in the General Regulations, the following are some that are worthy of note :—

The effect of the amendment of Regulation No. 27 is to allow officers to become members of local bodies or Boards of Education. The interests of the Service are safeguarded, and officers are still forbidden to hold the office of Mayor, President, or Chairman of such.

Regulation No. 51 as amended allows of an accumulation of annual leave for two years.

Regulation No. 110A makes it possible to obtain a refund of the cost of a sleeping-berth when an officer is travelling on the train between Wellington and Auckland.

Regulation No. 150 adds further to the list of officers authorized by the Commissioner to engage or discharge temporary workmen.

The main change in Regulation No. 155 is to make the Public Service Senior Examination (with certain specified subjects) the test for admission to the Professional Division.

Regulation No. 222 deals with the maximum salaries and grading of female officers in the Service.

During the course of the year regulations for special Departments have been made as under: Public Works Department—In regard to employees in Government workshops; Printing and Stationery Department; Marine Department—Providing for extra leave for lightkeepers; Department of Labour—Specifying the examination to be taken by Inspectors of Factories who wish to qualify for certain higher positions in the Department; Post and Telegraph Department.

The Temporary Employees Act, 1913, left it to the Commissioner to make regulations governing the permanent appointment of temporary employees in the Service. The regulations have been duly issued, and the claims of temporary employees for permanent appointment are now receiving attention.

Certain slight amendments are about to be made in the Stores Regulations which were made under the authority of the Public Service Act in April, 1913. In addition, regulations regarding non-consumable stores (departmental property) were drafted and submitted to a committee of departmental officers for consideration and report, and are being issued.

Many valuable suggestions have been obtained from consideration of the regulations introduced in the Commonwealth and State Services of Australia; and the

practice is being adopted of exchanging all regulations both with Australia and with other British countries in which the Public Services are controlled by Commissioners, in order that any new ideas introduced in regard to Public Service control may be examined to see if they are applicable to this Dominion.

#### BOARD OF APPEAL.

The Board of Appeal constituted under the Public Service Regulations commenced its meetings for the hearing of appeals on the 20th September, 1913, and is likely to be engaged until the end of July or later in completing the hearing of appeals.

#### PUBLIC SERVICE OFFICIAL CIRCULAR.

As a convenient means of conveying to Departments instructions for their guidance, and of acquainting officers with matters of interest to themselves, the "Public Service Official Circular" was instituted in December last, and further numbers are issued at intervals of about a month.

The Circular is sent to all Departments in sufficient numbers to allow of copies being available for district offices.

Any extra Circulars issued during the month, before the date of publication of the Official Circular, are, if the importance of the subject warrants it, reprinted in the next issue.

In addition to notices of general interest, advertisements of vacancies open to officers are inserted in the Circular, thus giving officers in remote localities opportunities equal to those of officers stationed in Wellington of applying for positions for which they are eligible. Names of officers appointed to such positions are published in due course in a subsequent issue of the Circular. The inclusion of lists of officers appointed on probation, and of lists showing recent promotions, serves to keep members of the Service posted with information regarding staff changes; while those officers who accept the invitation given in the regulations to make suggestions for improvement in regard to their work are specially named under an appropriate heading.

#### CONFERENCES OF OFFICERS.

In the First Report reference was made to the importance of conferences being held between the Head Offices and District Offices for the purpose of reviewing the internal practices of the Departments, and it is pleasing to place on record that several such conferences have been held in the past year.

*Land Transfer and Deeds Registration Office.*—In November, 1913, the District Land Registrars of the various districts in the Dominion met in conference in Wellington to discuss a draft of proposed amendments in the regulations which was submitted to them by the Department, to arrive at uniformity in practice in regard to their work, and to consider suggestions for improvement. It was considered that very great good would result from the conference, and that further meetings should be held at suitable intervals.

*Valuation Department.*—In November, 1913, a conference was attended in Wellington by the officers in charge of the four chief valuation districts, and by the District Valuer for Gisborne. The two main objects of the conference were—(1) To discuss the multiple scheme for preparing the valuation rolls, and (2) to enable the provisions of the recent Valuation of Land Amendment Act to be explained.

*Departmental Property Conference.*—A conference of all the Permanent Heads was called in March last to discuss with the Commissioners the important subject of the care of departmental property. Draft regulations were submitted, and a committee formed to deal thoroughly with the matter. These regulations have since been finally approved and gazetted.

*Workshop Rules.*—The draft regulations intended to apply to Government workshop employees were submitted to a conference consisting of the Permanent Heads of the Public Works, Post and Telegraph, and Printing and Stationery Departments. The recommendations of the conference were fully considered before the regulations were finally issued.

*Public Trust Office.*—The first annual conference of the senior officers at the Head Office and branches was held at Wellington during April last.

The conference had for its object the full discussion of all matters bearing upon the policy of the office, its organization, method of dealing with the various classes

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 :

- (12.) The procedure to be followed in dealing with all routine matters, such as—(a) Land Board work, preparation of papers, minutes, &c. ; (b) applications and inquiries for land, &c. ; (c) staff matters, &c.

#### DEPUTATIONS.

Many questions affecting officers of the Public Service were brought under notice of the Commissioners by deputations during the year of delegates from the Public Service Association and the Post and Telegraph Officers' Association.

The principal matters discussed were : Overtime, annual leave, Territorials' pay, rights of officers, travelling-allowances, officers performing higher duties, civic rights, minimum salary for married officers, service for superannuation purposes, Appeal Board representation, permanent appointment of temporary employees, tellers' allowances, seniority list, expert division, salary and allowances, creation of more positions, examinations, appointment to engineering branch, transfers, objections to Civil Service Guarantee Act.

In addition to the many officers who were individually given opportunities of seeing one or other of the Commissioners and making any representations they wished, a number did so by means of deputations representing them and consisting of members chosen from amongst themselves.

#### INSPECTION.

In addition to the inspection of offices in and outside Wellington by the Commissioners, special inspections have been made by the Sub-Inspector when such appeared to be required. These inspections have generally been the outcome of requisitions for additional staff. It has several times been found possible, as the result of inspection, to obviate the necessity for additional staff by combining the duties of officers or by an improvement in the method of working. At the same time, inspections of the kind have been fruitful in discovering where alterations in practice could be carried out with advantage. On the whole, the saving effected has been considerable.

There has been occasion to refer in other parts of this report to the need for inspection by departmental officers. As stated in my first report, probably the greatest need at the time was the inauguration of a proper system of inspection of all offices. As little movement has been made by Departments, I repeat here that the Commissioners consider that an inspection of every office should be made each year by qualified officers, who would not only point out irregularities in methods, &c., but would at the same time take a share in the responsibility of educating officers in the various duties which they are expected to perform.

#### INSPECTION OF SHORTHAND AND TYPING METHODS.

During the past year an inspection has been made of the shorthand-writing and typing work of the various Government Departments in Wellington. Up to the present time twenty-nine Departments and sub-departments have been visited. As a result of the inspection, it has been found,—

1. That in many instances the title of "Shorthand-writer" is a misnomer, as far, at least, as actual practice goes. In such instances the services of competent shorthand-writers are being paid for, although, as a matter of fact, they are only employed as mere copyists. At the same time these officers are losing their chief qualification for want of practice.

2. That a very large portion of the time of the most highly paid officers is spent in drafting in ink or pencil more or less lengthy reports and replies to correspondence which could be far more expeditiously dictated to a shorthand-writer. This does not, of course, refer to those officers whose duties necessitate their constantly travelling from place to place, and who are able to utilize the time spent in trains and steamers in writing up their reports.

It is believed that if a careful analysis were made of the objections to giving dictation it would be found that in almost every instance the difficulties were the outcome of the natural diffidence of young men in acquiring the habit of dictating in the presence of their fellow-officers. Where the objection has been raised inquiry has elicited the admission that dictation has never been given.

3. That a very large portion of the time of the shorthand-writers is devoted unnecessarily to deciphering difficult or bad writing when they could very easily overtake considerably more work if they were typing from their own shorthand notes. The statement which has frequently been made that drafted matter does not require the same amount of revision or "editing" as shorthand notes is hardly borne out by experience.

4. That in many Departments the supervision of the work of the shorthand-writers and typists is of a nature which is not calculated to develop their general ability and intelligence.

5. That the work done by shorthand-writers and typists (whether male or female) throughout the Service is, with few exceptions, of only fair average quality, and is lacking in that excellence which should be the hall-mark of Government work.

6. That, further, in many offices certain practices are still observed which are regarded as altogether obsolete in up-to-date commercial houses: such, for instance, as the typing of envelopes, or the writing of them, in place of using window envelopes; the retention of the press-copy book or of a second carbon copy when a file copy of correspondence is already made; and so on. It is believed that if such practices were once done away with a great saving of time would be effected, while the amount of supposed inconvenience suffered would be altogether negligible, and would eventually disappear.

While it is not to be expected that every shorthand-writer and typist will prove to be a brilliant officer, it is possible, if the right means are used, to establish a highly competent and intelligent staff of shorthand-writers and typists, capable of at once undertaking the work of any Department to which they may be transferred at any time.

As a result of the inspection it is hoped that a better knowledge of each Department's requirements will be gained, and that in future it will be found possible to appoint shorthand-writers to the Department where their particular qualifications will be made the best use of.

It has to be noted that the examination of the shorthand and typing methods so far has been confined to the Wellington offices. It is intended during the year to extend the inspection to other portions of the Dominion.

#### TRANSFER OF OFFICERS.

On assuming their duties last year the Commissioners decided to allow Departments to deal with the removal and transfer of officers from one place to another. This, it was supposed, would be an easy matter to arrange without interfering with the classification of officers. As, however, more than one Department made changes which were considered by the officers removed to be in the direction of promotion, and which, if there had been a vacancy in a higher class, would have necessitated others being considered, it was found necessary to require that all transfers of officers drawing over £150 per annum should be carried out only on authority having first been obtained.

#### RETIREMENTS OF PRINCIPAL OFFICERS.

After twenty-two years' service with the Labour Department, Mr. John Lomas, Secretary of Labour, retired on the 31st December last. He was associated with the Department practically from its inception in 1891. After serving for many years as Inspector of Factories at Christchurch and Dunedin, Mr. Lomas was promoted to the Head Office in 1907, and on the retirement of Mr. Edward Tregear, I.S.O., early in 1911 he succeeded to the office of Secretary of Labour. Mr. F. W. Rowley, who was formerly Chief Clerk in the Department of Labour and Deputy Chief Inspector of Factories, has been appointed Secretary in place of Mr. Lomas.

Mr. A. M. Smith, who retired on the 31st March, 1914, from the position of Secretary to the Public Service Superannuation Board, joined the staff of Governor Sir George Grey in June, 1866, after previously serving in the British Army. Mr. Smith served with Sir George Grey until his retirement, and was afterwards on the staffs of successive Governors until 1870, when he was appointed to the Colonial Secretary's Department. In 1879 he became Private Secretary to Sir John Hall, the Prime Minister, and on the retirement of the latter was appointed Chief Clerk of the Wellington District Lands Office. In 1882 he resigned from the Public Service



to take up private work, but rejoined later in the year, and acted as Private Secretary to various Ministers. Later he served in several of the Government Departments until his appointment in November, 1907, to the Public Service Superannuation Board. Mr. W. M. Wright, formerly Accountant to the Public Service Superannuation Board, is now filling the combined position of Secretary and Accountant.

Mr. John Strauchon, I.S.O., entered the Survey Department in 1865, having previously served from 1862 in the Otago Provincial Engineer's Department. After qualifying as a surveyor in 1868 he entered the Head Office as Draughtsman, and later acted as Office Surveyor. After serving in the various capacities of Draughtsman, Surveyor in Charge, and District Surveyor in several parts of the South Island, he became Chief Surveyor and Commissioner of Crown Lands for Taranaki in 1893. In 1902 he was transferred to a similar position in the Wellington district, and in 1908 to Auckland, at the same time holding many other positions more or less connected with his work in the Lands Department. From 1909 to 1912 he held the position of Surveyor-General, and in 1911 represented the New Zealand Government at a conference of Surveyors-General held in Australia. He was appointed a Companion of the Imperial Service Order in June, 1912. From 1912 until his retirement on the 31st March, 1914, after a continuous service of fifty-two years, he was Secretary for Lands and Surveys, and until the Immigration Department was separated from the Lands Department in 1913 he was Under-Secretary for Immigration also. Mr. J. Mackenzie, formerly Surveyor-General, succeeded Mr. Strauchon as Under-Secretary for Lands.

It is with regret that I have to record the sudden death in October last of Mr. A. Hamilton, Director of the Dominion Museum. He was appointed Director in 1903, having previously held the position of Registrar of Otago University. While in Dunedin he made a special study of Maori art, and published a book on the subject. In earlier life Mr. Hamilton was a schoolmaster. He was for many years an active member of the New Zealand Philosophical Institute, and made many contributions to its literature. He has been succeeded as Director by Dr. J. A. Thomson, Palæontologist to the Mines Department.

#### STAFF RECORDS.

The incompleteness of the records was pointed out in the First Report; and whilst there has been some improvement, yet so badly have the particulars of staff been kept in some Departments that even now some doubt exists whether the name of every permanent officer appears in the Classification List.

Delays are unavoidable when incomplete information is furnished, and much extra work is involved in obtaining the additional details.

A disposition has been shown by some few Departments to engage temporary assistance without obtaining approval beforehand. It has been found necessary to order the discontinuance of the practice followed by a few officers in fairly responsible positions, of engaging members of their own families when authorized to provide themselves with temporary assistance; and it has been pointed out that such action constitutes a breach of the Public Service Act.

#### EXPANSION OF THE SERVICE.

In Table III the new positions created during the year are shown in detail, and the reasons given for action in each case. The total additional cost of salaries on account of these new positions was, after making deductions on account of the consequential changes, £22,179. I have no means of comparing the figures with any former year; and there is little to remark except to say that every application for the creation of a new position, even if only for an additional cadet for expansion of business, has been submitted to rigid scrutiny.

#### MOVEMENT OF THE SERVICE.

##### *Departments other than the Post and Telegraph Department.*

The following table showing alterations in the staff and salaries of Departments gives, for the first time in the history of the Service, the actual state of the staff at the beginning and end of the financial year, with details of increases to the staff under various headings, and the wastage owing to deaths, retirements, resignations, &c.





In any ordinary business of any magnitude one of the first cares of the manager is to have placed before him at short intervals the number and cost of the staff, both permanent and temporary, its distribution according to the class of work, and the percentage cost of each particular class. In the Public Service this appears to have been disregarded. A vote was obtained for salaries, and, if it was found to be insufficient, temporary assistance could be engaged and charged to "Unauthorized."

In the table it will be found that the net increase to the staff during the financial year was 431, and the amount £25,402; of which amount £18,109 represents temporary officers made permanent, and £2,400 adjustments on the first classification by the Board of Appeal. Under the heading "Expansion of the Service," I have shown that the creation of new positions owing to expansion cost £22,179. £17,286 is thus represented by savings in other directions, thus:—

| <i>Dr.</i>                       | £              | <i>Cr.</i>                            | £              |
|----------------------------------|----------------|---------------------------------------|----------------|
| Increase to staff during year .. | 25,402         | Temporary positions made permanent .. | 18,109         |
| Balance .. ..                    | 17,286         | Adjustments by Board of Appeal ..     | 2,400          |
|                                  |                | Creation of new positions ..          | 22,179         |
| <b>Total .. ..</b>               | <b>£42,688</b> | <b>Total .. ..</b>                    | <b>£42,688</b> |

As the item £18,109, temporary officers made permanent, reduces the vote for temporary clerical assistance, and as adjustments by the Board of Appeal are non-recurring, the total net cost for the year for expansion was therefore £4,893.

To ascertain the increased cost for 1914–15 the classification increments of all salaries, including new appointments during 1913–14, must be added—namely, £51,686—or a total, including the £4,893 above mentioned, of £56,579. There must also be added £2,543, new appointments on the 1st April, 1914. As, however, a large number of items shown are calculated on a full year's payment, and as the full year does not expire until varying dates after the 31st March, 1915, there should be deducted £3,303 as payments not required during the year, leaving a net additional sum of £55,819 to be provided for.

During the current year a considerable number of temporary employees will be made permanent under the Temporary Employees Act, but this, while adding to the vote for classified salaries, will of course reduce the vote for temporary employees. In order to enable a better analysis to be made, it is suggested that Departments should in future show clearly the cost of temporary assistance under separate headings—Professional, Clerical, and General Division. The general votes should also be divided in the estimates to show the estimated cost, as far as possible, of material and labour.

Summarizing, the state of the classified staff is as follows:—

|                         | No.   | Amount.  |
|-------------------------|-------|----------|
| 1st April, 1913 .. .. . | 4,641 | £874,437 |
| 1st April, 1914 .. .. . | 5,095 | £953,343 |

These figures do not include Native-school teachers, which are,—

|                         |     |         |
|-------------------------|-----|---------|
| 1st April, 1913 .. .. . | 243 | £25,901 |
| 1st April, 1914 .. .. . | 241 | £26,861 |

The average increase to salaries, excluding Native-school teachers, was £10·19, and the average salary of each classified officer £187·11.

The average increase to salaries was £7·66, and the average salary of each classified officer £135·47. The average salary of Native-school teachers was £111·46.

#### *Post and Telegraph Department.*

The state of the classified staff of the Post and Telegraph Department is as follows:—

|                         | No.   | Amount.  |
|-------------------------|-------|----------|
| 1st April, 1913 .. .. . | 5,372 | £708,165 |
| 1st April, 1914 .. .. . | 5,633 | £761,365 |

As the Post and Telegraph Department has been classified for many years there is nothing special to remark about these figures, which show what is apparently a normal expansion.

The Administrative Division is not included : the salaries for 1913-14 amounted to £20,675.

#### TRANSFER OF DUTIES FROM ONE OFFICER TO ANOTHER.

An important matter (which was strongly emphasized in the First Report, and is provided for in the Public Service Regulations) is the necessity for changing the duties of the staff, wherever practicable, with some regularity, so as to afford officers the opportunity of becoming acquainted with the different features of the work and the organization of their Departments. This is particularly essential in the case of junior clerks and cadets, because it has been found from the best experience that in order to render them suitable for other duties the younger officers should not remain for too long a period at a particular class of work. Whenever an officer takes over the duties of another officer, either temporarily or permanently, it should be the special duty of the controlling officer or sectional head to make sure, before the position is vacated, that the incoming officer is reasonably conversant with all instructions relative to his new duties. It is to be regretted, in view of their importance, that instruction-books are not in general use for the guidance of staff, setting out in complete detail the practice to be followed in each section of the work of a Department. If duties were properly defined, and the relations which should exist between the officers in one section or branch of a Department with another made clear by means of standard instructions, not only would there be uniformity of method and community of interest, but the transfer of duties from one officer to another could be effected with a minimum of inconvenience.

In the case of a permanent transfer of duties there should always be a report made by the outgoing officer upon the condition of his work, which report should be endorsed or remarked upon by the incoming officer and handed to the sectional or controlling head. When the transfer involves the taking-over of cash or valuables of any description whatever, a statement should be drawn up and signed by both officers and countersigned by the sectional or controlling head.

#### TRANSFER OF OFFICERS BETWEEN DEPARTMENTS.

The fact that the Departments are rapidly becoming a concrete whole has enabled several promising officers to be considered for promotion to Departments other than their own. As in many other ways, the Commissioners are much hampered by the existence of so many small Departments, which are inclined to resent vigorously the transfer of their officers, although there would be little prospect of advancement for them if they remained. If the best advantage is to be taken of young officers with special qualifications it is imperative that they should be given every opportunity of competing for vacancies for which their special knowledge renders them valuable. The following typical cases may be instanced as showing the range of selection during the year :—

Clerk, Land and Deeds Department, to Clerk to Native Land Purchase Board and Correspondence Clerk, Native Department.

Accounts Clerk, Immigration Department, to Inspector, Land and Income Tax Department.

Clerk, Post and Telegraph Department, to Chief Clerk, Public Works Department, Wanganui.

Clerk, Government Insurance Department, to Inspector, Land and Income Tax Department.

Clerk, Valuation Department, to Examiner, Audit Department.

Clerk, Government Insurance Department, to Principal Clerk, National Provident and Friendly Societies Department.

Palæontologist, Mines Department, to Director, Dominion Museum.

Carpenter, Post and Telegraph Department, to Draughtsman, Lands and Survey Department.

Folder, &c., Printing and Stationery Department, to Machinist, Treasury Department.

I have already mentioned that the Commission on the British Civil Service, which has just finished its sittings, has made a recommendation that the system of interchange of officers between Departments should be carried out in Great Britain. The system has, of course, its limitations; but these are limitations of age, rather than anything else. Without being dogmatic, I think it may be said that unless an officer qualifies for promotion before the age of thirty it is doubtful whether he is likely to do so in work other than that in which he has been trained. It is needless to say there are brilliant exceptions to this; but the gap between brilliancy and mediocrity is a wide one in the Public Service, as in other walks of life.

#### SENDING OFFICERS BEYOND NEW ZEALAND.

This matter was referred to last year, and it was suggested that officers in the Public Service might with advantage be sent abroad to obtain a knowledge of the practices relating to their Departments as followed in other countries. During the year facilities have been given to the following officers for this purpose:—

- T. W. Lonsdale, Manager Moumahaki Experimental Farm; to enable him to visit Australia, with a view to making himself conversant with agricultural operations there.
- W. K. Dallas, Assistant Orchardist, Weraroa Experimental Farm; to pursue his studies in Australia and California.
- J. L. Bruce, Assistant Director Live-stock and Meat Division, Agricultural Department; to inquire into the position regarding manure-sterilizing in India.
- H. J. H. Blow, Permanent Head, Mines Department; to visit the Mines Conference at Broken Hill.
- R. G. Robinson, Forestry Division, Lands Department; to attend the Foresters' Conference in Scotland.
- C. E. Adams, Government Astronomer; to proceed to United States for further study. Mr. Adams has been awarded, by the University of California, the Martin Kellogg Fellowship of the Lick Observatory, which is regarded as a distinguished honour.
- C. E. Matthews, Inspector of Prisons; to inquire into prisons systems in Australia.

#### UTILIZATION OF SURPLUS CLERICAL OFFICERS.

By utilizing the services of officers found to be surplus during the year in Departments where changes of practice or rearrangement of the staff were carried out, it has been found possible to almost entirely avoid the necessity of employing temporary assistance from outside the Service. When it is taken into account that on an average from eighteen to twenty officers have been available for taking up temporary duty, the economy realized in this way is considerable, approaching any sum between £3,000 and £4,000 per annum.

#### HISTORY OF CLASSIFICATION.

In my First Report it was stated that although provision was made in the Civil Service Act of 1866 for the classifying of the Service, yet no action was understood to have been taken in the matter until 1885. It has since come under my notice that a classification was in operation in the Customs Department in the early "seventies," and that a list of classified officers in the Department was published in the *New Zealand Gazette* of the 5th April, 1871, in accordance with the provision in the Appropriation Act, 1870, whereby a single Department could be classified by Order in Council. No further information can now be obtained in regard to the matter, but apparently nothing was done beyond the publication of the list referred to.

#### CLASSIFICATION OF PERMANENT HEADS.

The Public Service Act provides for an Administrative Division, the first members to be appointed by the Governor. The Commissioner thereafter has power to certify at any time that offices in the Administrative Division should be added or abolished. As a commencement, the Governor decided to appoint to the Adminis-

trative Division practically all the Heads of the existing thirty-three Departments, with the addition of one professional officer in the Public Works Department, two Assistant Secretaries in the Post and Telegraph Department, the Assistant Secretary of the Public Works Department, and the Assistant Commissioner of the Government Insurance Department.

Under the proposals in regard to amalgamation of Departments which I have made elsewhere the number of Administrative officers should be reduced to fourteen, and provision made for salaries, in excess of the present maximum of the Clerical Division, for chief officers of sub-departments or branches. The salaries of professional officers are not limited by Act.

At present Administrative officers cannot be classified under the Act, the provision of their salaries and increments being fixed from year to year by Parliament as under the old Act. If my proposals in regard to amalgamation of Departments are agreed to I would suggest that the minimum and maximum salaries of the fourteen proposed Permanent Heads be fixed by law. Departments might be grouped in two classes—Class I carrying a salary for the Permanent Head of £900 to £1,200 per annum, and Class II £700 to £850. The present arrangement, under which the Head of an important Department, such as the Customs Department, may be drawing less than the Head of a comparatively minor one, is not satisfactory.

#### IMPROVEMENTS IN CLASSIFICATION.

An endeavour has been made to improve the position of attendants in mental hospitals by increasing their minimum and maximum salaries, and by adding to their salaries the value of such emoluments as board and lodging, a corresponding deduction being made for refund to maintenance. It has been a long-standing grievance that the salaries of these officers were fixed with regard to emoluments, and that the value of the emoluments did not count towards pension. A claim to be treated on the same footing has been made by officers higher in rank, but, as it is only proper that the Superannuation Fund should receive something in return for the period which has elapsed since 1907, the matter appears to be one for legislation, and I have advised Government accordingly.

The same arrangement is being made as regards the treatment of emoluments in the case of attendants and others in the special schools, and will be applied, as far as possible, to all Departments.

In the new list the positions of valuers in the Valuation<sup>5</sup> Department and Inspectors of the Department of Agriculture have also been improved.

In the Prisons Department it has been decided to reclassify the officers, and as a result the positions of the gaolers, warders, and matrons in such institutions will be considerably improved.

Improvements in the Post and Telegraph classification are mentioned under the heading Post and Telegraph Department on page 36.

These improvements (and others) are shown in detail in Table V.

#### ALLOWANCES TO OFFICERS.

As promised in my First Report, I show (in Table VII) particulars of special allowances to officers, in addition to salary, which are not provided in the Classification List. Judging from the recommendations received from Departments to grant allowances which have been declined by the Commissioners, it seems to be the case that in some Departments there has been a disposition in the past to add to officers' salaries by means of allowances for performing duties which in other Departments are considered to be fully covered by the salaries. The Commissioners regret that they have had to disappoint officers who have been recommended for allowances by their Permanent Head, but they have been unable to regard precedent as of any value in such cases. No doubt there are many difficulties, but it is quite clear that in fixing a scale of salaries Parliament intended that the scale should cover the whole of the duties attached to the positions graded under the scale, and that if an officer is not paid sufficiently the proper course is to increase his salary. This, however, is not fully appreciated, as it is found that in more than one case where the position of an officer has been improved solely on account of the responsibility of his duties claims have been made for allowances for the same reason.

It would be much more satisfactory to all concerned if it were enacted by Parliament that no increase to an officer's classified salary by way of allowances not provided for by Act or regulation should be made unless the officer's name or position is stated and the allowance specially provided for in the Estimates.

#### THE PROFESSIONAL DIVISION.

The regulations prescribing the tests for admission to the Professional Division have been amended, and a pass in the Public Service Senior Examination in certain specified subjects is now required. Not only is considerable eagerness for admission to this division displayed by candidates for cadetships from outside the Service, but there are numerous inquiries from within the Service from junior officers who are anxious to obtain a transfer from the Clerical to the Professional Division. The number of openings is, however, very strictly limited, and it must be clearly understood by these applicants that the mere fact of qualifying does not ensure their admission, but simply makes them eligible for consideration if vacancies should arise.

A special course of physics lectures was held at the Victoria College during the year 1913 for engineering officers of the Post and Telegraph Department, and such satisfactory results were achieved as to warrant equally favourable conditions being afforded engineering officers of the Public Works Department.

Liberal conditions have accordingly been provided in regulations just issued for enabling engineers of the Public Works Department to pursue their professional training. Leave on half-pay will be granted to approved applicants during the college sessions, in order that they may take a two-years course in engineering at Canterbury College, and the lecture fees and cost of books will be paid. In the interests of the State due measures are required to be taken to see that the students pursue their courses with diligence, and provision is made to bind each engineer either to serve his Department for a certain time after the completion of his training or to refund the money advanced.

#### POST AND TELEGRAPH DEPARTMENT.

The manifold activities of this Department continue to extend rapidly, and have necessitated a considerable increase in staff during the year, principally owing to the very rapid extension of the telephone.

As the result of further revision, the condition of the General Division of the service has been considerably improved. The principal alteration has been the raising of the maximum of letter-carriers, telegraph-linemen, &c., to £180, and providing facilities for the transfer of other classes of General Division officers to the Clerical Division. The growth of the service in other directions has warranted the creation of a number of positions above the Seventh Class, while the fullest opportunity has been taken to provide an outlet for officers of meritorious service who, under previous conditions, were blocked at £220 per annum.

The Post and Telegraph Department is peculiar as compared with others, as under the Public Service Act transfers to the Department from other Departments are practically impossible, although there is nothing to prevent Postal officers being transferred to other Departments. This was at the request of the officers of the Department, but I am afraid the provision is one which is a disadvantage rather than an advantage to the officers themselves, as the rest of the Public Service is now claiming through its association that the same treatment should be applied to them. The full effect desired by all officers would be met if the restrictions were modified. The Post Office has unusual facilities for training officers in certain classes of clerical work for which it is at times difficult to find officers properly trained in other Departments, while, on the other hand, the Post Office is often in need of General Division officers, who could be supplied from other Departments instead of being engaged from outside the Public Service.

This Department was classified for twenty-one years before the Commissioners assumed office, and the manner in which the officers expressed themselves during the passage of the Public Service Bill was a striking testimony to the high regard which they had for the system of classification.



### TOURIST PASSENGER BOOKING.

It was evident to the Commissioners that the methods of accounting for the receipts from the passenger-booking business conducted by the Tourist Department required an important alteration. A qualified accountant (an officer of the Public Service) was directed to look into the matter, and the accounts have been remodelled with a consequent saving in clerical work at the agencies and increase in efficiency and convenience at the Head Office.

It was found that far too much importance was attached to the checking of tickets and coupons issued at the various agencies rather than accounting on systematic lines for the receipts, while duplication of returns took place to a surprising degree. An altogether unnecessary amount of work was thrown upon the agents owing to the quantity of detail recorded in connection with the bookings, and although a manuscript copy of the weekly postings showing the tickets sold on behalf of the respective services was forwarded to the Head Office, accounts were not raised in the books there to show the amount or balance due on each personal account. This was a serious weakness, and, as the total bookings for 1912-13 exceeded £37,000, it will be seen that there was an urgent need for a change.

A double-entry system of book-keeping has been installed, designed to show at any time the allocation of the cash-balance as between the proprietors of the various services on whose account bookings have been made, and the office routine otherwise arranged. As regards the agencies, no accounts in books are kept, the receipts being accounted for by ticket-returns and a cash statement. The consensus of opinion amongst the district officers where the scheme has been applied is that it has proved simple and expeditious, and has also considerably decreased the clerical work.

A periodical audit of the agencies will require to be made by a responsible officer.

### MESSENGER SERVICE, WELLINGTON.

Considerable economies have been effected during the past year. The outstanding feature has been the reorganization of the general-messenger and charing services of Departments in order to provide, under the control of one Permanent Head, a service which would meet the requirements of all Departments, instead of the system of each Department providing its own staff.

In buildings where several Departments were located, each Department in a number of cases had its own messenger, with the result that two men were performing work which one man could easily undertake. Such a system could not be allowed to continue. It was therefore decided to reorganize these services, and place them under the control of the Permanent Head of the Department of Internal Affairs. The result has been very satisfactory, the centralizing of control producing a more efficient service at a greatly reduced expenditure.

In the Classification List (Internal Affairs) last year, in a reference to the retirement of thirteen aged messengers, it was stated that the places of six messengers would not require to be filled. The saving in this direction alone was £980 per annum. Subsequently, however, by reorganization it was only found necessary to appoint five men as lift-attendants, and for a motor-bicycle service to replace the whole of the aged messengers retired, the further saving effected thereby amounting to an additional sum of £1,600 per annum, making a total saving of £2,580 per annum in the general-messenger services alone.

In Wellington a system of hourly clearance and delivery of departmental correspondence by a motor-bicycle service was inaugurated, and has proved so successful that it has been extended to Auckland and Christchurch. An extension to other centres is under consideration.

A result of the services being vested in one Department, and one which is appreciated by the officers concerned, is the opportunity it offers each man to know his relative position under classification to his comrades, and the knowledge that in due course, provided he has the necessary qualifications, the avenues of promotion to members of the General Division throughout the Dominion are all open to him.

## ELECTORAL WORK.

During the year the Registrar-General was, through illness, relieved at his own request of the control of the Electoral Branch, and the Permanent Head of the Department of Internal Affairs was placed in charge. This sub-department is now part of the Head Office, which will result in a saving in salaries alone of £325 per annum. During past election years (1908 excepted) the services of a large number of casual clerks were utilized by the Electoral Department in the purging of the electoral rolls and the enrolment of electors. This system was found to be an exceedingly expensive one. This year a complete departure is being made in respect to the whole of the field-work connected with the coming general election, by utilizing the services of Postmasters, Letter-carriers, and Police officers. The carrying-out of this work by Government officers will, it is confidently believed, result in its being more efficiently done than was the case when it was undertaken by persons outside the Public Service, and at a greatly reduced cost. The visible saving in this direction alone is £3,000. Other economies will reach a considerable sum, which will be stated in my next report.

## CONCLUSION.

In conclusion, I beg leave to say that the advantages of the Public Service Act, which were summarized in my First Report, have been fully maintained. There is no doubt whatever that the Act is working smoothly and well, and that the Service generally is realizing that the scope for meritorious and able officers has been widely extended. While it has been necessary to speak plainly about defects in the Public Service system, it is realized by the Commissioners that a remedy was impossible until central control was established. The past few years have been notable in the history of the Public Services of the British Dominions for the number of Commissions which have inquired into them. That Sir George Murray in his recent report on the Canadian Service and Lord MacDonnell's Commission on the British Service should each have arrived at the conclusion that a system of central control was necessary is a remarkable testimony to the trend of public opinion. So far as concerns this Dominion, I venture to say that it has now been placed beyond doubt that the continuance of central control will provide an outlook for public servants which was wanting in the past, and will at the same time ensure efficiency and economy in the truest sense.

I have the honour to be,

Sir,

Your obedient servant,

D. ROBERTSON,

Commissioner.

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## TABLES.

TABLE I.—PUBLIC SERVICE LIST, 31/3/14.—GENERAL SUMMARY OF CLASSIFICATION BY DEPARTMENTS  
(EXCLUDING OFFICERS IN ADMINISTRATIVE DIVISION).

| Department.                                                       | Number<br>of<br>Officers. | Salary,<br>31/3/14. | Salary,<br>Year ending<br>31/3/15. | Increase. | Average<br>Increase. | Average<br>Salary,<br>Year<br>ending<br>31/3/15. |
|-------------------------------------------------------------------|---------------------------|---------------------|------------------------------------|-----------|----------------------|--------------------------------------------------|
|                                                                   |                           | £                   | £                                  | £         | £                    | £                                                |
| Agriculture, Industries, and Commerce ..                          | 427                       | 92,115              | 96,571·5                           | 4,456·5   | 10·44                | 226·16                                           |
| Audit .. .. .                                                     | 60                        | 15,960              | 16,690                             | 730       | 12·17                | 278·17                                           |
| Cook Islands Administration .. ..                                 | 2                         | 379                 | 410                                | 31        | 15·50                | 205·00                                           |
| Crown Law .. .. .                                                 | 9                         | 3,750               | 3,886                              | 136       | 15·11                | 431·78                                           |
| Customs .. .. .                                                   | 238                       | 44,817              | 47,945                             | 3,128     | 13·14                | 201·45                                           |
| Defence .. .. .                                                   | 83                        | 15,659·5            | 16,461                             | 801·5     | 10·41                | 213·78                                           |
| Dominion Laboratory .. .. .                                       | 14                        | 3,340               | 3,630                              | 290       | 20·71                | 259·29                                           |
| Dominion Museum .. .. .                                           | 4                         | 1,135               | 1,187                              | 52        | 13·00                | 296·75                                           |
| Education .. .. .                                                 | 248                       | 35,497              | 37,443                             | 1,946     | 7·85                 | 148·74                                           |
| „ (Positions vacant 1/4/14) .. ..                                 | 11                        | ..                  | 1,080                              | ..        | ..                   | ..                                               |
| Government Insurance .. .. .                                      | 138                       | 26,519·5            | 28,309·5                           | 1,790     | 12·97                | 205·14                                           |
| Immigration .. .. .                                               | 6                         | 1,145               | 1,230                              | 85        | 14·17                | 205·00                                           |
| Internal Affairs .. .. .                                          | 228                       | 31,384              | 32,431                             | 1,047     | 4·59                 | 141·92                                           |
| „ (Appointed 1/4/14) .. .. .                                      | 1                         | ..                  | 72                                 | ..        | ..                   | ..                                               |
| Justice .. .. .                                                   | 202                       | 38,646              | 40,964                             | 2,318     | 11·48                | 202·04                                           |
| „ (Appointed 1/4/14) .. .. .                                      | 1                         | ..                  | 50                                 | ..        | ..                   | ..                                               |
| Labour .. .. .                                                    | 66                        | 11,117              | 11,880                             | 763       | 11·56                | 180·00                                           |
| Land and Deeds .. .. .                                            | 97                        | 17,458              | 18,953                             | 1,495     | 15·41                | 195·39                                           |
| Land and Income Tax .. .. .                                       | 71                        | 13,618              | 14,607                             | 989       | 13·93                | 205·73                                           |
| „ „ (Appointed 1/4/14) .. .. .                                    | 1                         | ..                  | 50                                 | ..        | ..                   | ..                                               |
| Land for Settlements .. .. .                                      | 3                         | 1,165               | 1,180                              | 15        | 5·00                 | 393·33                                           |
| Lands and Survey .. .. .                                          | 438                       | 100,377             | 105,996                            | 5,619     | 12·27                | 231·43                                           |
| „ (Transferred to Administra-<br>tive Division) .. .. .           | 1                         | 725                 | ..                                 | ..        | ..                   | ..                                               |
| Marine and Inspection of Machinery ..                             | 173                       | 33,738              | 35,271                             | 1,533     | 8·86                 | 203·88                                           |
| Mental Hospitals .. .. .                                          | 632                       | 62,783              | 66,697·5                           | 3,914·5   | 6·19                 | 105·98                                           |
| „ (Positions vacant) .. .. .                                      | 3                         | ..                  | 605                                | ..        | ..                   | ..                                               |
| Mines .. .. .                                                     | 99                        | 21,642·5            | 22,524                             | 881·5     | 9·48                 | 242·19                                           |
| National Provident and Friendly Societies ..                      | 18                        | 2,816               | 3,180                              | 364       | 20·22                | 176·67                                           |
| Native .. .. .                                                    | 54                        | 9,803               | 10,695                             | 892       | 16·52                | 198·06                                           |
| Patent .. .. .                                                    | 10                        | 1,942               | 2,066                              | 124       | 12·40                | 206·60                                           |
| Pensions .. .. .                                                  | 27                        | 4,387               | 4,740                              | 353       | 13·07                | 175·56                                           |
| Police .. .. .                                                    | 6                         | 1,252               | 1,312                              | 60        | 10·00                | 218·67                                           |
| Printing and Stationery .. .. .                                   | 308                       | 53,110·5            | 55,112·5                           | 2,002     | 6·50                 | 178·94                                           |
| Prisons .. .. .                                                   | 142                       | 23,387              | 23,862                             | 475       | 3·35                 | 168·04                                           |
| Private Secretaries .. .. .                                       | 8                         | 2,660               | 2,745                              | 85        | 10·62                | 343·12                                           |
| Public Health, Hospitals, and Charitable Aid ..                   | 66                        | 13,042              | 13,867·5                           | 825·5     | 12·51                | 210·11                                           |
| Public Service Commissioner's Office .. ..                        | 15                        | 2,510               | 2,746                              | 236       | 15·73                | 183·07                                           |
| Public Service Superannuation .. .. .                             | 5                         | 885                 | 1,030                              | 145       | 29·00                | 206·00                                           |
| Public Trust .. .. .                                              | 203                       | 29,747              | 33,182                             | 3,435     | 16·92                | 163·13                                           |
| „ (Appointed 1/4/14) .. .. .                                      | 1                         | ..                  | 96                                 | ..        | ..                   | ..                                               |
| Public Works .. .. .                                              | 530                       | 101,992             | 107,408·5                          | 5,416·5   | 10·22                | 202·48                                           |
| „ (Appointed 1/4/14) .. .. .                                      | 1                         | ..                  | 108                                | ..        | ..                   | ..                                               |
| Registrar-General's .. .. .                                       | 32                        | 6,071               | 6,546                              | 475       | 14·84                | 204·56                                           |
| Stamps .. .. .                                                    | 32                        | 6,205               | 6,585                              | 380       | 11·87                | 205·78                                           |
| State Advances .. .. .                                            | 53                        | 9,540               | 10,294                             | 754       | 14·23                | 194·23                                           |
| State Fire Insurance .. .. .                                      | 53                        | 7,658               | 8,525                              | 867       | 16·36                | 158·48                                           |
| „ (Appointed 1/4/14) .. .. .                                      | 3                         | ..                  | 350                                | ..        | ..                   | ..                                               |
| Tourist and Health Resorts .. .. .                                | 125                       | 18,804              | 19,587                             | 783       | 6·26                 | 155·93                                           |
| „ „ (Appointed 1/4/14) .. .. .                                    | 1                         | ..                  | 60                                 | ..        | ..                   | ..                                               |
| Treasury .. .. .                                                  | 55                        | 10,749              | 11,438                             | 689       | 12·53                | 207·96                                           |
| Valuation .. .. .                                                 | 91                        | 20,308              | 21,612                             | 1,304     | 14·33                | 235·70                                           |
| „ (Appointed 1/4/14) .. .. .                                      | 1                         | ..                  | 72                                 | ..        | ..                   | ..                                               |
| Totals .. .. .                                                    | 5,071                     | 899,114             | 950,800                            | 51,686    | 10·19                | ..                                               |
| New appointments and positions vacant 1/4/14                      | 24                        | ..                  | 2,543                              | ..        | ..                   | ..                                               |
| Transferred to Administrative Division ..                         | 1                         | 725                 | ..                                 | ..        | ..                   | ..                                               |
| Total of List, Year ending 31/3/15 ..                             | 5,095                     | ..                  | 953,343                            | ..        | ..                   | 187·11                                           |
| Native-school teachers .. .. .                                    | 241                       | 26,861·25           | ..                                 | ..        | ..                   | 111·46                                           |
| Post and Telegraph Department .. .. .                             | 5,616                     | 717,844             | 760,819                            | 42,975    | 7·66                 | 135·47                                           |
| Post and Telegraph Department (Appointed<br>1/4/14) .. .. .       | 17                        | ..                  | 546                                | ..        | ..                   | ..                                               |
| Total of Post and Telegraph List, Year<br>ending 31/3/15) .. .. . | 5,633                     | ..                  | 761,365                            | ..        | ..                   | 135·47                                           |

TABLE II.—PUBLIC SERVICE LIST, 13/3/14.—GENERAL SUMMARY OF CLASSIFICATION BY CLASSES  
(EXCLUDING ADMINISTRATIVE AND POST AND TELEGRAPH DEPARTMENT).

| Class.                                                | Number<br>of<br>Officers. | Salary,<br>31/3/14. | Salary,<br>Year ending<br>31/3/15. | Increase. | Average<br>Increase. | Average<br>Salary,<br>Year<br>ending<br>31/3/15. | Average<br>Previous<br>Year. |
|-------------------------------------------------------|---------------------------|---------------------|------------------------------------|-----------|----------------------|--------------------------------------------------|------------------------------|
| Professional—A .. ..                                  | 38                        | £ 25,815            | £ 26,875                           | £ 1,060   | £ 27·89              | £ 707·24                                         | £ 700·71                     |
| „ A (Transferred to<br>Administrative<br>Division)    | 1                         | 725                 | ..                                 | ..        | ..                   | ..                                               | ..                           |
| „ B .. ..                                             | 21                        | 10,770              | 11,175                             | 405       | 19·29                | 532·14                                           | 538·16                       |
| „ C .. ..                                             | 39                        | 17,020              | 17,770                             | 750       | 19·23                | 455·64                                           | 449·32                       |
| „ D .. ..                                             | 141                       | 47,424              | 49,299                             | 1,875     | 13·23                | 349·64                                           | 343·64                       |
| „ E .. ..                                             | 119                       | 29,610              | 32,140                             | 2,530     | 21·26                | 269·92                                           | 260·55                       |
| „ E (Positions vacant)                                | 2                         | ..                  | 520                                | ..        | ..                   | ..                                               | ..                           |
| „ F .. ..                                             | 59                        | 6,742               | 7,745                              | 1,003     | 17·00                | 131·27                                           | 120·62                       |
| Clerical—I .. ..                                      | 34                        | 18,575              | 19,215                             | 640       | 20·65                | 619·84                                           | 559·14                       |
| „ II .. ..                                            | 31                        | 13,715              | 14,145                             | 430       | 13·87                | 456·29                                           | 455·38                       |
| „ III .. ..                                           | 58                        | 22,690              | 23,610                             | 920       | 15·86                | 407·07                                           | 404·81                       |
| „ IV .. ..                                            | 89                        | 30,163              | 31,147                             | 984       | 11·06                | 349·97                                           | 348·01                       |
| „ V .. ..                                             | 190                       | 54,253              | 56,368                             | 2,115     | 11·13                | 296·67                                           | 297·41                       |
| „ VI .. ..                                            | 368                       | 85,665              | 89,567                             | 3,902     | 10·60                | 243·39                                           | 241·68                       |
| „ VIIA (£151–£220) ..                                 | 482                       | 86,372              | 91,950                             | 5,578     | 11·57                | 190·77                                           | 192·40                       |
| „ VIIb (under £151) ..                                | 256                       | 30,709              | 34,825                             | 4,116     | 16·08                | 136·03                                           | 135·73                       |
| „ VIIb (Appointed 1/4/14)                             | 2                         | ..                  | 270                                | ..        | ..                   | ..                                               | ..                           |
| „ VIII .. ..                                          | 490                       | 30,740              | 41,236                             | 10,496    | 21·42                | 84·01                                            | 74·33                        |
| „ VIII (Appointed 1/4/14)                             | 3                         | ..                  | 180                                | ..        | ..                   | ..                                               | ..                           |
| General—I (£151 and over) ..                          | 1,313                     | 260,782·5           | 268,667                            | 7,884·5   | 6·00                 | 204·62                                           | 202·51                       |
| „ 2 (under £151) ..                                   | 1,343                     | 128,068·5           | 135,066                            | 6,997·5   | 5·21                 | 100·47                                           | 104·42                       |
| „ (New appointments and posi-<br>tions vacant 1/4/14) | 17                        | ..                  | 1,573                              | ..        | ..                   | ..                                               | ..                           |
| Totals .. ..                                          | 5,071                     | 899,114             | 950,800                            | 51,686    | 10·19                | ..                                               | ..                           |
| New appointments and positions<br>vacant (1/4/14)     | 24                        | ..                  | 2,543                              | ..        | ..                   | ..                                               | ..                           |
| Transferred to Administrative Di-<br>vision           | 1                         | 725                 | ..                                 | ..        | ..                   | ..                                               | ..                           |
| Total of List, Year ending<br>31/3/15                 | 5,095                     | ..                  | 953,343                            | ..        | ..                   | 187·11                                           | 188·03                       |
| Native-school teachers not in-<br>cluded above.       |                           |                     |                                    |           |                      |                                                  |                              |
| General—1 (£151 and over) ..                          | 83                        | 15,739·75           | ..                                 | ..        | ..                   | 189·64                                           | ..                           |
| „ 2 (under £151) ..                                   | 158                       | 11,121·50           | ..                                 | ..        | ..                   | 70·39                                            | ..                           |
|                                                       | 241                       | 26,861·25           | ..                                 | ..        | ..                   | 111·46                                           | 106·59                       |

TABLE III.—NEW POSITIONS CREATED..

The following table furnishes an analysis of the new positions created in the various Departments, and shows the reasons why they were created :—

| Place.                                               | Nature of Position.                                                                                                    | Number<br>created. | Salary.         | Reason why Position was created.                           |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------|------------------------------------------------------------|
| DEPARTMENT OF AGRICULTURE, INDUSTRIES, AND COMMERCE. |                                                                                                                        |                    |                 |                                                            |
| Wellington—Head Office ..                            | Clerk .. ..                                                                                                            | 1                  | £ 260           | Expansion of business.                                     |
| „ ..                                                 | New Zealand Commissioner to<br>the Panama Pacific Exhibition,<br>and Trade Commissioner on<br>the West Coast of Canada | 1                  | 800             | To represent Dominion.                                     |
| Wellington — Fields and<br>mental Farms Division ..  | Agriculturist .. ..                                                                                                    | 1                  | 400             | Reorganization.                                            |
| Ditto .. ..                                          | Hemp-grader .. ..                                                                                                      | 1                  | 260             | Expansion of business.                                     |
| Christchurch .. ..                                   | Shorthand-writer and Typist ..                                                                                         | 1                  | 72              | Expansion of business, and to replace part-time<br>typist. |
| Frankton .. ..                                       | Rabbitter and Poison-mixer ..                                                                                          | 1                  | 10/ per<br>diem | Temporary employee appointed permanently.                  |
| Gore .. ..                                           | Rabbitter .. ..                                                                                                        | 1                  | 9/ per<br>diem  | „ „                                                        |
| Hamilton .. ..                                       | Milk-tester .. ..                                                                                                      | 1                  | 200             | Expansion of business.                                     |
| Hawera .. ..                                         | „ .. ..                                                                                                                | 1                  | 200             | „                                                          |
| Invercargill .. ..                                   | Dairy Instructor .. ..                                                                                                 | 1                  | 250             | „                                                          |

TABLE III—continued.

| Place.                                                                                                                                                                                                                                                                                                                                          | Nature of Position.                | Number created. | Salary.       | Reason why Position was created.                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------|---------------|-------------------------------------------------------------------------------------------------------------|
| DEPARTMENT OF AGRICULTURE, INDUSTRIES, AND COMMERCE—continued.                                                                                                                                                                                                                                                                                  |                                    |                 |               |                                                                                                             |
| Kihikihi .. .. .                                                                                                                                                                                                                                                                                                                                | Rabbitter .. .. .                  | 1               | £ 9/ per diem | Temporary employee appointed permanently.                                                                   |
| Masterton .. .. .                                                                                                                                                                                                                                                                                                                               | Rabbitter and Poison-mixer .. .. . | 1               | 10/ per diem  | " "                                                                                                         |
| Moumahaki .. .. .                                                                                                                                                                                                                                                                                                                               | Gardener .. .. .                   | 1               | 130           | " "                                                                                                         |
| " .. .. .                                                                                                                                                                                                                                                                                                                                       | Assistant Gardener .. .. .         | 1               | 104           | " "                                                                                                         |
| " .. .. .                                                                                                                                                                                                                                                                                                                                       | Shepherd .. .. .                   | 1               | 140           | " "                                                                                                         |
| " .. .. .                                                                                                                                                                                                                                                                                                                                       | Farm Mechanic .. .. .              | 1               | 145           | " "                                                                                                         |
| " .. .. .                                                                                                                                                                                                                                                                                                                                       | Herdsmen .. .. .                   | 1               | 120           | " "                                                                                                         |
| Owaka .. .. .                                                                                                                                                                                                                                                                                                                                   | Rabbitter .. .. .                  | 1               | 9/ per diem   | " "                                                                                                         |
| Palmerston North .. .. .                                                                                                                                                                                                                                                                                                                        | Milk-tester .. .. .                | 1               | 200           | Expansion of business.                                                                                      |
| Queenstown .. .. .                                                                                                                                                                                                                                                                                                                              | Rabbitter .. .. .                  | 1               | 9/ per diem   | Temporary employee appointed permanently.                                                                   |
| Ruakura .. .. .                                                                                                                                                                                                                                                                                                                                 | Farm Mechanic .. .. .              | 1               | 165           | " "                                                                                                         |
| Tophouse .. .. .                                                                                                                                                                                                                                                                                                                                | Rabbitter .. .. .                  | 1               | 9/ per diem   | " "                                                                                                         |
| Weraoia .. .. .                                                                                                                                                                                                                                                                                                                                 | Farm-manager's Assistant .. .. .   | 1               | 170           | Reorganization.                                                                                             |
| " .. .. .                                                                                                                                                                                                                                                                                                                                       | Ploughman .. .. .                  | 1               | 110           | Temporary employee appointed permanently.                                                                   |
| Total number of additions to Department (excluding fourteen temporary employees appointed permanently)                                                                                                                                                                                                                                          |                                    | 8               | £1,920        | Total amount of extra salaries involved in creation of new positions.                                       |
| AUDIT DEPARTMENT.                                                                                                                                                                                                                                                                                                                               |                                    |                 |               |                                                                                                             |
| Otago—Southern District .. .. .                                                                                                                                                                                                                                                                                                                 | Audit Inspector .. .. .            | 1               | £ 290         | Appointment necessary owing to the original Otago District overtaxing the energies of the other Inspectors. |
| Total number of additions to Department.. .. .                                                                                                                                                                                                                                                                                                  |                                    | 1               | £100          | Total amount of extra salary involved in creation of new position.                                          |
| COOK ISLANDS ADMINISTRATION.                                                                                                                                                                                                                                                                                                                    |                                    |                 |               |                                                                                                             |
| Head Office .. .. .                                                                                                                                                                                                                                                                                                                             | Clerk in Charge .. .. .            | 1               | £ 275         | Reorganization.                                                                                             |
| " .. .. .                                                                                                                                                                                                                                                                                                                                       | Cadet .. .. .                      | 1               | 50            | "                                                                                                           |
| Total number of additions to Department.. .. .                                                                                                                                                                                                                                                                                                  |                                    | 2               | £325          | Total amount of extra salary involved in creation of new positions.                                         |
| CUSTOMS DEPARTMENT.                                                                                                                                                                                                                                                                                                                             |                                    |                 |               |                                                                                                             |
| Head Office .. .. .                                                                                                                                                                                                                                                                                                                             | Assistant Secretary .. .. .        | 1               | £ 460         | Expansion of business.                                                                                      |
| " .. .. .                                                                                                                                                                                                                                                                                                                                       | Machinist .. .. .                  | 1               | 108           | "                                                                                                           |
| Auckland .. .. .                                                                                                                                                                                                                                                                                                                                | Inspector .. .. .                  | 1               | 330           | "                                                                                                           |
| " .. .. .                                                                                                                                                                                                                                                                                                                                       | Cadet .. .. .                      | 1               | 50            | "                                                                                                           |
| " .. .. .                                                                                                                                                                                                                                                                                                                                       | Watchman .. .. .                   | 1               | 145           | Temporary employee appointed permanently.                                                                   |
| Christchurch and Lyttelton .. .. .                                                                                                                                                                                                                                                                                                              | Examining Officer .. .. .          | 1               | 300           | Reorganization.                                                                                             |
| " .. .. .                                                                                                                                                                                                                                                                                                                                       | Watchman .. .. .                   | 1               | 145           | "                                                                                                           |
| Dunedin .. .. .                                                                                                                                                                                                                                                                                                                                 | Examining Officer .. .. .          | 2               | 345           | Reorganization and expansion of business.                                                                   |
| Gisborne .. .. .                                                                                                                                                                                                                                                                                                                                | Cadet .. .. .                      | 1               | 50            | Reorganization.                                                                                             |
| Greymouth .. .. .                                                                                                                                                                                                                                                                                                                               | " .. .. .                          | 1               | 50            | Expansion of business.                                                                                      |
| Napier .. .. .                                                                                                                                                                                                                                                                                                                                  | " .. .. .                          | 1               | 50            | "                                                                                                           |
| Wanganui .. .. .                                                                                                                                                                                                                                                                                                                                | Clerk .. .. .                      | 1               | 135           | Reorganization, replacing Locker.                                                                           |
| " .. .. .                                                                                                                                                                                                                                                                                                                                       | Cadet .. .. .                      | 1               | 50            | Expansion of business.                                                                                      |
| Wellington .. .. .                                                                                                                                                                                                                                                                                                                              | Inspector .. .. .                  | 1               | 330           | Reorganization.                                                                                             |
| " .. .. .                                                                                                                                                                                                                                                                                                                                       | Cadet .. .. .                      | 2               | 100           | Reorganization and expansion of business.                                                                   |
| " .. .. .                                                                                                                                                                                                                                                                                                                                       | Watchman .. .. .                   | 1               | 145           | Reorganization.                                                                                             |
| Total number of additions to Department (five positions not filled)                                                                                                                                                                                                                                                                             |                                    | 8               | £1,025        | Total amount of extra salaries involved in creation of new positions.                                       |
| NOTE.—Expansion of business and improved methods have necessitated increase of staff and consequent extra salaries amounting to £1,700, against which new arrangements made (at Hokitika, Oamaru, and Wanganui) have effected savings of £675 in salaries, leaving the net increase of salaries consequent on creation of new positions £1,025. |                                    |                 |               |                                                                                                             |
| DEFENCE DEPARTMENT.                                                                                                                                                                                                                                                                                                                             |                                    |                 |               |                                                                                                             |
| Headquarters, Wellington .. .. .                                                                                                                                                                                                                                                                                                                | Cadet .. .. .                      | 1               | £ 50          | Reorganization of record system and expansion of official business.                                         |
| Auckland .. .. .                                                                                                                                                                                                                                                                                                                                | " .. .. .                          | 1               | 50            | Expansion of official business.                                                                             |
| " .. .. .                                                                                                                                                                                                                                                                                                                                       | Storeman .. .. .                   | 1               | 140           | Temporary employee appointed permanently.                                                                   |
| Christchurch .. .. .                                                                                                                                                                                                                                                                                                                            | Cadet .. .. .                      | 1               | 50            | Expansion of official business.                                                                             |
| Dunedin .. .. .                                                                                                                                                                                                                                                                                                                                 | " .. .. .                          | 1               | 50            | "                                                                                                           |
| Palmerston North .. .. .                                                                                                                                                                                                                                                                                                                        | " .. .. .                          | 1               | 50            | "                                                                                                           |
| Total number of additions to Department (excluding one temporary employee made permanent)                                                                                                                                                                                                                                                       |                                    | 5               | £265          | Total amount of extra salaries involved in creation of new positions.                                       |

TABLE III—continued.

| Place.                                        | Nature of Position.                          | Number created. | Salary.       | Reason why Position was created.                                                                                                               |
|-----------------------------------------------|----------------------------------------------|-----------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| EDUCATION DEPARTMENT.                         |                                              |                 |               |                                                                                                                                                |
| Head Office—                                  |                                              |                 | £             |                                                                                                                                                |
| Wellington .. ..                              | Instructor and Teacher of Physical Training  | 5               | 1,000         | To complete staff of new branch.                                                                                                               |
| Native Schools—                               |                                              |                 |               |                                                                                                                                                |
| Maungatuna .. ..                              | Head Teacher .. ..                           | 1               | 135           | New Native school opened.                                                                                                                      |
| " .. ..                                       | Assistant Teacher .. ..                      | 1               | 35            | "                                                                                                                                              |
| Matapihi .. ..                                | Head Teacher .. ..                           | 1               | 150           | "                                                                                                                                              |
| " .. ..                                       | Assistant Teacher .. ..                      | 1               | 35            | "                                                                                                                                              |
| Maungatapu .. ..                              | Head Teacher .. ..                           | 1               | 180           | "                                                                                                                                              |
| " .. ..                                       | Assistant Teacher .. ..                      | 1               | 60            | "                                                                                                                                              |
| Parikino .. ..                                | Head Teacher .. ..                           | 1               | 180           | "                                                                                                                                              |
| " .. ..                                       | Assistant Teacher .. ..                      | 1               | 60            | "                                                                                                                                              |
| Kirioko .. ..                                 | Head Teacher .. ..                           | 1               | 210           | "                                                                                                                                              |
| " .. ..                                       | Assistant Teacher .. ..                      | 1               | 80            | "                                                                                                                                              |
| Waiomio .. ..                                 | Head Teacher .. ..                           | 1               | 171           | "                                                                                                                                              |
| " .. ..                                       | Assistant Teacher .. ..                      | 1               | 60            | "                                                                                                                                              |
| Pukehina .. ..                                | Head Teacher .. ..                           | 1               | 150           | "                                                                                                                                              |
| " .. ..                                       | Assistant Teacher .. ..                      | 1               | 35            | "                                                                                                                                              |
| Te Reinga .. ..                               | Head Teacher .. ..                           | 1               | 135           | "                                                                                                                                              |
| " .. ..                                       | Assistant Teacher .. ..                      | 1               | 35            | "                                                                                                                                              |
| Te Kopua .. ..                                | " .. ..                                      | 1               | 35            | Increased attendance.                                                                                                                          |
| Tiki Tiki .. ..                               | " .. ..                                      | 1               | 35            | "                                                                                                                                              |
| Torere .. ..                                  | " .. ..                                      | 1               | 35            | "                                                                                                                                              |
| Whangape .. ..                                | " .. ..                                      | 1               | 20            | "                                                                                                                                              |
| Hapua .. ..                                   | " .. ..                                      | 1               | 20            | "                                                                                                                                              |
| Ruatoki .. ..                                 | " .. ..                                      | 1               | 20            | "                                                                                                                                              |
| Special Schools—                              |                                              |                 |               |                                                                                                                                                |
| Boys' Training Farm, Weraroa ..               | Clerk Attendant .. ..                        | 1               | £130 and keep | Increase of work.                                                                                                                              |
| " .. ..                                       | Assistant Seamstress .. ..                   | 1               | £55 and keep  | "                                                                                                                                              |
| " .. .. Nelson ..                             | Manager's Housekeeper .. ..                  | 1               | £52 and keep  | Appointment necessary, owing to a separate house being provided for Manager, who had been previously accommodated in the institution building. |
| " .. ..                                       | Sub-Matron .. ..                             | 1               | £65 and keep  | To relieve the Matron, whose duties were too heavy.                                                                                            |
| Burnham Industrial School ..                  | Second General Attendant .. ..               | 1               | £105 and keep | Increase of work.                                                                                                                              |
| School for the Deaf, Sumner ..                | Housemaid .. ..                              | 1               | £50 and keep  | Increase of work owing to extensive additions to buildings.                                                                                    |
| Special School, Otekaike ..                   | Dormitory Maid and Assistant Laundress .. .. | 1               | £55 and keep  | Reorganization.                                                                                                                                |
| Total number of additions to Department .. .. |                                              | 34              | £2,388        | Total amount of extra salaries involved in creation of new positions.                                                                          |

NOTE.—Eleven positions at Native schools lapsed during the year, the salaries being £660.

## NATIONAL PROVIDENT AND FRIENDLY SOCIETIES DEPARTMENT.

|                                         |    |    |    |       |    |    |   |     |                                 |                                                                       |
|-----------------------------------------|----|----|----|-------|----|----|---|-----|---------------------------------|-----------------------------------------------------------------------|
|                                         |    |    |    |       |    |    |   | £   |                                 |                                                                       |
| Wellington                              | .. | .. | .. | Cadet | .. | .. | 2 | 100 | Expansion of business.          |                                                                       |
| "                                       | .. | .. | .. | "     | .. | .. | 4 | 200 | To replace temporary employees. |                                                                       |
| Total number of additions to Department |    |    |    |       |    |    |   | 2   | ..                              | Total amount of extra salaries involved in creation of new positions. |

NOTE.—Although six cadets were appointed at an annual cost, including lodging-allowances, of £468, four of these replaced four temporary clerks costing at the rate of £624 per annum. The actual increase in staff numbers was therefore two. The difference in cost more than accounted for the extra salaries of additions to staff.

## GOVERNMENT INSURANCE DEPARTMENT.

|                                               |             |   |     |                                                                    |
|-----------------------------------------------|-------------|---|-----|--------------------------------------------------------------------|
|                                               |             |   | £   |                                                                    |
| Auckland .. ..                                | Cadet .. .. | 1 | 50  | Expansion of business.                                             |
| Total number of additions to Department .. .. |             | 1 | £50 | Total amount of extra salary involved in creation of new position. |

## IMMIGRATION DEPARTMENT.

|                                               |                             |   |      |                                                                    |
|-----------------------------------------------|-----------------------------|---|------|--------------------------------------------------------------------|
|                                               |                             |   | £    |                                                                    |
| Wellington .. ..                              | Girls' Superintendent .. .. | 1 | 180  | Reorganization.                                                    |
| Total number of additions to Department .. .. |                             | 1 | £180 | Total amount of extra salary involved in creation of new position. |

TABLE III—continued.

| Place.                                                                                              | Nature of Position.                           | Number created. | Salary. | Reason why Position was created.                                                              |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------|---------|-----------------------------------------------------------------------------------------------|
| INSPECTION OF MACHINERY DEPARTMENT.                                                                 |                                               |                 |         |                                                                                               |
| Wellington .. .. .                                                                                  | Inspector of Machinery ..                     | 1               | £ 300   | Expansion of work.                                                                            |
| Invercargill .. .. .                                                                                | " ..                                          | 1               | 300     | "                                                                                             |
| Total number of additions to Department ..                                                          |                                               | 2               | £600    | Total amount of extra salaries involved in creation of new positions.                         |
| INTERNAL AFFAIRS DEPARTMENT.                                                                        |                                               |                 |         |                                                                                               |
| Head Office .. .. .                                                                                 | Shorthand-writer and Typist ..                | 1               | £ 60    | To take place of officer appointed to relieving staff.                                        |
| " .. .. .                                                                                           | " ..                                          | 1               | 48      | Increase of departmental business.                                                            |
| Auckland .. .. .                                                                                    | Messenger ..                                  | 1               | 130     | "                                                                                             |
| " .. .. .                                                                                           | " ..                                          | 1               | 110     | Transfer of Departments to new buildings.                                                     |
| Blenheim .. .. .                                                                                    | Charwoman ..                                  | 1               | 77      | Work previously performed by Custodian found to warrant employment of charwoman.              |
| Christchurch .. .. .                                                                                | Custodian ..                                  | 1               | 220     | Appointments rendered necessary by the opening of new Government buildings.                   |
| " .. .. .                                                                                           | Cleaner ..                                    | 1               | 125     |                                                                                               |
| " .. .. .                                                                                           | Night-watchman ..                             | 1               | 130     |                                                                                               |
| " .. .. .                                                                                           | Junior Lift-attendant ..                      | 1               | 80      |                                                                                               |
| " .. .. .                                                                                           | Charwoman ..                                  | 6               | 491     | Work previously performed by Custodian found to warrant appointment of Junior Lift Attendant. |
| Dunedin .. .. .                                                                                     | Junior Lift-attendant ..                      | 1               | 80      |                                                                                               |
| Hamilton .. .. .                                                                                    | Custodian ..                                  | 1               | 160     | Appointments rendered necessary by the opening of new Government buildings.                   |
| " .. .. .                                                                                           | Charwoman ..                                  | 1               | 52      |                                                                                               |
| Invercargill .. .. .                                                                                | Night-watchman ..                             | 1               | 131     | Temporary employee made permanent.                                                            |
| Rotorua .. .. .                                                                                     | Senior Officer, Fisheries Department ..       | 1               | 170     | Permanent appointment found necessary.                                                        |
| " .. .. .                                                                                           | Clerk ..                                      | 1               | 150     | Creation of branch Inland Fisheries.                                                          |
| Wellington .. .. .                                                                                  | Senior Messenger ..                           | 2               | 380     | On transfer of control of general-messenger services to Internal Affairs.                     |
| " .. .. .                                                                                           | Motor-bicycle Messenger ..                    | 3               | 260     | To replace aged messengers retired.                                                           |
| " .. .. .                                                                                           | Charwoman ..                                  | 2               | 163     | Staff of charwomen not sufficient to cope with work.                                          |
| Dominion Laboratory.                                                                                |                                               |                 |         |                                                                                               |
| Wellington .. .. .                                                                                  | Cadet ..                                      | 1               | 50      | Expansion of business.                                                                        |
| Total number of additions to Department ..                                                          |                                               | 27              | £3,037  | Total amount of extra salaries involved in creation of new positions.                         |
| JUSTICE DEPARTMENT.                                                                                 |                                               |                 |         |                                                                                               |
| Head Office .. .. .                                                                                 | Cadet ..                                      | 1               | £ 66    | Expansion of business.                                                                        |
| Taumarunui .. .. .                                                                                  | Clerk of Court ..                             | 1               | 180     | "                                                                                             |
| Wellington .. .. .                                                                                  | Deputy Registrar of Patents ..                | 1               | 330     | "                                                                                             |
| " .. .. .                                                                                           | Shorthand-writer and Typist, Patent Office .. | 1               | 96      | "                                                                                             |
| " .. .. .                                                                                           | Cadet, Patent Office ..                       | 1               | 50      | "                                                                                             |
| Whangarei .. .. .                                                                                   | Cadet in Courts ..                            | 1               | 50      | "                                                                                             |
| Total number of additions to Department ..                                                          |                                               | 6               | £762    | Total amount of extra salaries involved in creation of new positions.                         |
| LABOUR DEPARTMENT.                                                                                  |                                               |                 |         |                                                                                               |
| Wellington .. .. .                                                                                  | Shorthand-writer and Typist ..                | 2               | £ 192   | Temporary employee appointed permanently.                                                     |
| Wanganui .. .. .                                                                                    | " ..                                          | 1               | 72      | "                                                                                             |
| Total number of additions to Department (excluding three temporary employees appointed permanently) |                                               | ..              | £39     | Total amount of extra salaries involved in creation of new positions.                         |
| LAND AND DEEDS DEPARTMENT.                                                                          |                                               |                 |         |                                                                                               |
| Auckland .. .. .                                                                                    | Cadet ..                                      | 1               | £ 50    | Expansion of business.                                                                        |
| Total number of additions to Department ..                                                          |                                               | 1               | £50     | Total amount of extra salary involved in creation of new position.                            |
| LAND AND INCOME TAX DEPARTMENT.                                                                     |                                               |                 |         |                                                                                               |
| Wellington .. .. .                                                                                  | First Clerk ..                                | 1               | £ 385   | Reorganization.                                                                               |
| " .. .. .                                                                                           | Clerk and Typist ..                           | 1               | 210     | Expansion of business.                                                                        |
| " .. .. .                                                                                           | Clerk ..                                      | 1               | 150     | "                                                                                             |
| Total number of additions to Department ..                                                          |                                               | 3               | £745    | Total amount of extra salaries involved in creation of new positions.                         |

NOTE.—As the staff was reduced during the year by retirements of officers whose places were filled by cadets, there is a direct saving of £335 per annum under this head, while reorganization and the introduction of improved methods of working will obviate the increase of staff that would otherwise have been necessary.

TABLE III—*continued.*

| Place.                                          | Nature of Position.                          | Number created. | Salary. | Reason why Position was created.                                      |
|-------------------------------------------------|----------------------------------------------|-----------------|---------|-----------------------------------------------------------------------|
| LAND FOR SETTLEMENTS DEPARTMENT.                |                                              |                 |         |                                                                       |
| Head Office .. .. .                             | Cadet .. .. .                                | 1               | £ 50    | Expansion of business.                                                |
| Total number of additions to Department .. .. . |                                              | 1               | £50     | Total amount of extra salary involved in creation of new position.    |
| LANDS AND SURVEY DEPARTMENT.                    |                                              |                 |         |                                                                       |
| Head Office .. .. .                             | Clerk .. .. .                                | 1               | £ 270   | Reorganization.                                                       |
| " .. .. .                                       | " .. .. .                                    | 1               | 230     | Expansion of business.                                                |
| " .. .. .                                       | Shorthand-writer and Typist .. .. .          | 1               | 72      | Replacing of temporary employee.                                      |
| Auckland .. .. .                                | Assistant Surveyor .. .. .                   | 3               | 610     | Expansion of business and replacing a temporary employee.             |
| " .. .. .                                       | Computing Draughtsman .. .. .                | 1               | 280     | Expansion of business.                                                |
| " .. .. .                                       | Clerical Cadet .. .. .                       | 2               | 100     | "                                                                     |
| " .. .. .                                       | Shorthand-writer and Typist .. .. .          | 2               | 180     | Replacing temporary employees.                                        |
| " .. .. .                                       | Crown Lands Ranger and Timber Expert .. .. . | 1               | 200     | Temporary employee appointed permanently.                             |
| Christchurch .. .. .                            | Crown Lands Ranger .. .. .                   | 1               | 180     | Expansion of business.                                                |
| Dunedin .. .. .                                 | Survey Cadet .. .. .                         | 1               | 96      | For training.                                                         |
| Hokitika .. .. .                                | Clerical Cadet .. .. .                       | 1               | 50      | Expansion of business.                                                |
| Invercargill .. .. .                            | Survey Cadet .. .. .                         | 1               | 96      | For training.                                                         |
| Napier .. .. .                                  | Clerical Cadet .. .. .                       | 1               | 50      | Expansion of business.                                                |
| " .. .. .                                       | Shorthand-writer and Typist .. .. .          | 1               | 84      | Temporary employee appointed permanently.                             |
| Nelson .. .. .                                  | Assistant Surveyor .. .. .                   | 3               | 610     | Expansion of business.                                                |
| New Plymouth .. .. .                            | Survey Cadet .. .. .                         | 1               | 90      | For training as surveyor.                                             |
| Wellington .. .. .                              | Computing Draughtsman .. .. .                | 1               | 310     | Reorganization.                                                       |
| <i>State Forest Branch.</i>                     |                                              |                 |         |                                                                       |
| Whakarewarewa .. .. .                           | Assistant Forester .. .. .                   | 1               | 160     | Temporary employee appointed permanently.                             |
| Total number of additions to Department .. .. . |                                              | 4               | £924    | Total amount of extra salaries involved in creation of new positions. |

NOTE.—The majority of the positions created were filled by promotions and transfers of officers within the Department.

## MENTAL HOSPITALS DEPARTMENT.

|                                                 |                                          |    |        |                                                                       |   |  |
|-------------------------------------------------|------------------------------------------|----|--------|-----------------------------------------------------------------------|---|--|
|                                                 |                                          |    |        |                                                                       | £ |  |
| Auckland .. .. .                                | Nurse .. .. .                            | 1  | 50     | Increase of work.                                                     |   |  |
| " .. .. .                                       | Typist .. .. .                           | 1  | 60     | "                                                                     |   |  |
| Christchurch .. .. .                            | Attendant .. .. .                        | 2  | 160    | "                                                                     |   |  |
| " .. .. .                                       | Junior Assistant Medical Officer .. .. . | 1  | 260    | "                                                                     |   |  |
| " .. .. .                                       | Nurse .. .. .                            | 5  | 250    | "                                                                     |   |  |
| " .. .. .                                       | Sub-Matron .. .. .                       | 1  | 85     | Reorganization, due to increase of work.                              |   |  |
| Hokitika .. .. .                                | Attendant .. .. .                        | 6  | 480    | Increase of work.                                                     |   |  |
| Nelson .. .. .                                  | " .. .. .                                | 1  | 80     | "                                                                     |   |  |
| Porirua .. .. .                                 | " .. .. .                                | 3  | 240    | "                                                                     |   |  |
| " .. .. .                                       | Sub-Matron .. .. .                       | 1  | 85     | Reorganization, due to increase of work.                              |   |  |
| Seacliff .. .. .                                | Nurse .. .. .                            | 8  | 400    | Increase of work.                                                     |   |  |
| Tokanui .. .. .                                 | Attendant .. .. .                        | 2  | 160    | "                                                                     |   |  |
| " .. .. .                                       | Farm Hand .. .. .                        | 3  | 240    | Estate-development.                                                   |   |  |
| " .. .. .                                       | Messenger .. .. .                        | 1  | 60     | Increase of work.                                                     |   |  |
| Total number of additions to Department .. .. . |                                          | 36 | £2,610 | Total amount of extra salaries involved in creation of new positions. |   |  |

## MINES DEPARTMENT.

|                                                                                                          |                         |   |     |                                                                       |   |  |
|----------------------------------------------------------------------------------------------------------|-------------------------|---|-----|-----------------------------------------------------------------------|---|--|
|                                                                                                          |                         |   |     |                                                                       | £ |  |
| Head Office .. .. .                                                                                      | Cadet .. .. .           | 1 | 50  | Expansion of business.                                                |   |  |
| Greymouth .. .. .                                                                                        | Diamond-driller .. .. . | 1 | 245 | Temporary artificer appointed permanently.                            |   |  |
| Total number of additions to Department (excluding one temporary employee appointed permanently) .. .. . |                         | 1 | £87 | Total amount of extra salaries involved in creation of new positions. |   |  |

## NATIVE DEPARTMENT.

|                                                 |                                      |    |      |                                                                           |   |  |
|-------------------------------------------------|--------------------------------------|----|------|---------------------------------------------------------------------------|---|--|
|                                                 |                                      |    |      |                                                                           | £ |  |
| Auckland .. .. .                                | Native Land Purchase Officer .. .. . | 1  | 435  | Reorganization, consequent on passing of Native Land Amendment Act, 1913. |   |  |
| Gisborne .. .. .                                | " .. .. .                            | 1  | 275  | Ditto.                                                                    |   |  |
| Wellington .. .. .                              | " .. .. .                            | 1  | 400  | "                                                                         |   |  |
| Auckland .. .. .                                | Registrar, Native Land Court .. .. . | 1  | 330  | "                                                                         |   |  |
| Rotorua .. .. .                                 | " .. .. .                            | 1  | 275  | "                                                                         |   |  |
| Wellington .. .. .                              | " .. .. .                            | 1  | 290  | "                                                                         |   |  |
| Total number of additions to Department .. .. . |                                      | .. | £135 | Total amount of extra salaries involved in creation of new positions.     |   |  |

NOTE.—The reorganization leading to the creation of the above positions will effect considerable economy in so far as the appointments of Registrars are concerned. The three Registrars above, together with four officers who already held the position of Registrar, became under the Native Land Amendment Act, 1913, members of District Maori Land Boards, thereby replacing twelve former members of the Boards to whom a total sum of about £700 was paid for services last year.



TABLE III—continued.

| Place.                                          | Nature of Position. | Number created. | Salary. | Reason why Position was created.                                                                     |
|-------------------------------------------------|---------------------|-----------------|---------|------------------------------------------------------------------------------------------------------|
| PENSIONS DEPARTMENT.                            |                     |                 |         |                                                                                                      |
| Head Office .. .. .                             | Chief Clerk .. .. . | 1               | £ 275   | Reorganization.                                                                                      |
| " .. .. .                                       | Cadet .. .. .       | 2               | 100     | To fill places of officers left in Post and Telegraph Department when Pensions Department recreated. |
| Napier! .. .. .                                 | Registrar .. .. .   | 1               | 210     | Reorganization.                                                                                      |
| Total number of additions to Department .. .. . |                     | 2               | £100    | Total amount of extra salaries involved in creation of new positions.                                |

## POST AND TELEGRAPH DEPARTMENT.

|                              |                                             |   | £   |                                            |
|------------------------------|---------------------------------------------|---|-----|--------------------------------------------|
| Accountant's Branch—         |                                             |   |     |                                            |
| Head Office .. .. .          | Cadet .. .. .                               | 7 | 350 | Expansion of business.                     |
| Stores Branch—               |                                             |   |     |                                            |
| Head Office .. .. .          | Cadet .. .. .                               | 1 | 110 | Expansion of business.                     |
| " .. .. .                    | Carpenter and Joiner .. .. .                | 1 | 170 | Temporary employee appointed permanently.  |
| " .. .. .                    | Junior Storeman .. .. .                     | 1 | 50  | Expansion of business.                     |
| " .. .. .                    | Junior Basket-repairer .. .. .              | 1 | 110 | "                                          |
| Telegraph Workshops—         |                                             |   |     |                                            |
| Head Office .. .. .          | Joiner .. .. .                              | 2 | 340 | Temporary employees appointed permanently. |
| " .. .. .                    | Mechanician .. .. .                         | 3 | 470 | " "                                        |
| Auckland, Chief Post-office— |                                             |   |     |                                            |
| Auckland .. .. .             | Counter Clerk .. .. .                       | 1 | 190 | Expansion of business.                     |
| " .. .. .                    | Clerk .. .. .                               | 1 | 160 | "                                          |
| " .. .. .                    | Telegraphist .. .. .                        | 1 | 110 | "                                          |
| " .. .. .                    | Cadet .. .. .                               | 2 | 145 | For relief purposes.                       |
| " .. .. .                    | Shorthand-writer and Typist .. .. .         | 1 | 72  | Expansion of business.                     |
| " .. .. .                    | Machinist .. .. .                           | 1 | 96  | "                                          |
| " .. .. .                    | Carpenter and Joiner .. .. .                | 2 | 340 | Temporary employees appointed permanently. |
| " .. .. .                    | Messenger .. .. .                           | 3 | 150 | Expansion of business.                     |
| Auckland District—           |                                             |   |     |                                            |
| Auckland East B.O. .. .. .   | Postmaster .. .. .                          | 1 | 220 | New post-office.                           |
| " .. .. .                    | Telegraphist .. .. .                        | 1 | 180 | "                                          |
| " .. .. .                    | Counter Clerk .. .. .                       | 1 | 165 | "                                          |
| " .. .. .                    | Counterwoman .. .. .                        | 1 | 110 | "                                          |
| " .. .. .                    | Telegraph Message-boy .. .. .               | 1 | 31  | "                                          |
| Awanui .. .. .               | Cadet .. .. .                               | 1 | 50  | "                                          |
| " .. .. .                    | Telegraph Message-boy .. .. .               | 1 | 31  | "                                          |
| Cambridge .. .. .            | Junior Exchange Clerk and Messenger .. .. . | 1 | 50  | Expansion of business.                     |
| Dargaville .. .. .           | Cadet .. .. .                               | 1 | 80  | "                                          |
| " .. .. .                    | Messenger .. .. .                           | 1 | 50  | "                                          |
| Devonport .. .. .            | Switchboard-attendant .. .. .               | 1 | 100 | Temporary employee appointed permanently.  |
| Dominion Road .. .. .        | Assistant and Messenger .. .. .             | 1 | 50  | Expansion of business.                     |
| Frankton Junction .. .. .    | Cadet and Messenger .. .. .                 | 1 | 50  | "                                          |
| Hamilton .. .. .             | Cadet .. .. .                               | 1 | 95  | "                                          |
| " .. .. .                    | Junior Exchange Clerk .. .. .               | 2 | 100 | "                                          |
| " .. .. .                    | Messenger .. .. .                           | 1 | 90  | "                                          |
| Helensville .. .. .          | Junior Exchange Clerk .. .. .               | 1 | 50  | "                                          |
| Henderson .. .. .            | Letter-carrier .. .. .                      | 1 | 50  | "                                          |
| Hikurangi .. .. .            | Cadet .. .. .                               | 1 | 100 | Office taken over from Railway.            |
| Kaihu .. .. .                | Telegraph Message-boy .. .. .               | 1 | 31  | Expansion of business.                     |
| Matamata .. .. .             | Letter-carrier .. .. .                      | 1 | 50  | "                                          |
| Morrinsville .. .. .         | Cadet .. .. .                               | 1 | 80  | "                                          |
| Mount Eden .. .. .           | Telegraph Message-boy .. .. .               | 1 | 31  | "                                          |
| Ohauapo .. .. .              | Postmaster .. .. .                          | 1 | 220 | Office taken over from Railway.            |
| " .. .. .                    | Cadet and Messenger .. .. .                 | 1 | 110 | "                                          |
| Otahuhu .. .. .              | Cadet .. .. .                               | 1 | 50  | Expansion of business.                     |
| Otorohanga .. .. .           | Letter-carrier .. .. .                      | 1 | 50  | "                                          |
| Owhango .. .. .              | Telegraph Message-boy .. .. .               | 1 | 31  | "                                          |
| Papakura .. .. .             | Postmaster .. .. .                          | 1 | 220 | Office taken over from Railway.            |
| Paparoa .. .. .              | Assistant and Messenger .. .. .             | 1 | 50  | Expansion of business.                     |
| " .. .. .                    | Letter-carrier .. .. .                      | 1 | 50  | "                                          |
| " .. .. .                    | Postmistress .. .. .                        | 1 | 110 | Temporary employee appointed permanently.  |
| Ponsonby .. .. .             | Telegraph Message-boy .. .. .               | 1 | 31  | Expansion of business.                     |
| Pukekohe .. .. .             | Cadet .. .. .                               | 1 | 50  | "                                          |
| " .. .. .                    | Messenger .. .. .                           | 1 | 90  | "                                          |
| Raurimu .. .. .              | Postmistress .. .. .                        | 1 | 110 | Temporary employee appointed permanently.  |
| " .. .. .                    | Assistant and Messenger .. .. .             | 1 | 50  | Expansion of business.                     |
| Remuera .. .. .              | Telegraph Message-boy .. .. .               | 1 | 31  | "                                          |
| St. Helier's .. .. .         | Letter-carrier .. .. .                      | 1 | 50  | "                                          |
| Taumarunui .. .. .           | Cadet .. .. .                               | 1 | 60  | "                                          |
| Te Awamutu .. .. .           | Junior Exchange Clerk .. .. .               | 1 | 50  | "                                          |
| Te Kuiti .. .. .             | Telegraphist .. .. .                        | 1 | 165 | "                                          |
| Tuakau .. .. .               | Junior Exchange Clerk .. .. .               | 1 | 50  | Opening of telephone-exchange.             |
| Upper Symonds Street .. .. . | Counterwoman .. .. .                        | 1 | 90  | Expansion of business.                     |
| Waihou .. .. .               | Telegraph Messenger .. .. .                 | 1 | 31  | "                                          |
| Waipu .. .. .                | Junior Exchange Clerk .. .. .               | 1 | 50  | "                                          |
| Whangarei .. .. .            | " .. .. .                                   | 1 | 50  | "                                          |

TABLE III—continued.

| Place.                                   | Nature of Position.                    | Number created. | Salary. | Reason why Position was created.          |
|------------------------------------------|----------------------------------------|-----------------|---------|-------------------------------------------|
| POST AND TELEGRAPH DEPARTMENT—continued. |                                        |                 |         |                                           |
| Auckland Telegraph-office—               |                                        |                 | £       |                                           |
| Auckland .. .. .                         | Assistant Supervisor, T.E. ..          | 1               | 140     | Expansion of business.                    |
| " .. .. .                                | Senior Bureau-attendant ..             | 1               | 110     | "                                         |
| " .. .. .                                | Night T.E. Attendant ..                | 1               | 170     | Temporary employee appointed permanently. |
| " .. .. .                                | Junior Exchange Clerk ..               | 3               | 150     | Expansion of business.                    |
| " .. .. .                                | Telegram-sorter ..                     | 1               | 50      | "                                         |
| " .. .. .                                | Telegraph Message-boy ..               | 2               | 62      | "                                         |
| Auckland Engineering District—           |                                        |                 |         |                                           |
| Auckland .. .. .                         | Cadet .. ..                            | 1               | 95      | Expansion of business.                    |
| " .. .. .                                | Foreman Lineman .. ..                  | 1               | 160     | Temporary employee appointed permanently. |
| " .. .. .                                | Lineman .. ..                          | 3               | 450     | "                                         |
| " .. .. .                                | Plumber and Splicer ..                 | 1               | 170     | "                                         |
| Cambridge .. .. .                        | Lineman .. ..                          | 1               | 160     | New Lineman's station.                    |
| Radio-Awanui .. ..                       | Engineer .. ..                         | 1               | 235     | New radio-telegraph station.              |
| Thames .. .. .                           | Cadet .. ..                            | 1               | 80      | Expansion of business.                    |
| Thames District—                         |                                        |                 |         |                                           |
| Katikati .. .. .                         | Telegraph Message-boy ..               | 1               | 31      | Expansion of business.                    |
| Opotiki .. .. .                          | Junior Exchange Clerk ..               | 2               | 100     | "                                         |
| " .. .. .                                | Letter-carrier .. ..                   | 1               | 50      | "                                         |
| Te Aroha .. .. .                         | " .. ..                                | 1               | 50      | "                                         |
| Te Puke .. .. .                          | " .. ..                                | 1               | 50      | "                                         |
| Whakatane .. .. .                        | Junior Exchange Clerk ..               | 1               | 50      | "                                         |
| Gisborne .. .. .                         | Clerk .. ..                            | 2               | 280     | "                                         |
| " .. .. .                                | Telegraphist .. ..                     | 1               | 165     | "                                         |
| " .. .. .                                | Cadet .. ..                            | 2               | 165     | "                                         |
| " .. .. .                                | Junior Exchange Clerk ..               | 1               | 50      | "                                         |
| " .. .. .                                | Telegram-folder .. ..                  | 1               | 50      | "                                         |
| Gisborne District—                       |                                        |                 |         |                                           |
| Te Araroa .. .. .                        | Postmistress .. ..                     | 1               | 75      | Temporary employee appointed permanently. |
| " .. .. .                                | Assistant .. ..                        | 1               | 50      | "                                         |
| Te Karaka .. .. .                        | Telegraph Message-boy ..               | 1               | 31      | Expansion of " business.                  |
| Tokomaru Bay .. ..                       | Junior Exchange Clerk ..               | 2               | 120     | "                                         |
| Tolaga Bay .. .. .                       | Acting-Telegraphist ..                 | 1               | 130     | "                                         |
| " .. .. .                                | Junior Exchange Clerk ..               | 1               | 50      | "                                         |
| Napier .. .. .                           | Cadet .. ..                            | 1               | 50      | "                                         |
| " .. .. .                                | Junior Exchange Clerk ..               | 1               | 60      | "                                         |
| " .. .. .                                | Messenger .. ..                        | 1               | 50      | "                                         |
| " .. .. .                                | Letter-carrier .. ..                   | 1               | 50      | "                                         |
| Napier District—                         |                                        |                 |         |                                           |
| Hastings .. .. .                         | Junior Exchange Clerk ..               | 1               | 50      | Expansion of business.                    |
| " .. .. .                                | Assistant Despatch Clerk ..            | 1               | 50      | "                                         |
| " .. .. .                                | Telegraph Message-boy ..               | 1               | 31      | "                                         |
| Otane .. .. .                            | " .. ..                                | 1               | 40      | "                                         |
| Taradale .. .. .                         | Junior Exchange Clerk ..               | 2               | 120     | New telephone exchange.                   |
| " .. .. .                                | Telegraph Message-boy ..               | 1               | 31      | Expansion of business.                    |
| Waipawa .. .. .                          | Junior Exchange Clerk ..               | 1               | 50      | "                                         |
| Wairoa .. .. .                           | Junior Exchange Clerk and Messenger .. | 1               | 50      | "                                         |
| New Plymouth District—                   |                                        |                 |         |                                           |
| Awakino .. .. .                          | Cadet .. ..                            | 1               | 100     | Expansion of business.                    |
| Rahotu .. .. .                           | Postmistress .. ..                     | 1               | 60      | Temporary employee appointed permanently. |
| Stratford .. .. .                        | Telegraph Message-boy ..               | 1               | 31      | Expansion of business.                    |
| Waitara .. .. .                          | Junior Exchange Clerk ..               | 1               | 90      | "                                         |
| " .. .. .                                | Telegraph Message-boy ..               | 1               | 31      | "                                         |
| Wanganui .. .. .                         | Cadet .. ..                            | 2               | 220     | "                                         |
| " .. .. .                                | " .. ..                                | 2               | 160     | Relief purposes.                          |
| " .. .. .                                | Assistant Despatch Clerk ..            | 1               | 110     | Expansion of business.                    |
| " .. .. .                                | Letter-carriers' Sorter ..             | 1               | 130     | "                                         |
| " .. .. .                                | Letter-carrier .. ..                   | 2               | 210     | "                                         |
| " .. .. .                                | Distributor .. ..                      | 1               | 50      | "                                         |
| " .. .. .                                | Junior Exchange Clerk ..               | 1               | 50      | "                                         |
| " .. .. .                                | Telegraph Message-boy ..               | 3               | 93      | "                                         |
| Wanganui District—                       |                                        |                 |         |                                           |
| Castlecliff .. .. .                      | Postmistress .. ..                     | 1               | 70      | Temporary employee appointed permanently. |
| " .. .. .                                | Letter-carrier .. ..                   | 1               | 50      | Expansion of business.                    |
| Eltham .. .. .                           | Junior Exchange Clerk ..               | 1               | 50      | "                                         |
| Manaia .. .. .                           | Letter-carrier .. ..                   | 1               | 60      | "                                         |
| Ohakune East .. ..                       | Cadet and Messenger ..                 | 1               | 100     | "                                         |
| Taihape .. .. .                          | Telegraphist .. ..                     | 1               | 120     | "                                         |
| Waverley .. .. .                         | Junior Exchange Clerk ..               | 1               | 50      | "                                         |
| Wellington Chief Post-office—            |                                        |                 |         |                                           |
| Wellington .. .. .                       | Clerk .. ..                            | 1               | 460     | Expansion of business.                    |
| " .. .. .                                | Cadet .. ..                            | 5               | 310     | For leave purposes.                       |
| " .. .. .                                | " .. ..                                | 2               | 160     | Expansion of business.                    |
| " .. .. .                                | Letter-carrier .. ..                   | 1               | 170     | "                                         |
| " .. .. .                                | Messenger .. ..                        | 2               | 110     | "                                         |
| " .. .. .                                | Sorter .. ..                           | 1               | 50      | "                                         |
| " .. .. .                                | Assistant .. ..                        | 1               | 90      | "                                         |
| " .. .. .                                | Motor Mechanic .. ..                   | 2               | 320     | Temporary employee appointed permanently. |
| " .. .. .                                | Chauffeur .. ..                        | 11              | 1,730   | "                                         |
| " .. .. .                                | Telegraph Message-boy ..               | 1               | 31      | For relief purposes in suburbs.           |

TABLE III—continued.

| Place.                                     | Nature of Position.            | Number created. | Salary. | Reason why Position was created.          |
|--------------------------------------------|--------------------------------|-----------------|---------|-------------------------------------------|
| POST AND TELEGRAPH DEPARTMENT—continued.   |                                |                 |         |                                           |
| Wellington District—                       |                                |                 | £       |                                           |
| Eketahuna .. ..                            | Junior Exchange Clerk .. ..    | 1               | 50      | Expansion of business.                    |
| Feilding .. ..                             | Letter-carrier .. ..           | 1               | 140     | Rural motor delivery.                     |
| Government Buildings                       | Telegraphist .. ..             | 1               | 110     | Temporary employee appointed permanently. |
| Kimbolton .. ..                            | Letter-carrier .. ..           | 1               | 70      | Expansion of business.                    |
| Lower Hutt .. ..                           | Junior Exchange Clerk .. ..    | 1               | 50      | "                                         |
| Martinborough .. ..                        | " .. ..                        | 1               | 50      | "                                         |
| Masterton .. ..                            | Cadet .. ..                    | 1               | 50      | "                                         |
| " .. ..                                    | Junior Exchange Clerk .. ..    | 2               | 170     | "                                         |
| " .. ..                                    | Letter-carrier .. ..           | 1               | 50      | "                                         |
| Paekakariki .. ..                          | Telegraph Messenger .. ..      | 1               | 31      | "                                         |
| Pahiatua .. ..                             | Cadet .. ..                    | 1               | 60      | "                                         |
| " .. ..                                    | Letter-carrier .. ..           | 1               | 50      | "                                         |
| " .. ..                                    | Junior Exchange Clerk .. ..    | 1               | 60      | "                                         |
| Palmerston North .. ..                     | Cadet .. ..                    | 1               | 50      | "                                         |
| " .. ..                                    | Letter-carrier .. ..           | 1               | 150     | "                                         |
| " .. ..                                    | Distributor .. ..              | 1               | 50      | "                                         |
| " .. ..                                    | Telegraph Message-boy .. ..    | 1               | 31      | "                                         |
| Porirua .. ..                              | " .. ..                        | 1               | 31      | "                                         |
| Seatoun .. ..                              | Postmistress .. ..             | 1               | 95      | Office made permanent.                    |
| " .. ..                                    | Telegraph Message-boy .. ..    | 1               | 31      | Expansion of business.                    |
| Wellington Telegraph-office—               |                                |                 |         |                                           |
| Wellington .. ..                           | Assistant Supervisor .. ..     | 1               | 260     | Expansion of business.                    |
| " .. ..                                    | Cadet .. ..                    | 3               | 285     | "                                         |
| " .. ..                                    | Night T.E. Attendant .. ..     | 1               | 190     | Temporary employee appointed permanently. |
| " .. ..                                    | Junior Exchange Clerk .. ..    | 7               | 570     | Expansion of business.                    |
| " .. ..                                    | Shorthand-writer and Typist .. | 1               | 75      | "                                         |
| Wellington Telegraph Engineering District— |                                |                 |         |                                           |
| Wellington .. ..                           | Technical Clerk .. ..          | 1               | 210     | Expansion of business.                    |
| " .. ..                                    | Clerk .. ..                    | 1               | 135     | "                                         |
| " .. ..                                    | Draughtsman .. ..              | 1               | 180     | "                                         |
| " .. ..                                    | Splicer .. ..                  | 1               | 160     | Temporary employee appointed permanently. |
| " .. ..                                    | Lineman .. ..                  | 3               | 440     | "                                         |
| " .. ..                                    | Plumber and Splicer .. ..      | 1               | 170     | "                                         |
| Masterton .. ..                            | Lineman .. ..                  | 1               | 150     | "                                         |
| Palmerston North .. ..                     | " .. ..                        | 1               | 140     | "                                         |
| Radio-Chathams .. ..                       | Acting Officer in Charge .. .. | 1               | 190     | New station for radio-telegraphy.         |
| " .. ..                                    | Telegraphist .. ..             | 1               | 150     | "                                         |
| Tokomaru Bay .. ..                         | Lineman .. ..                  | 1               | 150     | Temporary employee appointed permanently. |
| Tolaga Bay .. ..                           | " .. ..                        | 1               | 150     | "                                         |
| Waipawa .. ..                              | " .. ..                        | 1               | 150     | "                                         |
| Wanganui .. ..                             | Telephone Exchange Mechanic .. | 1               | 160     | "                                         |
| Blenheim District—                         |                                |                 | £       |                                           |
| Seddon .. ..                               | Junior Exchange Clerk .. ..    | 1               | 50      | Expansion of business.                    |
| Ward .. ..                                 | Telegraph Message-boy .. ..    | 1               | 31      | "                                         |
| Nelson .. ..                               | Letter-carrier .. ..           | 1               | 50      | "                                         |
| " .. ..                                    | Assistant Despatch Clerk .. .. | 1               | 50      | "                                         |
| " .. ..                                    | Messenger .. ..                | 1               | 50      | "                                         |
| " .. ..                                    | Cadet .. ..                    | 1               | 80      | "                                         |
| Nelson District—                           |                                |                 |         |                                           |
| Havelock .. ..                             | Letter-carrier .. ..           | 1               | 50      | Expansion of business.                    |
| Port Nelson .. ..                          | Cadet and Messenger .. ..      | 1               | 50      | "                                         |
| Greymouth .. ..                            | Cadet .. ..                    | 1               | 60      | "                                         |
| Hokitika .. ..                             | Assistant and Messenger .. ..  | 1               | 70      | "                                         |
| Hokitika District—                         |                                |                 |         |                                           |
| Ross .. ..                                 | Letter-carrier .. ..           | 1               | 50      | Expansion of business.                    |
| Christchurch Chief Post-office—            |                                |                 |         |                                           |
| Christchurch .. ..                         | Cadet .. ..                    | 1               | 80      | Expansion of business.                    |
| " .. ..                                    | Letter-carriers' Sorter .. ..  | 1               | 170     | "                                         |
| " .. ..                                    | Letter-carrier .. ..           | 1               | 50      | "                                         |
| " .. ..                                    | Messenger .. ..                | 1               | 50      | "                                         |
| Christchurch District—                     |                                |                 |         |                                           |
| Ashburton .. ..                            | Assistant Despatch Clerk .. .. | 1               | 100     | Expansion of business.                    |
| Kaikoura .. ..                             | Telegraph Message-boy .. ..    | 1               | 31      | "                                         |
| Kirwee .. ..                               | " .. ..                        | 1               | 31      | "                                         |
| Lyttelton .. ..                            | Cadet .. ..                    | 1               | 50      | "                                         |
| Rangiora .. ..                             | Telegraph Message-boy .. ..    | 1               | 31      | "                                         |
| Christchurch Telegraph-office—             |                                |                 |         |                                           |
| Christchurch .. ..                         | Telegraphist .. ..             | 1               | 180     | Temporary employee appointed permanently. |
| " .. ..                                    | Night T.E. Attendant .. ..     | 1               | 190     | "                                         |
| " .. ..                                    | Assistant Despatch Clerk .. .. | 1               | 50      | Expansion of business.                    |
| " .. ..                                    | Junior Exchange Clerk .. ..    | 2               | 100     | "                                         |
| " .. ..                                    | Telegraph Message-boy .. ..    | 5               | 155     | "                                         |
| Timaru .. ..                               | Junior Exchange Clerk .. ..    | 1               | 50      | "                                         |
| " .. ..                                    | Letter-carrier .. ..           | 1               | 50      | "                                         |
| " .. ..                                    | Telegraph Message-boy .. ..    | 1               | 31      | "                                         |
| Timaru District—                           |                                |                 |         |                                           |
| Studholme Junction .. ..                   | Telegraph Message-boy .. ..    | 1               | 31      | Expansion of business.                    |
| Temuka .. ..                               | Messenger .. ..                | 1               | 50      | "                                         |
| " .. ..                                    | Junior Exchange Clerk .. ..    | 1               | 50      | "                                         |
| Waimate .. ..                              | " .. ..                        | 1               | 50      | "                                         |
| Oamaru .. ..                               | Bureau Clerk .. ..             | 1               | 50      | "                                         |

TABLE III—continued.

| Place.                                                                                             | Nature of Position.                  | Number created. | Salary.  | Reason why Position was created.                                    |
|----------------------------------------------------------------------------------------------------|--------------------------------------|-----------------|----------|---------------------------------------------------------------------|
| POST AND TELEGRAPH DEPARTMENT—continued.                                                           |                                      |                 |          |                                                                     |
| Dunedin Chief Post-office—                                                                         |                                      |                 | £        |                                                                     |
| Dunedin .. .. .                                                                                    | Clerk .. .. .                        | 1               | 130      | Expansion of business.                                              |
| " .. .. .                                                                                          | Messenger .. .. .                    | 2               | 110      | "                                                                   |
| Dunedin District—                                                                                  |                                      |                 |          |                                                                     |
| Mosgiel .. .. .                                                                                    | Telegraph Message-boy .. .. .        | 1               | 31       | Expansion of business.                                              |
| North-east Valley .. .. .                                                                          | " .. .. .                            | 1               | 31       | "                                                                   |
| Port Chalmers .. .. .                                                                              | Junior Exchange Clerk .. .. .        | 1               | 50       | "                                                                   |
| Ravensbourne .. .. .                                                                               | Letter-carrier and Messenger .. .. . | 1               | 50       | "                                                                   |
| " .. .. .                                                                                          | Telegraph Message-boy .. .. .        | 1               | 31       | "                                                                   |
| St. Kilda .. .. .                                                                                  | Cadet and Messenger .. .. .          | 1               | 50       | "                                                                   |
| Dunedin Telegraph-office—                                                                          |                                      |                 |          |                                                                     |
| Dunedin .. .. .                                                                                    | Night T.E. Attendant .. .. .         | 1               | 190      | Temporary employee appointed permanently.                           |
| " .. .. .                                                                                          | Junior Exchange Clerk .. .. .        | 1               | 100      | Expansion of business.                                              |
| " .. .. .                                                                                          | Telegraph Message-boy .. .. .        | 2               | 62       | "                                                                   |
| Dunedin Telegraph Engineering District—                                                            |                                      |                 |          |                                                                     |
| Dunedin .. .. .                                                                                    | Clerk .. .. .                        | 1               | 210      | Expansion of business.                                              |
| " .. .. .                                                                                          | Foreman Lineman .. .. .              | 1               | 150      | Temporary employee appointed permanently.                           |
| Ashburton .. .. .                                                                                  | Lineman .. .. .                      | 1               | 150      | "                                                                   |
| Invercargill .. .. .                                                                               | " .. .. .                            | 1               | 150      | "                                                                   |
| Radio-Awarua .. .. .                                                                               | Telegraphist .. .. .                 | 3               | 420      | New radio-telegraph station.                                        |
| Invercargill .. .. .                                                                               | Switchboard-attendant .. .. .        | 1               | 50       | Expansion of business.                                              |
| Invercargill District—                                                                             |                                      |                 |          |                                                                     |
| Gore .. .. .                                                                                       | Messenger .. .. .                    | 1               | 50       | Expansion of business.                                              |
| Mataura .. .. .                                                                                    | Letter-carrier .. .. .               | 1               | 50       | "                                                                   |
| Nightcaps .. .. .                                                                                  | Telegraph Message-boy .. .. .        | 1               | 31       | "                                                                   |
| Otautau .. .. .                                                                                    | Cadet .. .. .                        | 1               | 65       | "                                                                   |
| Winton .. .. .                                                                                     | Junior Exchange Clerk .. .. .        | 1               | 50       | "                                                                   |
| Total number of additions to Department (excluding fifty-three temporary employees made permanent) |                                      | 241             | £15,685* | Total amount of extra salary involved in creation of new positions. |

\* From this amount the sum of £744 should be deducted for savings effected by creation of new positions. The actual net cost is therefore £14,941. These economies refer for the most part to changes made in the organization of the smaller offices. In a few cases by change of methods it has been possible to reduce the staff by a junior officer, and, basing the average salary at £50, a total saving of fifteen officers may be considered as effected.

## PRINTING AND STATIONERY DEPARTMENT.

|                                                 |                               |   |      |                                                                    |
|-------------------------------------------------|-------------------------------|---|------|--------------------------------------------------------------------|
| Wellington .. .. .                              | Sub-Overseer, Jobbing .. .. . | 1 | £225 | Expansion of business.                                             |
| Total number of additions to Department .. .. . |                               | 1 | £215 | Total amount of extra salary involved in creation of new position. |

## PUBLIC SERVICE SUPERANNUATION DEPARTMENT.

|                                                 |               |   |     |                                                                    |
|-------------------------------------------------|---------------|---|-----|--------------------------------------------------------------------|
| Head Office .. .. .                             | Cadet .. .. . | 1 | £50 | Expansion of business.                                             |
| Total number of additions to Department .. .. . |               | 1 | £50 | Total amount of extra salary involved in creation of new position. |

NOTE.—On the retirement of the late Secretary the offices of Secretary and Accountant were combined, effecting a net saving in salaries of £270 per annum.

## PUBLIC HEALTH, HOSPITALS, AND CHARITABLE AID DEPARTMENT.

|                                                 |                                           |    |        |                                                                       |
|-------------------------------------------------|-------------------------------------------|----|--------|-----------------------------------------------------------------------|
| Head Office .. .. .                             | Deputy Chief Health Officer .. .. .       | 1  | £700   | Reorganization; change of title only.                                 |
| " .. .. .                                       | Cadet .. .. .                             | 1  | 50     | Increase of work.                                                     |
| " .. .. .                                       | Shorthand-writer and Typist .. .. .       | 2  | 180    | "                                                                     |
| Bacteriological Laboratory—                     |                                           |    |        |                                                                       |
| Wellington .. .. .                              | Laboratory Assistant .. .. .              | 1  | 180    | Increase of work.                                                     |
| Auckland District Office—                       |                                           |    |        |                                                                       |
| Auckland .. .. .                                | Assistant District Health Officer .. .. . | 1  | 500    | Increase of work.                                                     |
| " .. .. .                                       | Chief Clerk .. .. .                       | 1  | 275    | "                                                                     |
| " .. .. .                                       | District Nurse to Natives .. .. .         | 5  | 700    | To fill new positions created under Native medical service.           |
| Total number of additions to Department .. .. . |                                           | 10 | £2,020 | Total amount of extra salaries involved in creation of new positions. |

NOTE.—The position of Chief Clerk, Auckland, has not yet been permanently filled.

TABLE III—continued.

| Place.                                                                                      | Nature of Position.             | Number created. | Salary.      | Reason why Position was created.                                        |
|---------------------------------------------------------------------------------------------|---------------------------------|-----------------|--------------|-------------------------------------------------------------------------|
| PUBLIC TRUST DEPARTMENT.                                                                    |                                 |                 |              |                                                                         |
|                                                                                             |                                 |                 | £            |                                                                         |
| Head Office .. .. .                                                                         | Inspector .. .. .               | 1               | 600          | Reorganization.                                                         |
| " .. .. .                                                                                   | Clerk .. .. .                   | 4               | 485          | Expansion of business.                                                  |
| " .. .. .                                                                                   | Cadet .. .. .                   | 18              | 1,001        | "                                                                       |
| " .. .. .                                                                                   | Shorthand-writer and Typist ..  | 1               | 156          | Temporary employee appointed permanently.                               |
| " .. .. .                                                                                   | " .. .. .                       | 6               | 548          | Expansion of business.                                                  |
| " .. .. .                                                                                   | Machinist .. .. .               | 1               | 96           | "                                                                       |
| Auckland .. .. .                                                                            | Local Deputy Public Trustee ..  | 1               | 550          | Reorganization.                                                         |
| " .. .. .                                                                                   | Shorthand-writer and Typist ..  | 2               | 144          | Expansion of business.                                                  |
| " .. .. .                                                                                   | Liftman .. .. .                 | 1               | 130          | Completion of new office.                                               |
| Christchurch .. .. .                                                                        | Local Deputy Public Trustee ..  | 1               | 500          | Reorganization.                                                         |
| Dunedin .. .. .                                                                             | " .. .. .                       | 1               | 500          | "                                                                       |
| " .. .. .                                                                                   | Cadet .. .. .                   | 1               | 50           | Expansion of business.                                                  |
| Napier .. .. .                                                                              | Shorthand-writer and Typist ..  | 1               | 72           | "                                                                       |
| Nelson .. .. .                                                                              | " .. .. .                       | 1               | 60           | "                                                                       |
| New Plymouth .. .. .                                                                        | Cadet .. .. .                   | 1               | 50           | "                                                                       |
| Wanganui .. .. .                                                                            | Shorthand-writer and Typist ..  | 1               | 72           | "                                                                       |
| Total number of additions to Department (excluding one temporary employee made permanent)   |                                 | 37              | £3,154       | Total amount of extra salaries involved in creation of new positions.   |
| PUBLIC WORKS DEPARTMENT.                                                                    |                                 |                 |              |                                                                         |
|                                                                                             |                                 |                 | £            |                                                                         |
| Head Office .. .. .                                                                         | Inspecting Engineer .. .. .     | 1               | 600          | Expansion of business. Formerly temporary.                              |
| " .. .. .                                                                                   | Architectural Cadet .. .. .     | 1               | 50           | Increase of work.                                                       |
| " .. .. .                                                                                   | Draughting Cadet .. .. .        | 2               | 100          | "                                                                       |
| " .. .. .                                                                                   | Draughtsman .. .. .             | 1               | 195          | "                                                                       |
| " .. .. .                                                                                   | Shorthand-writer and Typist ..  | 1               | 96           | Reorganization.                                                         |
| Auckland District .. .. .                                                                   | " .. .. .                       | 1               | 108          | Temporary employee appointed permanently.                               |
| " .. .. .                                                                                   | Clerical Cadet .. .. .          | 1               | 50           | Increase of work.                                                       |
| Blenheim District .. .. .                                                                   | Overseer of Works .. .. .       | 1               | 170          | Previously Road Foreman, performing similar duties.                     |
| Christchurch District .. .. .                                                               | Station Superintendent .. .. .  | 1               | 300          | Expansion of business.                                                  |
| " .. .. .                                                                                   | First Engineer .. .. .          | 1               | 260          | "                                                                       |
| " .. .. .                                                                                   | Road Foreman .. .. .            | 1               | 175          | Increase of work.                                                       |
| " .. .. .                                                                                   | Draughting Cadet .. .. .        | 1               | 50           | Expansion of business.                                                  |
| " .. .. .                                                                                   | Shorthand-writer and Typist ..  | 1               | 72           | "                                                                       |
| Dunedin District .. .. .                                                                    | Assistant Engineer .. .. .      | 1               | 235          | Increase of work.                                                       |
| Gisborne District .. .. .                                                                   | Draughtsman .. .. .             | 1               | 180          | "                                                                       |
| Greymouth District .. .. .                                                                  | Resident Engineer .. .. .       | 1               | 325          | Reorganization due to amalgamation of Westport and Greymouth Districts. |
| Otira District .. .. .                                                                      | Clerk .. .. .                   | 2               | 360          | Expansion of business.                                                  |
| Stratford District .. .. .                                                                  | Assistant Engineer .. .. .      | 1               | 235          | Increase of work.                                                       |
| Taumarunui District .. .. .                                                                 | Resident Engineer .. .. .       | 1               | 325          | Reorganization.                                                         |
| " .. .. .                                                                                   | Overseer .. .. .                | 1               | 200          | Increase of work.                                                       |
| Tauranga District .. .. .                                                                   | Blacksmith Foreman .. .. .      | 1               | 185          | Previously Blacksmith, performing similar duties.                       |
| Wellington District .. .. .                                                                 | Timekeeper .. .. .              | 1               | 9/6 per diem | Temporary employee appointed permanently.                               |
| " .. .. .                                                                                   | Storekeeper's Assistant .. .. . | 2               | 160          | " "                                                                     |
| Total number of additions to Department (excluding five temporary employees made permanent) |                                 | 17              | £2,605       | Total amount of extra salaries involved in creation of new positions.   |
| STATE FIRE INSURANCE DEPARTMENT.                                                            |                                 |                 |              |                                                                         |
|                                                                                             |                                 |                 | £            |                                                                         |
| Head Office .. .. .                                                                         | Assistant Accountant .. .. .    | 1               | 230          | Expansion of business and reorganization.                               |
| " .. .. .                                                                                   | Shorthand-writer and Typist ..  | 1               | 72           | Expansion of business.                                                  |
| Auckland .. .. .                                                                            | Cadet .. .. .                   | 1               | 50           | "                                                                       |
| Dunedin .. .. .                                                                             | " .. .. .                       | 1               | 50           | "                                                                       |
| New Plymouth .. .. .                                                                        | " .. .. .                       | 1               | 50           | "                                                                       |
| Total number of additions to Department ..                                                  |                                 | 5               | £450         | Total amount of extra salaries involved in creation of new positions.   |
| TOURIST AND HEALTH RESORTS DEPARTMENT.                                                      |                                 |                 |              |                                                                         |
|                                                                                             |                                 |                 | £            |                                                                         |
| Hanmer Springs .. .. .                                                                      | Gardener .. .. .                | 1               | 126          | Temporary employee appointed permanently.                               |
| Hermitage .. .. .                                                                           | Guide .. .. .                   | 1               | 160*         | " "                                                                     |
| Rotorua .. .. .                                                                             | Pump-driver (sewerage) .. .. .  | 1               | 210          | " "                                                                     |
| " .. .. .                                                                                   | Carpenter .. .. .               | 1               | 170          | " "                                                                     |
| " .. .. .                                                                                   | Gardener .. .. .                | 1               | 146          | " "                                                                     |
| " .. .. .                                                                                   | Labourer .. .. .                | 1               | 141          | " "                                                                     |
| " .. .. .                                                                                   | Carter .. .. .                  | 1               | 141          | " "                                                                     |
| " .. .. .                                                                                   | Electric Lineman .. .. .        | 1               | 141          | " "                                                                     |
| " .. .. .                                                                                   | Gardener .. .. .                | 1               | 140          | " "                                                                     |
| " .. .. .                                                                                   | Pump and Boiler Attendant ..    | 2               | 270          | " "                                                                     |
| " .. .. .                                                                                   | Nurse .. .. .                   | 1               | 70†          | To replace temporary employee.                                          |
| " .. .. .                                                                                   | Bath Attendant .. .. .          | 2               | 175          | Temporary employee appointed permanently.                               |
| " .. .. .                                                                                   | Laundress .. .. .               | 1               | 80           | " "                                                                     |
| " .. .. .                                                                                   | Probationer Nurse .. .. .       | 1               | 35†          | " "                                                                     |
| Te Aroha .. .. .                                                                            | Bath Attendant .. .. .          | 2               | 140          | " "                                                                     |
| Te Wairoa .. .. .                                                                           | Launch Engineer .. .. .         | 1               | 175          | " "                                                                     |
| Whakarewarewa .. .. .                                                                       | Caretaker of Model Pa .. .. .   | 1               | 100‡         | " "                                                                     |
| Total number of additions to Department ..                                                  |                                 | ..              | £65          | Total amount of extra salaries involved in creation of new positions.   |

\* And found during the season.

† And found.

‡ And quarters.

TABLE III—continued.

| Place.                                                                                                                                                                                                                                                                            | Nature of Position.                            | Number created. | Salary. | Reason why Position was created.                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------|---------|-----------------------------------------------------------------------|
| TREASURY DEPARTMENT.                                                                                                                                                                                                                                                              |                                                |                 |         |                                                                       |
| Wellington .. .. .                                                                                                                                                                                                                                                                | Assistant Accountant and Inspector of Accounts | 1               | £ 440   | Reorganization.                                                       |
| " .. .. .                                                                                                                                                                                                                                                                         | Assistant Inspector of Accounts                | 1               | 260     | "                                                                     |
| " .. .. .                                                                                                                                                                                                                                                                         | Sectional Clerk .. .. .                        | 1               | 305     | "                                                                     |
| " .. .. .                                                                                                                                                                                                                                                                         | Machinist .. .. .                              | 2               | 180     | "                                                                     |
| Total number of additions to Department .. .. .                                                                                                                                                                                                                                   |                                                | 1               | £117    | Total amount of extra salaries involved in creation of new positions. |
| NOTE.—Vacancies caused by the transfer or retirement of six clerks have not been filled, resulting in a saving in salary of £1,325. In addition the bookbinding of vouchers has been discontinued and the officers transferred, effecting a saving in salaries of £532 per annum. |                                                |                 |         |                                                                       |
| VALUATION DEPARTMENT.                                                                                                                                                                                                                                                             |                                                |                 |         |                                                                       |
| Head Office .. .. .                                                                                                                                                                                                                                                               | Shorthand-writer and Typist ..                 | 1               | £ 72    | Expansion of business.                                                |
| Auckland .. .. .                                                                                                                                                                                                                                                                  | Principal Clerk .. .. .                        | 1               | 245     | Reorganization.                                                       |
| " .. .. .                                                                                                                                                                                                                                                                         | District Valuer .. .. .                        | 1               | 275     | Acting District Valuer made District Valuer.                          |
| Total number of additions to Department .. .. .                                                                                                                                                                                                                                   |                                                | 1               | £87     | Total amount of extra salaries involved in creation of new positions. |

TABLE IV.—ALLOWANCES IN THE NATURE OF SALARY PROVIDED IN THE PUBLIC SERVICE LIST, 31/3/14, IN ADDITION TO CLASSIFIED SALARIES.

| Department.                                  | Board and Lodging. |         | House. |         | Fees. |         | Lodging. |         |
|----------------------------------------------|--------------------|---------|--------|---------|-------|---------|----------|---------|
|                                              | No.                | Amount. | No.    | Amount. | No.   | Amount. | No.      | Amount. |
| Agriculture, Industries and Commerce         | 7                  | £ 195   | 10     | £ 282   | ..    | £ ..    | 11       | £ 168   |
| Customs .. .. .                              | 1                  | 104     | ..     | ..      | ..    | ..      | 21       | 398     |
| Defence .. .. .                              | ..                 | ..      | ..     | ..      | ..    | ..      | 10       | 195     |
| Dominion Laboratory .. .. .                  | ..                 | ..      | ..     | ..      | ..    | ..      | 1        | 23      |
| Education .. .. .                            | 175                | 5,895   | 20     | 526     | ..    | ..      | 9        | 166     |
| Government Insurance .. .. .                 | ..                 | ..      | ..     | ..      | ..    | ..      | 21       | 403     |
| Internal Affairs .. .. .                     | ..                 | ..      | ..     | ..      | ..    | ..      | 2        | 36      |
| Justice .. .. .                              | ..                 | ..      | 141    | 3,512   | ..    | ..      | 22       | 411     |
| Labour .. .. .                               | ..                 | ..      | ..     | ..      | ..    | ..      | 5        | 90      |
| Land and Deeds .. .. .                       | ..                 | ..      | ..     | ..      | ..    | ..      | 18       | 339     |
| Land and Income Tax .. .. .                  | ..                 | ..      | ..     | ..      | ..    | ..      | 13       | 214     |
| Land for Settlements .. .. .                 | ..                 | ..      | ..     | ..      | ..    | ..      | 1        | 23      |
| Lands and Survey* .. .. .                    | ..                 | ..      | ..     | ..      | ..    | ..      | 35       | 614     |
| Marine and Inspection of Machinery           | ..                 | ..      | 86     | 2,097   | 51    | 445     | 9        | 167     |
| Mental Hospitals .. .. .                     | 596                | 20,900  | 125    | 2,510   | ..    | ..      | 1        | 18      |
| Mines .. .. .                                | ..                 | ..      | 5      | 130     | ..    | ..      | 7        | 136     |
| National Provident and Friendly Societies    | ..                 | ..      | ..     | ..      | ..    | ..      | 7        | 136     |
| Native .. .. .                               | ..                 | ..      | ..     | ..      | ..    | ..      | 10       | 180     |
| Patent .. .. .                               | ..                 | ..      | ..     | ..      | ..    | ..      | 2        | 36      |
| Pensions .. .. .                             | ..                 | ..      | ..     | ..      | ..    | ..      | 5        | 90      |
| Printing and Stationery .. .. .              | ..                 | ..      | ..     | ..      | ..    | ..      | 1        | 13      |
| Public Health, Hospitals, and Charitable Aid | 12                 | 520     | 1      | 26      | ..    | ..      | 1        | 13      |
| Public Service Commissioner's Office         | ..                 | ..      | ..     | ..      | ..    | ..      | 4        | 60      |
| Public Service Superannuation ..             | ..                 | ..      | ..     | ..      | ..    | ..      | 1        | 23      |
| Public Trust .. .. .                         | ..                 | ..      | ..     | ..      | ..    | ..      | 39       | 701     |
| Public Works .. .. .                         | ..                 | ..      | 1      | 10      | ..    | ..      | 48       | 788     |
| Registrar-General's .. .. .                  | ..                 | ..      | ..     | ..      | ..    | ..      | 5        | 95      |
| Stamp .. .. .                                | ..                 | ..      | ..     | ..      | ..    | ..      | 4        | 62      |
| State Advances .. .. .                       | ..                 | ..      | ..     | ..      | ..    | ..      | 8        | 134     |
| State Fire Insurance .. .. .                 | ..                 | ..      | ..     | ..      | ..    | ..      | 4        | 82      |
| Tourist and Health Resorts .. ..             | 6                  | 230     | 3      | 24      | ..    | ..      | 7        | 116     |
| Treasury .. .. .                             | ..                 | ..      | ..     | ..      | ..    | ..      | 8        | 139     |
| Valuation .. .. .                            | ..                 | ..      | ..     | ..      | ..    | ..      | 6        | 97      |
| Totals .. .. .                               | 797                | 27,844  | 392    | 9,117   | 51    | 445     | 346      | 6,166   |

\*Also equipment (£8,950) to sixty-nine officers; and miscellaneous (£905) to twenty-four officers.

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

| Department                                 | Name of Officer.       | Place.       | From*                                                       | To*                                                                      | Reason.                                                                                                                                                                                 |
|--------------------------------------------|------------------------|--------------|-------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DEPARTMENTS OTHER THAN POST AND TELEGRAPH. |                        |              |                                                             |                                                                          |                                                                                                                                                                                         |
| Agriculture                                | Brown, T. W.           | Wellington   | Clerk, VII, 7, max. £200                                    | Clerk, VII, 8, max. £220                                                 | Work warranted granting of increment and removal of special maximum.                                                                                                                    |
| "                                          | Broom, G.              | Gisborne     | Veterinarian, max. £345                                     | Veterinarian, max. £400                                                  | Office has become of greater importance, and duties are more onerous and extensive than when last graded.                                                                               |
| "                                          | Elphick, E. E.         | Christchurch | "                                                           | "                                                                        | Ditto.                                                                                                                                                                                  |
| "                                          | Waugh, G. N.           | Invercargill | "                                                           | "                                                                        | "                                                                                                                                                                                       |
| "                                          | Meade, R. H.           | Waikato      | "                                                           | "                                                                        | "                                                                                                                                                                                       |
| "                                          | Kirk, T. W.            | Wellington   | Director, Orchard, Garden, and Apiaries Division, max. £575 | Max. raised to £600                                                      | "                                                                                                                                                                                       |
| Customs                                    | Barnett, J.            | "            | Examining Officer, 3rd Grade, £180                          | Examining Officer, 3rd Grade, £190                                       | Regulation No. 108.                                                                                                                                                                     |
| "                                          | Lyttelton, G. C.       | Auckland     | Clerk, VII, 9                                               | Second Clerk, VI, 3                                                      | Wrongly graded as Clerk in last year's list.                                                                                                                                            |
| "                                          | Martin, J. S.          | Wellington   | Examining Officer, 3rd Grade, £180                          | Examining Officer, 3rd Grade, £190                                       | Regulation No. 108.                                                                                                                                                                     |
| "                                          | Nichol, J. E.          | "            | "                                                           | "                                                                        | "                                                                                                                                                                                       |
| "                                          | Penn, A. V.            | Auckland     | Sub-Collector, max. £425                                    | Sub-Collector, max. £440                                                 | "                                                                                                                                                                                       |
| Defence                                    | Collett, W. R.         | Wellington   | Clerk in Charge, Branch, Headquarters                       | Max. raised to £275                                                      | "                                                                                                                                                                                       |
| "                                          | Lyons, D. S.           | "            | Record Clerk, Headquarters                                  | "                                                                        | "                                                                                                                                                                                       |
| "                                          | O'Neill, L. F.         | "            | Clerk in Charge, Branch, Headquarters                       | "                                                                        | "                                                                                                                                                                                       |
| "                                          | Rudkin, G.             | "            | "                                                           | "                                                                        | "                                                                                                                                                                                       |
| Internal Affairs                           | McGahey, J. J.         | Christchurch | Custodian, salary £220                                      | Custodian, salary £230                                                   | Increase of work warranted raising status of position.                                                                                                                                  |
| "                                          | Kelleher, P. J.        | Wellington   | Chief Clerk, IV                                             | Chief Clerk, III                                                         | Increased work has thrown heavier responsibilities on Chief Clerk.                                                                                                                      |
| "                                          | Warren, G.             | "            | Custodian, salary £240                                      | Custodian and Deputy Inspector of General Messenger Service, salary £250 | Increase of work warranted raising status of position.                                                                                                                                  |
| Land and Income Tax                        | Cumming, E. J. R.      | "            | Inspector: granted double increment, from £290 to £315      | "                                                                        | Promised to Board of Appeal in submitting appeal.                                                                                                                                       |
| Lands and Survey                           | Carroll, T.            | Te Kuiti     | District Surveyor, max. £300                                | District Surveyor, max. £365                                             | Importance of position warranted regrading.                                                                                                                                             |
| "                                          | Skey, H. F.            | Christchurch | Magnetic Observer, Class E                                  | Director, Magnetic Observatory, Class D, max. £365                       | In view of highly technical nature of work.                                                                                                                                             |
| Marine and Inspection of Machinery         | Bates, D. C.           | Wellington   | Meteorologist, max. £480                                    | Meteorologist, max. £500                                                 | Work has become of greater importance, and duties more onerous on account of increase of weather-reporting stations and development and extension of weather forecasting and reporting. |
| Justice                                    | Vincent, T.            | Invercargill | Principal Warder, £185                                      | Chief Warder, £200                                                       | New position, as status of prison raised.                                                                                                                                               |
| Mental Hospitals                           | Brown, C.              | Tokaiti      | Attendant in Charge, £135                                   | Head Attendant, £140                                                     | Increased importance of duties.                                                                                                                                                         |
| Public Works                               | Brosnan, J. D.         | Wellington   | Clerk, VI, 3                                                | Proclamation Clerk, VI, 4                                                | "                                                                                                                                                                                       |
| "                                          | Kimball, A. H.         | "            | Land Purchase Officer                                       | Max. raised from £370 to £425                                            | "                                                                                                                                                                                       |
| "                                          | Searell, S. L.         | "            | Clerk, VII                                                  | Staff Clerk, VI                                                          | "                                                                                                                                                                                       |
| Public Health                              | Frengley, J. P.        | "            | Deputy Health Officer                                       | Max. £700 deleted                                                        | Regulation No. 108.                                                                                                                                                                     |
| Public Service Commissioner's Office       | Mark, T.               | "            | Clerk, VII                                                  | Assistant Registrar, VI                                                  | Increased importance of duties.                                                                                                                                                         |
| Ditto                                      | Verschoffelt, P. D. N. | "            | Clerk, salary £260                                          | Sub-Inspector, salary £290                                               | "                                                                                                                                                                                       |

\* A roman numeral shown in this column indicates the class in the Clerical Division.

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

| Department.                                          | Name of Officer.  | Place.     | From*                                    | To*                                                                         | Reason.                                                                                                                                                                      |
|------------------------------------------------------|-------------------|------------|------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DEPARTMENTS OTHER THAN POST AND TELEGRAPH—continued. |                   |            |                                          |                                                                             |                                                                                                                                                                              |
| Public Service Superannuation Office                 | Smith, G. C.      | Wellington | Clerk, VII                               | First Clerk, VI                                                             | Reorganization of Office.                                                                                                                                                    |
| Public Trust                                         | Barns, E.         | Hawera     | District Manager                         | Max. raised from £370 to £425                                               | Responsibilities of position have been materially increased by passing of West Coast Settlement Reserves Amendment Act. Ordinary administration work considerably increased. |
| "                                                    | Chesterman, G. H. | Wellington | Clerk, VI                                | Examining Clerk, max. £275                                                  | Consequent upon increase in business.                                                                                                                                        |
| "                                                    | Faire, A. S.      | "          | "                                        | Accounts Clerk, VI                                                          | "                                                                                                                                                                            |
| "                                                    | King, T. F. H.    | "          | "                                        | Correspondence Clerk, Wills Branch, VI                                      | "                                                                                                                                                                            |
| "                                                    | Myers, E. R.      | "          | "                                        | Correspondence Clerk, Intestate Branch, VI                                  | "                                                                                                                                                                            |
| "                                                    | Watters, A. W.    | "          | "                                        | Accounts Clerk, VI                                                          | "                                                                                                                                                                            |
| Registrar-General's                                  | Mansfield, F. W.  | Wellington | Registrar-General, max. £500             | Registrar-General, max. £525                                                | Wrongly graded in list.                                                                                                                                                      |
| Tourist                                              | Manson, H. J.     | Melbourne  | Government Agent, salary £385, max. £425 | New Zealand Trade Commissioner and Government Agent, salary £500, max. £600 | New position added to former one.                                                                                                                                            |
| Valuation                                            | Akroyd, W. E.     | Gisborne   | District Valuer, £305                    | District Valuer, £315                                                       | Regulation No. 108.                                                                                                                                                          |
| "                                                    | Thompson, W. F.   | Wanganui   | "                                        | "                                                                           | "                                                                                                                                                                            |
| "                                                    | Wallis, J. B.     | Auckland   | "                                        | "                                                                           | "                                                                                                                                                                            |

\* A roman numeral shown in this column indicates the class in the Clerical Division.

POSITIONS IN THE GENERAL DIVISION REGRADED.

| Department and Position.    | From                |          | Annual Increments. | To                  |          | Annual Increments. | Remarks.                |
|-----------------------------|---------------------|----------|--------------------|---------------------|----------|--------------------|-------------------------|
|                             | Yearly Rate of Pay. |          |                    | Yearly Rate of Pay. |          |                    |                         |
|                             | Minimum.            | Maximum. |                    | Minimum.            | Maximum. |                    |                         |
| <i>General.</i>             |                     |          |                    |                     |          |                    |                         |
| Carpenter Foremen—          |                     |          |                    |                     |          |                    |                         |
| 2nd Grade (in small shops)  | ..                  | £ 185    | £ 190              | £ 195               | £ 200    | 5                  | Operation of new award. |
| Carpenters and Joiners—     |                     |          |                    |                     |          |                    |                         |
| 1st Grade                   | ..                  | £ 175    | £ 180              | £ 185               | £ 190    | 5                  | "                       |
| 2nd "                       | ..                  | ..       | £ 170              | ..                  | £ 180    | ..                 | "                       |
| "                           | ..                  | ..       | £ 160              | ..                  | £ 170    | ..                 | "                       |
| Carpenters—                 |                     |          |                    |                     |          |                    |                         |
| Gardeners—                  |                     |          |                    |                     |          |                    |                         |
| 1st Grade                   | ..                  | £ 160    | £ 180              | £ 165               | £ 180    | 5                  | "                       |
| 2nd "                       | ..                  | £ 140    | £ 155              | £ 150               | £ 160    | 5                  | "                       |
| 3rd "                       | ..                  | ..       | £ 135              | ..                  | £ 146    | ..                 | "                       |
| 4th "                       | ..                  | ..       | £ 125              | £ 125               | £ 140    | 5                  | "                       |
| Junior—                     |                     |          |                    |                     |          |                    |                         |
| Age last birthday, 16 years | ..                  | ..       | ..                 | ..                  | £ 60     | ..                 | "                       |
| "                           | ..                  | ..       | ..                 | ..                  | £ 72     | ..                 | "                       |
| "                           | ..                  | ..       | ..                 | ..                  | £ 84     | ..                 | "                       |
| "                           | ..                  | ..       | ..                 | ..                  | £ 96     | ..                 | "                       |
| "                           | ..                  | ..       | ..                 | ..                  | £ 108    | ..                 | "                       |





POSITIONS IN THE GENERAL DIVISION REGRADED—continued.

| Department and Position.                                | From                |          | Annual Increments.                                                                           | To                  |          | Annual Increments. | Remarks.                                                                                 |
|---------------------------------------------------------|---------------------|----------|----------------------------------------------------------------------------------------------|---------------------|----------|--------------------|------------------------------------------------------------------------------------------|
|                                                         | Yearly Rate of Pay. |          |                                                                                              | Yearly Rate of Pay. |          |                    |                                                                                          |
|                                                         | Minimum.            | Maximum. |                                                                                              | Minimum.            | Maximum. |                    |                                                                                          |
| <i>Internal Affairs.</i>                                |                     |          |                                                                                              |                     |          |                    |                                                                                          |
| Custodians, &c., Government Buildings—                  |                     |          |                                                                                              |                     |          |                    |                                                                                          |
| 1st Grade ..                                            | £ ..                | 275      | £ ..                                                                                         | £ 210               | 275*     | £ ..               | Revaluation of work.                                                                     |
| <i>Mental Hospitals.</i>                                |                     |          |                                                                                              |                     |          |                    |                                                                                          |
| Attendants, Head—                                       |                     |          |                                                                                              |                     |          |                    |                                                                                          |
| 1st Grade† ..                                           | 150                 | 165      | 5                                                                                            | 170                 | 185      | 5                  | Revaluation of work.                                                                     |
| 2nd „ † ..                                              | 140                 | 150      | 5                                                                                            | 150                 | 165      | 5                  | „                                                                                        |
| Attendants, Charge (acting as Deputy Head Attendant)†   | ..                  | 140      | £2 10s. per annum more than ordinary salary as Charge Attendant, rising to a maximum of £140 | ..                  | 145      | ..                 | £5 per annum more than ordinary salary as Charge Attendant, rising to a maximum of £145. |
| Attendants, Charge† ..                                  | 110                 | 135      | 5                                                                                            | 115                 | 140      | 5                  | Revaluation of work.                                                                     |
| Attendants, Senior (acting Deputy Charge Attendant)†    | ..                  | 110      | £2 10s. per annum more than ordinary salary as Senior Attendant, rising to a maximum of £110 | ..                  | 115      | ..                 | £5 per annum more than ordinary salary as Senior Attendant, rising to a maximum of £115. |
| Attendants, Senior† ..                                  | 95                  | 105      | 5                                                                                            | 100                 | 110      | 5                  | Revaluation of work.                                                                     |
| „ Junior† ..                                            | 85                  | 90       | 5                                                                                            | 90                  | 95       | 5                  | „                                                                                        |
| „ Probationer† ..                                       | 80                  | ..       | ..                                                                                           | 85                  | ..       | ..                 | „                                                                                        |
| Farm Overseers† ..                                      | 120                 | 130      | 5                                                                                            | 120                 | 135      | 5                  | „                                                                                        |
| Farm Hands—                                             |                     |          |                                                                                              |                     |          |                    |                                                                                          |
| 3rd Grade† ..                                           | 100                 | 105      | 5                                                                                            | ..                  | 110      | ..                 | „                                                                                        |
| Nurses, Charge (acting as Deputy Matron)†               | ..                  | £82/10   | £2 10s. per annum more than ordinary salary as Charge Nurse, rising to a maximum of £82 10s. | ..                  | 85       | ..                 | £5 per annum more than ordinary salary as Charge Nurse, rising to a maximum of £85.      |
| „ Charge† ..                                            | 65                  | 80       | 5                                                                                            | 70                  | 80       | 5                  | Revaluation of work.                                                                     |
| „ Junior† ..                                            | £52/10              | 55       | £2/10                                                                                        | ..                  | 55       | ..                 | „                                                                                        |
| <i>Mines.</i>                                           |                     |          |                                                                                              |                     |          |                    |                                                                                          |
| Water-raise Managers ..                                 | 265                 | 315      | 10                                                                                           | 265                 | 345      | 10                 | Revaluation of work.                                                                     |
| <i>Printing and Stationery.</i>                         |                     |          |                                                                                              |                     |          |                    |                                                                                          |
| Overseer No. 5, Composing-room ..                       | 225                 | 235      | ..                                                                                           | 225                 | 250      | ..                 | „                                                                                        |
| Mechanical Expert, Type-setting Machines ..             | ..                  | 275      | ..                                                                                           | ..                  | 300      | ..                 | „                                                                                        |
| Type Storekeepers ..                                    | ..                  | 220      | ..                                                                                           | ..                  | 235      | ..                 | „                                                                                        |
| Foreman Lithographers ..                                | ..                  | 210      | ..                                                                                           | ..                  | 220      | ..                 | „                                                                                        |
| Night Overseers, Machine-room ..                        | ..                  | 235      | ..                                                                                           | ..                  | 250      | ..                 | „                                                                                        |
| Stereotypers, &c. ..                                    | 156                 | 180      | 5                                                                                            | 175                 | 200      | 5                  | „                                                                                        |
| Forewoman (title altered to Supervisor). Girls' Room .. | ..                  | 175      | ..                                                                                           | ..                  | 190      | ..                 | „                                                                                        |
| Stamp-printers, Assistant (male) ..                     | 91                  | 169      | ..                                                                                           | 65                  | 180      | ..                 | „                                                                                        |

| <i>Public Works.</i>               |     |     |             |                   |
|------------------------------------|-----|-----|-------------|-------------------|
| Electricians—                      |     |     |             |                   |
| Foremen ..                         | 185 | 200 | 5           | 195               |
| 1st Grade ..                       | 175 | 180 | 5           | 185               |
| 2nd " ..                           | 156 | 170 | 5           | 156               |
| <i>Tourist and Health Resorts.</i> |     |     |             |                   |
| Masseurs—                          |     |     |             |                   |
| 1st Grade ..                       | 192 | 240 | 6           | 192               |
| 2nd " ..                           | ..  | ..  | ..          | 162               |
| Masseuses—                         |     |     |             |                   |
| 1st Grade ..                       | 144 | 204 | 6           | 144               |
| 2nd " ..                           | ..  | ..  | ..          | 132               |
| <i>Valuation.</i>                  |     |     |             |                   |
| Valuers—                           |     |     |             |                   |
| 1st Section ..                     | 330 | 370 | £15 and £10 | ..                |
| 2nd " ..                           | 245 | 315 | £15 and £10 | ..                |
| Assistant Valuers ..               | ..  | ..  | ..          | 215               |
|                                    |     |     |             | Not exceeding £15 |
|                                    |     |     |             | Ditto ..          |
|                                    |     |     |             | ..                |

\* Maximum may be any amount less than £275. † With board and lodging.

POST AND TELEGRAPH DEPARTMENT.

| Name of Officer.   | Place.                      | From*                                          | To*                                                 | Reason, &c.                                               |
|--------------------|-----------------------------|------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------|
| Lye, R. W. G.      | New Plymouth                | Sub-Telegraph Engineer, P. E., £280            | Assistant Telegraph Engineer, P., D., £310          | Expansion of business.                                    |
| Nothercroft, E.    | Napier                      | Chief Postmaster, II, £460                     | Chief Postmaster, I, £500                           | Increase warranted by increased importance of office.     |
| Johnson, F. T. R.  | Accountant's Branch, G.P.O. | First Clerk, IV, £360                          | First Clerk, III, £385                              | Ditto.                                                    |
| Jordan, J. B.      | Stores Branch, G.P.O.       | Accountant, V, £290                            | Accountant, IV, £330                                | On taking up position of Secretary, Stores Tenders Board. |
| Cavell, A. T.      | Central District            | Sub-Inspector of Post-offices, V, £290         | Sub-Inspector of Post-offices, IV, £330             | To bring up to rate formerly paid for the work.           |
| Redmond, J.        | Te Aro                      | Postmaster, VI, £260                           | Postmaster, V, £275                                 | Expansion of business.                                    |
| O'Connell, M.      | Napier                      | Supervisor, T.O., V, £275 (max.)               | Supervisor, T.O., V, £290 (£315 max.)               | ..                                                        |
| Blakley, R.        | Gisborne                    | Chief Clerk, C.P.O., VI, £260                  | Chief Clerk, C.P.O., V, £275                        | ..                                                        |
| Hewitt, A. W. P.   | Thames                      | " VI, £260                                     | " V, £275                                           | ..                                                        |
| Fookes, H. E.      | New Plymouth                | Assistant Superintendent, T.O., V, £275 (max.) | Assistant Superintendent, T.O., V, £290 (£315 max.) | ..                                                        |
| Scully, F. M.      | "                           | District Accountant, VI, £260                  | District Accountant, V, £275                        | ..                                                        |
| Laurenson, J.      | Wellington                  | Senior Clerk, C.P.O., V, £275 (max.)           | Senior Clerk, C.P.O., V, £290 (£315 max.)           | ..                                                        |
| Caldwell, L. V.    | "                           | Third M.O. and S.B. Clerk, VI, £260            | Third M.O. and S.B. Clerk, V, £275                  | ..                                                        |
| Anquetil, F. P. L. | Grey mouth                  | District Accountant, VI, £260                  | District Accountant, V, £275                        | ..                                                        |
| Steele, A. H.      | Gisborne                    | " VI, £260                                     | " V, £275                                           | ..                                                        |
| Coad, W. T.        | Blenheim                    | Chief Clerk, C.P.O., VI, £260                  | Chief Clerk, C.P.O., V, £275                        | ..                                                        |
| Moore, H. E.       | Masterton                   | Senior Clerk and Telegraphist, V, £275 (max.)  | Senior Clerk and Telegraphist, V, £290 (£315 max.)  | ..                                                        |

\* A roman numeral shown in this column indicates the class in the Clerical Division.

POST AND TELEGRAPH DEPARTMENT—continued.

| Name of Officer.         | Place.                 | From*                                          | To*                                                 | Reason, &c.                     |
|--------------------------|------------------------|------------------------------------------------|-----------------------------------------------------|---------------------------------|
| Allan, H. W. . . . .     | Palmerston North . .   | Assistant Superintendent, T.O., V, £275 (max.) | Assistant Superintendent, T.O., V, £290 (£315 max.) | Expansion of business.          |
| Sunley, E. . . . .       | Wellington . . . . .   | Senior Counter Clerk, VI, £260                 | Senior Counter Clerk, V, £275 (max.)                |                                 |
| Vause, J. P. . . . .     | Auckland S.C. . . . .  | Postmaster, VI, £260                           | Postmaster, V, £275 (max.)                          |                                 |
| James, J. . . . .        | Waipawa . . . . .      | " " VI, £260                                   | " " V, £275                                         |                                 |
| Algite, J. A. . . . .    | Queenstown . . . . .   | " " VI, £260                                   | " " V, £275 (max.)                                  |                                 |
| Stephenson, W. . . . .   | Wyndham . . . . .      | " " VI, £260                                   | " " V, £275                                         |                                 |
| Ledner, R. E. . . . .    | Geraldine . . . . .    | " " VI, £260                                   | " " V, £275                                         |                                 |
| Murray Place . . . . .   | Moray Place . . . . .  | " " VI, £260                                   | " " V, £275 (max.)                                  |                                 |
| Turner, H. G. . . . .    | Dunedin North . . . .  | " " VI, £260                                   | " " V, £275                                         |                                 |
| Youngman, H. G. . . .    | Akaroa . . . . .       | " " VI, £260                                   | " " V, £275                                         |                                 |
| Bailey, W. . . . .       | Inglewood . . . . .    | " " VI, £260                                   | " " V, £275                                         |                                 |
| Cork, H. H. . . . .      | Levin . . . . .        | " " VI, £260                                   | " " V, £275                                         |                                 |
| Keys, G. A. . . . .      | Mosgiel . . . . .      | " " VI, £260                                   | " " V, £275                                         |                                 |
| Bean, E. R. de L. . . .  | Takapanu . . . . .     | " " VI, £260                                   | " " V, £275                                         |                                 |
| Macaulay, S. U. . . . .  | Dargaville . . . . .   | " " VI, £260                                   | " " V, £275                                         |                                 |
| Stewart, W. F. Y. . . .  | Te Awamutu . . . . .   | " " VI, £260                                   | " " V, £275                                         |                                 |
| Howard, W. R. . . . .    | Wellington . . . . .   | Relieving Postmaster, VI, £260                 | Relieving Postmaster, V, £275 (max.)                |                                 |
| Orichton, I. P. . . . .  | Waverley . . . . .     | Postmaster, VI, £260                           | Postmaster, V, £275 (max.)                          |                                 |
| Macdonald, D. . . . .    | Featherston . . . . .  | " " VI, £260                                   | " " V, £275                                         |                                 |
| Kennedy, W. F. . . . .   | Patea . . . . .        | " " VI, £260                                   | " " V, £275                                         |                                 |
| Woods, G. W. . . . .     | Paeroa . . . . .       | " " VI, £260                                   | " " V, £275                                         |                                 |
| Edser, H. . . . .        | Dunedin . . . . .      | Relieving Postmaster, VI, £260                 | Relieving Postmaster, V, £275 (max.)                |                                 |
| Poole, W. N. . . . .     | Kaipoi . . . . .       | Postmaster, VI, £260                           | Postmaster, V, £275 (max.)                          |                                 |
| McLeod, A. . . . .       | Winton . . . . .       | " " VI, £260                                   | " " V, £275                                         |                                 |
| King, A. V. . . . .      | Otautau . . . . .      | " " VI, £260                                   | " " V, £275                                         |                                 |
| Ingpen, F. A. B. . . . . | Clinton . . . . .      | " " VI, £260                                   | " " V, £275                                         |                                 |
| Pirani, A. S. . . . .    | Port Ahuriri . . . . . | " " VI, £260                                   | " " V, £275                                         |                                 |
| Capstick, R. . . . .     | Gore . . . . .         | Senior Clerk and Telegraphist, VI, £260        | Senior Clerk and Telegraphist, V, £275 (max.)       |                                 |
| Percy, R. W. . . . .     | Motueka . . . . .      | Postmaster, VI, £260                           | Postmaster, V, £275 (max.)                          |                                 |
| Kingsley, H. L. . . . .  | Wanganui . . . . .     | Assistant Supervisor, T.O., VI, £260           | Supervisor, T.O., V, £275                           |                                 |
| Mill, A. . . . .         | Auckland . . . . .     | " " VI, £260                                   | " " V, £275                                         |                                 |
| Pratt, G. S. . . . .     | Napier . . . . .       | " " VI, £260                                   | " " V, £275                                         |                                 |
| Clinch, G. . . . .       | New Plymouth . . . .   | " " VI, £260                                   | " " V, £275 (max.)                                  |                                 |
| Hunter, J. . . . .       | Auckland . . . . .     | " " VI, £260                                   | " " V, £275                                         |                                 |
| Williams, A. G. . . . .  | Dunedin . . . . .      | " " VI, £260                                   | " " V, £275                                         |                                 |
| Egan, P. F. . . . .      | Auckland . . . . .     | " " VI, £260                                   | " " V, £275                                         |                                 |
| Kidson, C. . . . .       | Otorohanga . . . . .   | Postmaster, VI, £230 (max.)                    | Postmaster, VI, £245 (£260 max.)                    |                                 |
| Mathews, A. E. . . . .   | Huntly . . . . .       | " " VI, £230                                   | " " VI, £245                                        |                                 |
| Williams, J. T. . . . .  | Mangonui . . . . .     | " " VI, £230                                   | " " VI, £245                                        |                                 |
| Williams, R. . . . .     | Sumner . . . . .       | " " VI, £230                                   | " " VI, £245                                        |                                 |
| James, G. T. . . . .     | Papakura . . . . .     | " " VI, £230                                   | " " VI, £245                                        |                                 |
| Martin, J. T. . . . .    | Shannon . . . . .      | " " VI, £230                                   | " " VI, £245                                        |                                 |
| Oliver, F. . . . .       | Takapuna . . . . .     | " " VI, £230                                   | " " VI, £245                                        |                                 |
| Barnett, W. H. . . . .   | G.P.O., Wellington . . | Clerk, VII, £200                               | Clerk, VI, £215                                     | Increased importance of duties. |

\* A roman numeral shown in this column indicates the class in the Clerical Division.

POST AND TELEGRAPH DEPARTMENT—continued.

| Position.                                                                   | From                            |          | To                              |          | Reason.                |
|-----------------------------------------------------------------------------|---------------------------------|----------|---------------------------------|----------|------------------------|
|                                                                             | Yearly Rate of Pay.<br>Minimum. | Maximum. | Yearly Rate of Pay.<br>Minimum. | Maximum. |                        |
|                                                                             | £                               | £        | £                               | £        |                        |
| Supervisors, Telephone Exchange—For officers of over fifteen years' service | ..                              | 180      | ..                              | 200      | Revaluation of duties. |
| Letter-carriers—                                                            |                                 |          |                                 |          |                        |
| 1st Grade                                                                   | 150                             | 170      | 150                             | 180      | "                      |
| Linemen—                                                                    |                                 |          |                                 |          |                        |
| 1st Grade                                                                   | 150                             | 170      | 150                             | 180      | "                      |
| Messengers—                                                                 |                                 |          |                                 |          |                        |
| 1st Grade                                                                   | 150                             | 170      | 150                             | 180      | "                      |
| Head Messenger, G.P.O.                                                      | ..                              | 200      | 200                             | 220      | "                      |

TABLE VI.—PROMOTIONS, 1913-14.

The following table contains particulars as to promotions within the respective divisions and as to the promotions from a lower to a higher division of the Service during the year 1913-14.

| Department.                                | Professional Division. |                     | Clerical Division. |                     | General Division. |                     | Promotions from Clerical to Administrative Division. |                     | Promotions from Clerical to Professional Division. |                     | Promotions from General to Clerical Division. |                     | Totals. |                     |
|--------------------------------------------|------------------------|---------------------|--------------------|---------------------|-------------------|---------------------|------------------------------------------------------|---------------------|----------------------------------------------------|---------------------|-----------------------------------------------|---------------------|---------|---------------------|
|                                            | Number.                | Increased Salaries. | Number.            | Increased Salaries. | Number.           | Increased Salaries. | Number.                                              | Increased Salaries. | Number.                                            | Increased Salaries. | Number.                                       | Increased Salaries. | Number. | Increased Salaries. |
|                                            |                        | £                   |                    | £                   |                   | £                   |                                                      | £                   |                                                    | £                   |                                               | £                   |         | £                   |
| Agriculture .. ..                          | 1                      | 150                 | 1                  | 10                  | 2                 | 60                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 4       | 220                 |
| Audit .. ..                                | ..                     | ..                  | 1                  | 90                  | ..                | ..                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 1       | 90                  |
| Customs .. ..                              | ..                     | ..                  | 19                 | 350                 | 5                 | 55                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 24      | 405                 |
| Education .. ..                            | ..                     | ..                  | ..                 | ..                  | 27                | 620                 | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 27      | 620                 |
| Government Insurance .. ..                 | ..                     | ..                  | 6                  | 140                 | ..                | ..                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 5       | 140                 |
| Internal Affairs .. ..                     | ..                     | ..                  | ..                 | ..                  | 6                 | 86                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 6       | 86                  |
| Justice (including Prisons) .. ..          | ..                     | ..                  | 18                 | 249                 | 11                | 140                 | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 29      | 389                 |
| Labour .. ..                               | ..                     | ..                  | 3                  | 80                  | 3                 | 58                  | 1                                                    | 100                 | ..                                                 | ..                  | ..                                            | ..                  | 7       | 238                 |
| Land and Deeds .. ..                       | ..                     | ..                  | 2                  | 20                  | ..                | ..                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 2       | 20                  |
| Lands and Survey .. ..                     | 4                      | 360                 | 2                  | 25                  | 1                 | 5                   | ..                                                   | ..                  | 1                                                  | 5                   | ..                                            | ..                  | 8       | 395                 |
| Marine .. ..                               | ..                     | ..                  | ..                 | ..                  | 13                | 130                 | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 13      | 130                 |
| Mental Hospitals .. ..                     | ..                     | ..                  | ..                 | ..                  | 170               | 740                 | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 170     | 740                 |
| Native .. ..                               | ..                     | ..                  | 9                  | 250                 | ..                | ..                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 9       | 250                 |
| Pensions .. ..                             | ..                     | ..                  | 1                  | 10                  | ..                | ..                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 1       | 10                  |
| Post and Telegraph* .. ..                  | ..                     | ..                  | 55                 | 715                 | 389               | 3,905               | ..                                                   | ..                  | 2                                                  | 30                  | 193                                           | 920                 | 639     | 5,570               |
| Printing and Stationery .. ..              | ..                     | ..                  | ..                 | ..                  | 3                 | 86                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 3       | 86                  |
| Public Health .. ..                        | 1                      | 100                 | ..                 | ..                  | ..                | ..                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 1       | 100                 |
| Public Service Commissioner's Office .. .. | ..                     | ..                  | 1                  | 30                  | ..                | ..                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 1       | 30                  |
| Public Trust .. ..                         | ..                     | ..                  | 6                  | 195                 | 1                 | 10                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 7       | 205                 |
| Public Works .. ..                         | 2                      | 60                  | 7                  | 115                 | 6                 | 71                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 15      | 246                 |
| State Fire Insurance .. ..                 | ..                     | ..                  | 2                  | 95                  | ..                | ..                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 4       | 95                  |
| Tourist .. ..                              | ..                     | ..                  | 3                  | 70                  | 2                 | 40                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 5       | 110                 |
| Treasury .. ..                             | ..                     | ..                  | 3                  | 75                  | ..                | ..                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 3       | 75                  |
| Valuation .. ..                            | ..                     | ..                  | 1                  | 15                  | ..                | ..                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 1       | 15                  |
| Inter-departmental .. ..                   | 1                      | 205                 | 8                  | 119                 | 5                 | 56                  | ..                                                   | ..                  | ..                                                 | ..                  | ..                                            | ..                  | 14      | 380                 |
|                                            | 9                      | 875                 | 150                | 2,653               | 644               | 6,062               | 1                                                    | 100                 | 3                                                  | 35                  | 193                                           | 920                 | 1,000   | 10,645              |

\* Figures for this Department do not include "List" promotions.

TABLE VII.—RETURN OF ALLOWANCES AND SPECIAL PAYMENTS OTHER THAN CURRENT REGULAR ALLOWANCES GRANTED TO OFFICERS OF THE PUBLIC SERVICE.

| Name.              | Department.         | Nature of Allowance.                                           | Amount.                     | Remarks.                                                                                                                                                                                                                               |
|--------------------|---------------------|----------------------------------------------------------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Spilman, D.        | Agriculture..       | Meal allowance ..                                              | At rate of £1 5s. per month | Allowance is paid to those officers whose duty necessitates them visiting out-lying meat-works and where no suitable residence is available near the works. Paid only in respect of the days on which employed at the works specified. |
| Taylor, W. G.      | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Elphick, E. E.     | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Burkill, A. H.     | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Jarman, J.         | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Sheridan, P. J.    | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Evatt, S. T.       | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Emerson, P. T.     | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Jarrett, G. H.     | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Heaton, J. D. S.   | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Walter, W. J.      | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Rait, G. W.        | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Rountree, H.       | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Carter, G. B.      | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Witty, F.          | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Ross, J. F.        | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Blair, G.          | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Rutherford, A. T.  | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Hannan, M.         | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| McDonald, A.       | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Beere, G. A.       | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Steven, J.         | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Wilson, D. D.      | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Findlay, J. P.     | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Mays, A. A.        | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Hickman, A. J.     | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Grant, B.          | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| McKay, T. M.       | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Godfrey, F.        | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Cargill, J.        | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Vette, J. F.       | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Townsend, H. H.    | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Willis, H. O.      | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Copestake, C.      | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Burton, S.         | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| Milne, J.          | "                   | "                                                              | "                           |                                                                                                                                                                                                                                        |
| McGahey, J. J.     | Internal Affairs    | Meal allowance while acting as special constable during strike | £2 11 0                     |                                                                                                                                                                                                                                        |
| McNaught, D. J.    | Mines               | Ditto                                                          | £1 4 0                      |                                                                                                                                                                                                                                        |
| Dixon, B.          | "                   | "                                                              | £1 13 0                     |                                                                                                                                                                                                                                        |
| Rich, L. A. G.     | "                   | "                                                              | £0 9 0                      |                                                                                                                                                                                                                                        |
| Schwartz, F. G. C. | Public Works        | "                                                              | £1 16 0                     |                                                                                                                                                                                                                                        |
| Simms, W.          | "                   | "                                                              | £2 2 0                      |                                                                                                                                                                                                                                        |
| Smith, W. C.       | "                   | "                                                              | £1 4 0                      |                                                                                                                                                                                                                                        |
| Magrath, H. B.     | Registrar-General's | "                                                              | £1 13 0                     |                                                                                                                                                                                                                                        |
| Walker, C. J.      | Valuation           | "                                                              | £2 5 0                      |                                                                                                                                                                                                                                        |
| Smith, C. H.       | "                   | "                                                              | £0 3 0                      |                                                                                                                                                                                                                                        |
| Smith, J.          | "                   | "                                                              | £1 13 0                     |                                                                                                                                                                                                                                        |

TABLE VII.—RETURN OF ALLOWANCES AND SPECIAL PAYMENTS OTHER THAN CURRENT REGULAR ALLOWANCES GRANTED TO OFFICERS OF THE PUBLIC SERVICE—continued.

| Name.                                        | Department.             | Nature of Allowance.                                                                            | Amount.              | Remarks.                                                                                                                                                        |
|----------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Graham, K. M.                                | Defence                 | Camp allowance                                                                                  | 3s. per diem.        |                                                                                                                                                                 |
| Hornbrook, E. L.                             | "                       | "                                                                                               | 3s. "                |                                                                                                                                                                 |
| Staff                                        | Public Works            | "                                                                                               | 3s. "                |                                                                                                                                                                 |
| King, G. W.                                  | "                       | "                                                                                               | 3s. "                |                                                                                                                                                                 |
| Masters, H. H.                               | "                       | "                                                                                               | 10s. per week.       |                                                                                                                                                                 |
| Gray, R. L.                                  | "                       | Instrument allowance                                                                            | £12 per annum.       |                                                                                                                                                                 |
| Riddale, W. H.                               | "                       | Whilst located temporarily at Bealey                                                            | £1 per week.         |                                                                                                                                                                 |
| Barker, A. W.                                | "                       | Whilst absent from headquarters                                                                 | £1 "                 |                                                                                                                                                                 |
| Fennell, P. J.                               | "                       | Special lodging-allowance                                                                       | £1 "                 |                                                                                                                                                                 |
| Clifton, E.                                  | Agriculture             | Special travelling-allowance whilst representing Dominion in America                            | £2 1s. 8d. per diem. |                                                                                                                                                                 |
| Tellers at Dunedin, Wellington, and Auckland | Tourist                 | Teller's allowances                                                                             | £5 each agency.      |                                                                                                                                                                 |
| Teller at Christchurch                       | "                       | "                                                                                               | £10                  |                                                                                                                                                                 |
| Ambrose, J. A.                               | Land and Deeds          | For auditing and examining stamps                                                               | £1 1 0               | Payment granted for work performed out of office-hours. Since 15th September, 1913, duty has been performed in office-hours, and no allowance has been granted. |
| Culpan, T.                                   | Registrar-General's     | "                                                                                               | £5 5 0               | Ditto.                                                                                                                                                          |
| Howie, J.                                    | Customs                 | "                                                                                               | £1 1 0               | "                                                                                                                                                               |
| Sinclair, R.                                 | Land and Deeds          | "                                                                                               | £2 2 0               | "                                                                                                                                                               |
| Young, H. C.                                 | Patent Office           | "                                                                                               | £1 1 0               | "                                                                                                                                                               |
| Willeston, V.                                | Stamp                   | In lieu of overtime for extra work performed                                                    | £15 0 0              |                                                                                                                                                                 |
| Pirani, P. C.                                | Public Health           | In lieu of overtime                                                                             | £25 0 0              |                                                                                                                                                                 |
| Allen, B. B.                                 | Printing and Stationery | Bonus for extra work in connection with the checking and examination of tenders                 | £25 0 0              |                                                                                                                                                                 |
| Dicker, A.                                   | Agriculture             | Extra work in connection with displays at various Agricultural and Pastoral Associations' shows | £10 0 0              |                                                                                                                                                                 |
| Fairfax-Cholmeley, R. E.                     | "                       | Ditto                                                                                           | £10 0 0              |                                                                                                                                                                 |
| McCulloch, W. J.                             | "                       | "                                                                                               | £10 0 0              |                                                                                                                                                                 |
| McGillivray, R.                              | "                       | "                                                                                               | £10 0 0              |                                                                                                                                                                 |
| Hughes, A.                                   | "                       | "                                                                                               | £5 0 0               |                                                                                                                                                                 |
| Glasson, A.                                  | "                       | "                                                                                               | £5 0 0               |                                                                                                                                                                 |
| Perry, C.                                    | "                       | "                                                                                               | £5 0 0               |                                                                                                                                                                 |
| Patterson, D.                                | "                       | "                                                                                               | £5 0 0               |                                                                                                                                                                 |
| McConnell, P.                                | "                       | Services rendered in connection with farming operations at Waikeria Prison                      | £25 per annum.       |                                                                                                                                                                 |
| Beere, C. A.                                 | "                       | While supervising the pasteurization demonstrations at Cambridge                                | £1 10s. per week.    |                                                                                                                                                                 |
| Ross, R.                                     | Justice                 | Services as caretaker of Court grounds                                                          | £6 per annum.        |                                                                                                                                                                 |
| Hall, A.                                     | Tourist                 | While engaged in liberation of shrimps in Lake Rotorua                                          | 1s. 1d. per hour.    |                                                                                                                                                                 |
| Nelson, R.                                   | "                       | As protector of the Tuatara lizard and indigenous birds                                         | £5 per annum.        |                                                                                                                                                                 |
| Ridings, J. P.                               | Customs                 | Securing convictions for breaches of the Fisheries Act                                          | £10 15 3             |                                                                                                                                                                 |
| Bennett, J. P.                               | "                       | "                                                                                               | £8 5 3               |                                                                                                                                                                 |
| Walter, R. R.                                | "                       | "                                                                                               | £1 0 0               |                                                                                                                                                                 |
| Stephenson, H.                               | "                       | "                                                                                               | £9 10 0              |                                                                                                                                                                 |
| In connection with smallpox outbreak.        |                         |                                                                                                 |                      |                                                                                                                                                                 |





TABLE VII.—RETURN OF ALLOWANCES AND SPECIAL PAYMENTS OTHER THAN CURRENT REGULAR ALLOWANCES GRANTED TO OFFICERS OF THE PUBLIC SERVICE—continued.

| Name.                     | Department.                   | Nature of Allowance.                                                                                            | Amount.              | Remarks.                                |
|---------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------|
| Graves, Miss ..           | Land and Income Tax           | Whilst engaged on multiple scheme in connection with land and income tax notices                                | £3 0 0               |                                         |
| Afleck, Miss ..           | "                             | Ditto .. .. .                                                                                                   | £2 0 0               |                                         |
| Armstrong, Miss ..        | "                             | " .. .. .                                                                                                       | £2 0 0               |                                         |
| Collins, J. W. ..         | Labour                        | Services rendered prior to 31/3/13 in connection with preparation of reports re labour shortage in Dominion     | Not exceeding £25.   |                                         |
| Gill, A. E. S. ..         | Valuation                     | Preparing plans of Wellington Suburbs for State Advances Department                                             | £25 0 0              |                                         |
| Bartrop, G. W. ..         | Government Insurance          | Services on Committee of Accountants that inquired into the accounting systems of Government Departments        | £17 10 0             |                                         |
| Huggins, H. A. ..         | Post and Telegraph            | Ditto .. .. .                                                                                                   | £17 10 0             |                                         |
| Esson, J. J. ..           | Treasury                      | " .. .. .                                                                                                       | £17 10 0             |                                         |
| Broadfoot, J. E. ..       | Post and Telegraph            | Services on Committee of Record Clerks that reported upon record systems in use in Government Departments       | £7 7 0               |                                         |
| Verscheffelt, P. D. N. .. | Public Service Commissioner's | Ditto .. .. .                                                                                                   | £5 5 0               |                                         |
| Witherford, R. ..         | Treasury                      | " .. .. .                                                                                                       | £5 5 0               |                                         |
| Kerr, W. ..               | Justice                       | Services rendered in connection with an inquiry ..                                                              | £2 2 0               |                                         |
| Schramm, F. W. ..         | "                             | " .. .. .                                                                                                       | £1 1 0               |                                         |
| Bollons, Captain ..       | Marine                        | While acting as one of the assessors on the inquiry into the wreck of the s.s. "Devon"                          | £1 1s. per diem.     |                                         |
| Stewart, F. J. ..         | Justice                       | Shorthand reporter in connection with St. Helen's inquiry at Auckland                                           | £15 15 0             |                                         |
| Watkins, J. T. ...        | Mines                         | Services as clerk and reporter to the Iron and Steel Industry Committee                                         | £26 5 0              |                                         |
| Watkins, J. T. ...        | "                             | Allowed to undertake parliamentary and other reporting-work for the Government, and to receive payment therefor | 15s. to £1 per night | Payment according to length of sitting. |
| Harrison, J. F. C. ..     | Agriculture                   | Allowed to undertake <i>Hansard</i> and Committee reporting, and to receive payment therefor                    | "                    | "                                       |
| Aherne, R. A. T. ..       | Internal Affairs              | Ditto .. .. .                                                                                                   | "                    | "                                       |
| Bell, B. ..               | Printing and Stationery       | Extra typist on <i>Hansard</i> staff during session, 1913..                                                     | £3 10 0              |                                         |
| Everett, A. E. ..         | Internal Affairs              | Charing services in Defence Department .. ..                                                                    | 17s. 6d. per week.   |                                         |
| Hunt, G. ..               | "                             | " .. .. .                                                                                                       | £1 5s. per week.     |                                         |
| Murray, Mrs. E. ..        | "                             | Charing services in Butter-grader's office .. ..                                                                | 5s. per week.        |                                         |
| Tyree, T. ..              | "                             | Extra duty in connection with the cleaning of the Men's Employment Bureau                                       | 5s. "                |                                         |
| Janieson, Mrs. S. ..      | Government Insurance          | Concession on losing her work .. .. .                                                                           | £1 0 0               |                                         |
| Smith, A. M. ..           | Public Service Superannuation | In lieu of additional leave on retirement .. ..                                                                 | £54 12 9             |                                         |
| Wright, W. M. ...         | "                             | While acting as Secretary and Accountant to Public Service Superannuation Board                                 | £80 per annum.       |                                         |
| McDonald, J. ..           | Internal Affairs              | Whilst Acting Director of the Dominion Museum ..                                                                | £20 0 0              |                                         |
| Malone, W. ..             | "                             | Relieving Head Messenger .. .. .                                                                                | 1s. per diem.        |                                         |
| Manning, J. F. ...        | Justice                       | Relieving in Magistrate's and Supreme Courts Offices, Palmerston North                                          | 2s. 6d. per diem.    |                                         |
| Disaciaci, J. D. ..       | Public Works                  | Acting as blacksmith .. .. .                                                                                    | 1s. per diem.        |                                         |
| Murray, M. ..             | "                             | Acting in charge of a shift in tunnel .. ..                                                                     | 16s. 9d. per week.   |                                         |
| Gerard, H. ..             | Agriculture                   | Secretary to Appeal Board .. .. .                                                                               | £25 per annum.       |                                         |
| Aherne, R. A. T. ..       | Internal Affairs              | Acting Assistant Secretary to Appeal Board ..                                                                   | "                    |                                         |
| Richardson, J. H. ..      | Government Insurance          | Retaining fee, &c., as member, Public Service Appeal Board.                                                     | £100 0 0             |                                         |

| Mark, T.                   | Public Service Commissioner's    | Work in connection with the election of members of the                                                                                                                                                                                                         | £0   | 14 | 3  |
|----------------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----|----|
| De Castro, F. K.           | Education ..                     | Public Service Appeal Board                                                                                                                                                                                                                                    | £2   | 2  | 0  |
| Williamson, J. C.          | Post and Telegraph ..            | Returning officer in connection with the election of members of the Public Service Appeal Board                                                                                                                                                                | £7   | 7  | 0  |
| Kelly, R. D.               | "                                | Ditto ..                                                                                                                                                                                                                                                       | £1   | 1  | 0  |
| Wyatt, H. P. de K.         | "                                | Scrutineer in connection with the election of members of the Public Service Appeal Board                                                                                                                                                                       | £1   | 1  | 0  |
| Robinson, C. W.            | "                                | Ditto ..                                                                                                                                                                                                                                                       | £1   | 8  | 7  |
| Cody, D. G.                | "                                | Work in connection with the election of members of the Public Service Appeal Board                                                                                                                                                                             | £0   | 4  | 8  |
| Smyth, J. A.               | "                                | "                                                                                                                                                                                                                                                              | £4   | 7  | 2  |
| Waters, A.                 | "                                | "                                                                                                                                                                                                                                                              | £2   | 9  | 3  |
| Hoskins, P. D.             | "                                | "                                                                                                                                                                                                                                                              | £1   | 1  | 0  |
| Smith, G. C.               | Public Service Superannuation .. | Scrutineer at official count of votes for election of members of the Public Service Superannuation Board                                                                                                                                                       | £1   | 1  | 0  |
| Officers of Public Service |                                  | Ditto ..                                                                                                                                                                                                                                                       | ..   |    |    |
| O'Connor, R. C.            | National Provident ..            | For enrolments of contributors to National Provident Fund—2s. 6d. after one month's contribution paid, and 2s. 6d. after six months' contributions paid                                                                                                        | ..   |    |    |
|                            |                                  | For conservation, 6d. to 1s. in the pound according to the effectiveness of the work                                                                                                                                                                           | ..   |    |    |
|                            |                                  | Payment not exceeding 5s. per enrolment effected, with a corresponding debit for business not made good, and a payment by way of overriding allowance on the whole business of the respective districts under his charge on such basis as the Board may decide | ..   |    |    |
| O'Gorman, J. J.            | "                                | Ditto ..                                                                                                                                                                                                                                                       | £200 | 0  | 0  |
| Cumberbeach, W. L.         | "                                | "                                                                                                                                                                                                                                                              | £125 | 0  | 0  |
| Brown, K. C.               | "                                | "                                                                                                                                                                                                                                                              | £88  | 0  | 8  |
| Robieson, C. R. C.         | State Fire ..                    | Commission on net profits                                                                                                                                                                                                                                      | £30  | 13 | 11 |
| Jerram, J. H.              | "                                | "                                                                                                                                                                                                                                                              | £21  | 19 | 6  |
| Pope, F. H.                | "                                | "                                                                                                                                                                                                                                                              | £11  | 18 | 10 |
| Rogers, H. C.              | "                                | "                                                                                                                                                                                                                                                              | £9   | 7  | 1  |
| Osborn, L. H.              | "                                | "                                                                                                                                                                                                                                                              | £8   | 18 | 9  |
| Bain, K. B.                | "                                | "                                                                                                                                                                                                                                                              | £10  | 12 | 6  |
| Newbold, R. H.             | "                                | "                                                                                                                                                                                                                                                              | £7   | 6  | 3  |
| Little, E. C.              | "                                | "                                                                                                                                                                                                                                                              | £7   | 5  | 0  |
| Newbold, R. H.             | "                                | "                                                                                                                                                                                                                                                              | £6   | 11 | 3  |
| Thompson, H. J.            | "                                | "                                                                                                                                                                                                                                                              | £4   | 1  | 0  |
| McLean, R. J.              | "                                | "                                                                                                                                                                                                                                                              | £5   | 8  | 9  |
| Jones, S. O.               | "                                | "                                                                                                                                                                                                                                                              | £5   | 4  | 6  |
| Watson, W. E.              | "                                | "                                                                                                                                                                                                                                                              | £4   | 8  | 0  |
| Dick, J. H.                | "                                | "                                                                                                                                                                                                                                                              | £3   | 1  | 9  |
| Moore, C. D. E.            | "                                | "                                                                                                                                                                                                                                                              | £0   | 10 | 11 |
| Power, T. J.               | "                                | "                                                                                                                                                                                                                                                              | £0   | 19 | 6  |
| Pollen, A. H.              | "                                | "                                                                                                                                                                                                                                                              | £1   | 13 | 6  |
| Inkster, J. L.             | "                                | "                                                                                                                                                                                                                                                              | £1   | 7  | 8  |
| Chegwidden, W. V.          | "                                | "                                                                                                                                                                                                                                                              | ..   |    |    |
| McNally, C. P.             | "                                | "                                                                                                                                                                                                                                                              | ..   |    |    |
| Steele, C. W.              | "                                | "                                                                                                                                                                                                                                                              | ..   |    |    |
| Whitney, F. E.             | "                                | "                                                                                                                                                                                                                                                              | ..   |    |    |
| Nees, F. M.                | "                                | "                                                                                                                                                                                                                                                              | ..   |    |    |

Rates of allowances decided upon by the Board entrusted with administration of the National Provident Fund.

TABLE VII.—RETURN OF ALLOWANCES AND SPECIAL PAYMENTS OTHER THAN CURRENT REGULAR ALLOWANCES GRANTED TO OFFICERS OF THE PUBLIC SERVICE—continued.

| Name.              | Department.          | Nature of Allowance.                                                             | Amount.               | Remarks.                                                                         |
|--------------------|----------------------|----------------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------------------------|
| Wyatt, G. C.       | State Fire           | Commission on net profits                                                        | £0 11 6               |                                                                                  |
| Mills, R. B.       | "                    | "                                                                                | £1 2 6                |                                                                                  |
| Redward, C. B.     | "                    | "                                                                                | £32 12 6              |                                                                                  |
| Berry, A. L.       | "                    | "                                                                                | £10 12 6              |                                                                                  |
| Jacks, H. E.       | "                    | "                                                                                | £8 16 4               |                                                                                  |
| Kelsall, G. H.     | "                    | "                                                                                | £6 10 6               |                                                                                  |
| Mander, L. J.      | "                    | "                                                                                | £5 0 8                |                                                                                  |
| Muirhead, A. J.    | "                    | "                                                                                | £5 7 6                |                                                                                  |
| Bennett, S. G.     | "                    | "                                                                                | £3 9 6                |                                                                                  |
| Belcher, A. St. C. | "                    | "                                                                                | £3 1 6                |                                                                                  |
| Gilman, J. C.      | "                    | "                                                                                | £1 16 8               |                                                                                  |
| Brookes, V. S.     | "                    | "                                                                                | £9 13 9               |                                                                                  |
| Morrison, D.       | "                    | "                                                                                | £7 6 3                |                                                                                  |
| Seator, T. L.      | "                    | "                                                                                | £6 2 6                |                                                                                  |
| Jackman, W. L.     | "                    | "                                                                                | £4 2 6                |                                                                                  |
| Lomas, H. W.       | "                    | "                                                                                | £3 8 9                |                                                                                  |
| Bradbury, W. E.    | "                    | "                                                                                | £2 11 3               |                                                                                  |
| Malcolm, J. D.     | "                    | "                                                                                | £4 0 6                |                                                                                  |
| Paton, E. A.       | "                    | "                                                                                | £4 12 8               |                                                                                  |
| Binney, R. R.      | "                    | "                                                                                | £4 2 6                |                                                                                  |
| Slater, G. G.      | "                    | "                                                                                | £1 11 6               |                                                                                  |
| Renshaw, J. H.     | "                    | "                                                                                | £4 19 0               |                                                                                  |
| Arnold, A.         | "                    | "                                                                                | £8 16 3               |                                                                                  |
| Gruszning, F. R.   | "                    | "                                                                                | £9 17 6               |                                                                                  |
| Mark, S. L.        | "                    | "                                                                                | £6 12 6               |                                                                                  |
| Parker, S. A.      | "                    | "                                                                                | £0 16 6               |                                                                                  |
| Barker, W. E.      | "                    | "                                                                                | £3 10 3               |                                                                                  |
| Newton, A. W.      | "                    | "                                                                                | £1 3 3                |                                                                                  |
| Thomas, H. G.      | "                    | "                                                                                | £152 15 0             |                                                                                  |
| Heywood, M. J.     | Government Insurance | Commission on insurance business                                                 | £129 0 0              |                                                                                  |
| Prudhoe, J. C.     | "                    | "                                                                                | £53 5 0               |                                                                                  |
| Bolt, F. B.        | "                    | "                                                                                | £23 12 6              |                                                                                  |
| Findlay, J.        | "                    | "                                                                                | £170 0 0              |                                                                                  |
| Agar, S. H.        | Public Works         | Medical expenses                                                                 |                       | This list is incomplete.                                                         |
|                    |                      |                                                                                  |                       | Injuries received whilst in performance of duties.                               |
|                    |                      |                                                                                  |                       | Accidental injury sustained whilst on duty.                                      |
|                    |                      |                                                                                  |                       | Serious accident whilst in execution of duty.                                    |
|                    |                      |                                                                                  |                       | Typhoid fever contracted whilst on duty.                                         |
| Watson, K. R.      | Lands and Survey     | "                                                                                | £4 13 0               |                                                                                  |
| Townshend, E.      | "                    | "                                                                                | £12 14 6              |                                                                                  |
| Struthers, W.      | Public Works         | Hire of motor-car to convey from Te Puke to Rotorua Hospital                     | £5 0 0                |                                                                                  |
|                    |                      | Allowances to Night Clerks, Telephone Exchanges                                  | 10s. per week         |                                                                                  |
|                    |                      | Typewriting-allowances to Telegraphists                                          | £6 per annum          |                                                                                  |
|                    |                      | Allowance for sale of home savings-banks                                         | 3d. per box           |                                                                                  |
|                    |                      | Allowance to qualified Wireless Operators                                        | 6d. per diem          |                                                                                  |
|                    |                      | Allowance, special, to Telegraph Messengers at places where boy-labour is scarce | 2s. 6d. weekly        |                                                                                  |
|                    |                      | Allowance. Tellers, as a risk allowance                                          | £5 per annum          |                                                                                  |
|                    |                      | Allowance, S.B. officers, computation of interest                                | £10 per annum         |                                                                                  |
|                    |                      | Allowance, Telegraphists (Cadets), special excellence as operators               | 1d. per book          |                                                                                  |
|                    |                      | Allowance to riders of motor-cycles—for keeping machines in good condition       | £10 per annum         |                                                                                  |
|                    |                      | Allowance, reporting shipping                                                    | £2 per half-year      |                                                                                  |
|                    |                      | Allowance, Railway Post-office                                                   | About £5 per annum    |                                                                                  |
|                    |                      |                                                                                  | Based on 6d. per hour |                                                                                  |
|                    | Post and Telegraph   | Miscellaneous { M.O. and S.B. }                                                  |                       |                                                                                  |
|                    |                      | Allowance, S.B. officers, computation of interest                                |                       |                                                                                  |
|                    |                      | Allowance, Telegraphists (Cadets), special excellence as operators               |                       |                                                                                  |
|                    |                      | Allowance to riders of motor-cycles—for keeping machines in good condition       |                       |                                                                                  |
|                    |                      | Allowance, reporting shipping                                                    |                       |                                                                                  |
|                    |                      | Allowance, Railway Post-office                                                   |                       |                                                                                  |
|                    |                      |                                                                                  |                       | Illustrative of the nature of allowances granted to officers of this Department. |

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

| Department in which Officer concerned was employed. | Nature of Charges.                                                                                                                                                                                                                                                                                                                    | Decision of Commissioner.                                                                                                                                                                                         |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agriculture Department .. ..                        | Mismanagement of experimental farm ..                                                                                                                                                                                                                                                                                                 | Charges considered unjustified.                                                                                                                                                                                   |
| Customs Department .. ..                            | Writing an anonymous letter complaining of the conduct of a fellow-officer                                                                                                                                                                                                                                                            | Officer dismissed.                                                                                                                                                                                                |
| Justice Department .. ..                            | Under the influence of liquor whilst on duty ..                                                                                                                                                                                                                                                                                       | ..                                                                                                                                                                                                                |
| Labour Department .. ..                             | (1.) Misappropriating public money. (2.) Forging receipts with intent to deceive and defraud the Crown. (3.) Writing anonymous letters                                                                                                                                                                                                | ..                                                                                                                                                                                                                |
| Lands and Survey Department ..                      | Obtaining leave of absence under false pretences, and other charges                                                                                                                                                                                                                                                                   | ..                                                                                                                                                                                                                |
| Native Department .. ..                             | (1.) Attending a Native prisoner in H.M. prison, and obtaining his signature to a transfer of certain land to the Crown. (2.) Receiving a special fee from the prisoner and retaining certain moneys alleged to be payable in respect of survey charges and other purposes. (3.) Communicating with solicitors in regard to the above | Required to refund amount irregularly accepted. To account to satisfaction of Permanent Head for sum of money alleged to have been handed to officer to liquidate survey and Court charge. Salary reduced by £25. |
| .. ..                                               | (1.) Making excessive charge for services rendered to a Native. (2.) Irregularly receiving a sum for such service contrary to the regulations made under the Public Service Act and also the Licensed Interpreters Regulations                                                                                                        | Required to refund the amount irregularly obtained, and salary reduced by £10.                                                                                                                                    |
| Tourist Department .. ..                            | Neglect of duty .. ..                                                                                                                                                                                                                                                                                                                 | Officer dismissed.                                                                                                                                                                                                |

TABLE IX.—RETURN OF POSITIONS APPLICATIONS FOR WHICH WERE INVITED BY ADVERTISEMENT IN THE PRESS OR GAZETTE DURING THE YEAR 1913-14.

| Position.                                                                               | Salary (per Annum).                                                          | Division.    | Number of Vacancies. | Number of Applicants. | Remarks.                                                                                                                                        |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------|----------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Overseer, Poultry-station, Milton, Agriculture Department ..                            | £2 16s. per week, and free house                                             | General      | 1                    | 22*                   | No appointment made. Advertised in Press.                                                                                                       |
| Assistant Land Registrar, Dunedin, Land and Deeds Department ..                         | 330                                                                          | Clerical     | 1                    | 11                    | Filled from within Service. Advertised in <i>Gazette</i> .                                                                                      |
| Inspector, Public Service Commissioner's Office, Wellington ..                          | 500                                                                          | "            | 1                    | 16                    | No appointment made. Advertised in <i>Gazette</i> .                                                                                             |
| Deputy Chief Electoral Officer, Wellington, Electoral Department ..                     | 361                                                                          | "            | 1                    | 5                     | Filled from within Service. Advertised in <i>Gazette</i> .                                                                                      |
| Bailiff, Hastings, Justice Department ..                                                | 150                                                                          | General      | 1                    | 6                     | Filled from within Service. Advertised in <i>Gazette</i> .                                                                                      |
| Deputy Registrar of Patents, Justice Department, Wellington ..                          | 330                                                                          | Clerical     | 1                    | 12                    | "                                                                                                                                               |
| Matron, Te Waikato Sanatorium, Health Department ..                                     | 150                                                                          | General      | 1                    | 9                     | Filled from outside Service. Advertised in <i>Gazette</i> and Press.                                                                            |
| Inspecting Engineer, Public Works Department, Wellington ..                             | 600                                                                          | Professional | 1                    | 11                    | Filled from within Service. Advertised in <i>Gazette</i> and Press.                                                                             |
| Milk-tester, Palmerston North and Hamilton, Agriculture Department ..                   | 200                                                                          | General      | 2                    | 78                    | Filled from outside Service. Advertised in <i>Gazette</i> and Press.                                                                            |
| Dairy Instructor, Invercargill, Agriculture Department ..                               | 250                                                                          | "            | 1                    | 18                    | Ditto.                                                                                                                                          |
| Expert for culling deer herds (Otago), Internal Affairs Department (temporary)          | £3 10s. per week, travelling - allowance 10s. a day, and locomotion expenses | "            | 1                    | 12                    | No appointment made, it having been decided to deal with whole of Dominion in one comprehensive scheme. Advertised in <i>Gazette</i> and Press. |
| District Valuer, Canterbury, Valuation Department ..                                    | 275                                                                          | "            | 1                    | 28                    | Filled from outside Service. Advertised in <i>Gazette</i> and Press.                                                                            |
| Inspector of Machinery, Wellington, Auckland, and Invercargill, Machinery Department .. | 300                                                                          | Professional | 3                    | 52                    | Ditto.                                                                                                                                          |
| Veterinarian, Wellington, Agriculture Department ..                                     | 310                                                                          | "            | 1                    | 7                     | "                                                                                                                                               |
| Assistant, Pathological Laboratory, Wellington, Health Department ..                    | 180                                                                          | "            | 1                    | 2                     | "                                                                                                                                               |
| Assistant Meat-inspector, Agriculture Department ..                                     | 150                                                                          | General      | 1                    | 76†                   | "                                                                                                                                               |
| Caretaker for live-stock, Quarantine-station, Motuihi Island, Agriculture Department .. | 160                                                                          | "            | 1                    | 239†                  | "                                                                                                                                               |
| Station Superintendent, Lake Coleridge electric-power plant, Public Works Department .. | 300                                                                          | Professional | 1                    | 26                    | "                                                                                                                                               |
| Ranger, Rotorua, Tourist Department ..                                                  | 160                                                                          | General      | 1                    | 134                   | "                                                                                                                                               |
| Agriculturist, Wellington, Agriculture Department ..                                    | 400                                                                          | Professional | 1                    | 15                    | "                                                                                                                                               |

|                                                                                            |                                                                                                                                     |    |              |   |    |                                                                                                                                                              |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----|--------------|---|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chief Clerk, Customs Department, Wellington                                                | 385                                                                                                                                 | .. | Clerical     | 1 | 10 | Filled from within Service. Advertised in <i>Gazette</i> .                                                                                                   |
| Chief Clerk, Auckland, Public Health Department                                            | 275                                                                                                                                 | .. | "            | 1 | 24 | "                                                                                                                                                            |
| Second Assistant Engineer, Porirua, Mental Hospitals Department                            | 210                                                                                                                                 | .. | General      | 1 | 68 | Filled from outside Service. Advertised in <i>Gazette</i> and Press.                                                                                         |
| Medical Inspector Schools, North Canterbury District, Education Department                 | 450                                                                                                                                 | .. | Professional | 1 | 9  | Ditto.                                                                                                                                                       |
| Orchard and Garden Overseer, Weraroa, Agriculture Department                               | £150, with free house, &c.                                                                                                          | .. | General      | 1 | 14 | "                                                                                                                                                            |
| Junior Clerk, Wellington, Public Trust Department                                          | 120                                                                                                                                 | .. | Clerical     | 1 | 14 | Filled from within Service. Advertised in <i>Gazette</i> .                                                                                                   |
| Inspector Mines, Dunedin, Mines Department                                                 | 325                                                                                                                                 | .. | Professional | 1 | 21 | Filled from outside Service. Advertised in <i>Gazette</i> and Press.                                                                                         |
| Clerks to assist Audit Inspectors at Auckland, Christchurch, and Dunedin, Audit Department | £150, £150, £120                                                                                                                    | .. | Clerical     | 3 | 26 | Filled from within Service. Advertised in <i>Gazette</i> and Press.                                                                                          |
| District Storekeeper, Christchurch, Public Works Department                                | 190                                                                                                                                 | .. | "            | 1 | 9  | Ditto.                                                                                                                                                       |
| Keeper, hulk "Gertie," Wellington, Mines Department                                        | 156                                                                                                                                 | .. | General      | 1 | 35 | Filled from outside Service. Advertised in <i>Gazette</i> and Press.                                                                                         |
| Counter Clerk, Invercargill, Lands and Survey Department                                   | 200                                                                                                                                 | .. | Clerical     | 1 | 5  | Filled from within Service. Advertised in <i>Gazette</i> .                                                                                                   |
| Shorthand-writer and Typist, Wanganui, Public Trust Office                                 | 72                                                                                                                                  | .. | General      | 1 | 7  | Filled from outside Service. Advertised in Press.                                                                                                            |
| Typist in Charge, Labour Department, Wellington                                            | 168                                                                                                                                 | .. | "            | 1 | 3  | Position not yet filled. Advertised in <i>Gazette</i> .                                                                                                      |
| Junior Clerk, Wellington, Police Department                                                | 110                                                                                                                                 | .. | Clerical     | 1 | 7  | Filled from within Service.                                                                                                                                  |
| Machinist, Wellington, Customs Department                                                  | Senior, £132<br>Junior, £108                                                                                                        | .. | General      | 2 | 4  | Filled from within Service. Only one appointment made.                                                                                                       |
| Junior Clerk, Wellington, Public Works Department                                          | 120                                                                                                                                 | .. | Clerical     | 1 | 20 | Filled from within Service. Advertised in <i>Gazette</i> .                                                                                                   |
| Designing Engineer, Wellington, Public Works Department                                    | 420                                                                                                                                 | .. | Professional | 1 | 18 | Filled from outside Service. Advertised in <i>Gazette</i> and Press.                                                                                         |
| Chief Clerk, Wellington, Public Works Department                                           | 440                                                                                                                                 | .. | Clerical     | 1 | 12 | Filled from within Service. Advertised in <i>Gazette</i> .                                                                                                   |
| Record Clerk, Wellington, Public Works Department                                          | 275                                                                                                                                 | .. | "            | 1 | 12 | "                                                                                                                                                            |
| Chief Draughtsman, Wellington, Lands and Survey Department                                 | 420                                                                                                                                 | .. | Professional | 1 | 16 | "                                                                                                                                                            |
| Land Transfer Draughtsman, Dunedin, Lands and Survey Department                            | 365                                                                                                                                 | .. | "            | 1 | 12 | "                                                                                                                                                            |
| Assistant Geologist, Wellington, Mines Department                                          | £260, with tent allowance 3s. when in field, and instrument allowance £12 per annum, and travelling - allowance scale of 10s. a day | .. | "            | 2 | 9  | Filled from outside Service. Advertised in <i>Gazette</i> and Press.                                                                                         |
| Draughtsman, Christchurch, Public Works Department                                         | 190                                                                                                                                 | .. | Clerical     | 1 | 32 | Filled from outside Service. Advertised in <i>Gazette</i> and Press. Vacancies at Dunedin, Stratford, and Taumarunui were filled from applications received. |

‡ And 16 late.

† And 5 late.

\* And 1 late.

TABLE IX.—RETURN OF POSITIONS APPLICATIONS FOR WHICH WERE INVITED BY ADVERTISEMENT IN THE PRESS OR GAZETTE DURING THE YEAR 1913-14—continued.

| Position.                                                                                       | Salary (per Annum).                         | Division.    | Number of Vacancies. | Number of Applicants. | Remarks.                                                                                                          |
|-------------------------------------------------------------------------------------------------|---------------------------------------------|--------------|----------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------|
| Vine and Wine Instructor, Wellington, Agriculture Department                                    | £ 250                                       | General      | 1                    | 4                     | Filled from within Service. Appointment made for period of one year only. Advertised in <i>Gazette</i> and Press. |
| Chief Clerk, Dunedin, Public Works Department                                                   | 315                                         | Clerical     | 1                    | 21                    | Filled from within Service. Advertised in <i>Gazette</i> .                                                        |
| Chief Clerk, Stratford, Public Works Department                                                 | 315                                         | "            | 1                    | 16                    | "                                                                                                                 |
| Assistant Medical Officer and House Surgeon, Rotorua, Tourist Department                        | £300 with board and residence at Sanatorium | Professional | 1                    | 3                     | Filled from outside Service. Advertised in <i>Gazette</i> and Press.                                              |
| Shortband-writer and Typist, Invercargill, Public Trust Department                              | 96                                          | Clerical     | 1                    | 11                    | Filled from outside Service. Advertised in Press.                                                                 |
| Operating Engineers, Lake Coleridge, Public Works Department                                    | £180, £190, £200, £220, £250, £260          | General      | 6                    | 27                    | Filled from outside Service. Advertised in <i>Gazette</i> and Press.                                              |
| Senior Shift Engineer, Okere Falls, Tourist Department                                          | £300, less £40 for rent of house            | "            | 1                    | 36                    | Ditto.                                                                                                            |
| Chief Draughtsman, Christchurch, Lands and Survey Department                                    | 380                                         | Professional | 1                    | 7                     | Filled from within Service. Advertised in <i>Gazette</i> .                                                        |
| District Health Officer, Auckland, Public Health Department                                     | 500                                         | "            | 1                    | 3                     | Filled from within Service. Advertised in <i>Gazette</i> and Press.                                               |
| Ranger, Wellington, Public Trust Department                                                     | 300                                         | General      | 1                    | 111                   | Ditto.                                                                                                            |
| Matron, Immigration Department, Wellington                                                      | 180                                         | "            | 1                    | 57                    | Filled from outside Service. Advertised in <i>Gazette</i> and Press.                                              |
| Clerk to the Native Land Purchase Board and Correspondence Clerk, Wellington, Native Department | 310                                         | Professional | 1                    | 10                    | Filled from within Service. Advertised in <i>Gazette</i> .                                                        |
| Chief Draughtsman, Nelson, Lands and Survey Department                                          | 365                                         | "            | 1                    | 6                     | "                                                                                                                 |
| Sub-overseer, Jobbing-room, Government Printing Office, Wellington                              | 225                                         | General      | 1                    | 34                    | Filled from within Service. Advertised in Department only.                                                        |
| Medical Superintendent, Te Waikato Sanatorium, Cambridge, Public Health Department              | 500                                         | Professional | 1                    | ..                    | Advertised by High Commissioner.                                                                                  |
| Farm-manager's Assistant, Weraoa, Agriculture Department                                        | 170                                         | General      | 1                    | 35                    | Filled from outside Service. Advertised in <i>Gazette</i> and Press.                                              |

Applications for the following positions were invited in the public Press by Permanent Heads of Departments by direction of the Public Service Commissioner :—

|                                                                        |                |         |   |     |                              |
|------------------------------------------------------------------------|----------------|---------|---|-----|------------------------------|
| Married couple (housekeeper and farm foreman), Agricultural Department | ( 40)<br>(100) | General | 1 | 37  | Filled from outside Service. |
| Inspector of Rabbits and Noxious Weeds, Agriculture Department         | 170            | "       | 1 | 180 | "                            |
| Charwomen (2), Christchurch, Internal Affairs Department               | 31/6 per week  | "       | 2 | 3   | "                            |
| Motor-bicycle messenger, Wellington, Internal Affairs Department       | 50             | "       | 3 | 11  | "                            |
| Lift-boy, Dunedin, Internal Affairs Department                         | 80             | "       | 1 | 3   | "                            |
| " Christchurch, Internal Affairs Department                            | 80             | "       | 1 | 6   | "                            |
| Motor-bicycle messenger, Auckland, Internal Affairs Department         | 50             | "       | 1 | 19  | "                            |





TABLE X.—APPLICATIONS FOR EMPLOYMENT OTHER THAN THOSE FOR ADVERTISED VACANCIES.

| Nature of Employment sought.      | For Permanent Employment. | For Temporary Employment. | Nature of Employment sought.                       | For Permanent Employment. | For Temporary Employment. |
|-----------------------------------|---------------------------|---------------------------|----------------------------------------------------|---------------------------|---------------------------|
|                                   | No.                       | No.                       |                                                    | No.                       | No.                       |
| Accountant .. .. .                | 4                         | ..                        | Lightkeeper .. .. .                                | 11                        | ..                        |
| Analyst .. .. .                   | 2                         | ..                        | Lineman .. .. .                                    | 21                        | 6                         |
| Apiary-farming .. .. .            | 2                         | ..                        | Locker .. .. .                                     | 21                        | ..                        |
| Architect .. .. .                 | 2                         | 1                         | Manager .. .. .                                    | 3                         | 1                         |
| Attendant (baths) .. .. .         | 10                        | 3                         | Married couples .. .. .                            | 2                         | ..                        |
| " (miscellaneous) .. .. .         | 10                        | 1                         | Masseur .. .. .                                    | 4                         | ..                        |
| Bailiff .. .. .                   | 11                        | 1                         | Matron .. .. .                                     | 1                         | ..                        |
| Basketmaker .. .. .               | 1                         | ..                        | Mechanician .. .. .                                | 21                        | 1                         |
| Builder .. .. .                   | 2                         | ..                        | Messenger .. .. .                                  | 209                       | 8                         |
| Bricklayer .. .. .                | 1                         | 1                         | " (Post Office) .. .. .                            | 55                        | ..                        |
| Caretaker .. .. .                 | 68                        | 2                         | " (Post Office, adult) .. .. .                     | 2                         | ..                        |
| Carpenter .. .. .                 | 10                        | 3                         | Miscellaneous and any .. .. .                      | 46                        | ..                        |
| Chainman .. .. .                  | 4                         | ..                        | Motor-cyclist .. .. .                              | 9                         | ..                        |
| Charwoman .. .. .                 | 82                        | 3                         | Night-watchman .. .. .                             | 95                        | 13                        |
| Chauffeur .. .. .                 | 2                         | 4                         | Nurse .. .. .                                      | 6                         | 1                         |
| Chemist .. .. .                   | 2                         | ..                        | Orchardist .. .. .                                 | 4                         | 1                         |
| Cleaner .. .. .                   | 6                         | 2                         | Orderly .. .. .                                    | 2                         | ..                        |
| Clerical .. .. .                  | ..                        | 243                       | Overseer .. .. .                                   | 13                        | 1                         |
| " (Post and Telegraph) .. .. .    | 67                        | 1                         | Packer .. .. .                                     | 1                         | ..                        |
| Clerk of Works .. .. .            | 5                         | 1                         | Patent Agent .. .. .                               | 1                         | ..                        |
| Crane-driver .. .. .              | 1                         | ..                        | Plasterer .. .. .                                  | 1                         | ..                        |
| Compositor .. .. .                | 2                         | ..                        | Plumber .. .. .                                    | 2                         | ..                        |
| Computer .. .. .                  | 4                         | ..                        | Porter .. .. .                                     | 5                         | 1                         |
| Cook .. .. .                      | 2                         | ..                        | Postmistress   .. .. .                             | 20                        | ..                        |
| Custodian .. .. .                 | 15                        | ..                        | Poultry Expert .. .. .                             | 4                         | 1                         |
| Draughtsman .. .. .               | 22                        | 19                        | Private Secretary .. .. .                          | 1                         | ..                        |
| Draper .. .. .                    | 1                         | ..                        | Ranger .. .. .                                     | 7                         | ..                        |
| Dredgemaster .. .. .              | 1                         | ..                        | Registrar of Births, &c. .. .. .                   | 2                         | ..                        |
| Electrician .. .. .               | 11                        | ..                        | Searcher .. .. .                                   | 5                         | ..                        |
| Engine-driver .. .. .             | 2                         | 2                         | Shorthand-writer and Typist .. .. .                | 99                        | 9                         |
| Engineer .. .. .                  | 41                        | 1                         | Solicitor .. .. .                                  | 3                         | ..                        |
| Farm-work .. .. .                 | 5                         | 2                         | Storeman .. .. .                                   | 23                        | 4                         |
| Fireman .. .. .                   | 2                         | ..                        | Superintendent .. .. .                             | 3                         | ..                        |
| Fishing-work .. .. .              | 1                         | 2                         | Surfaceman .. .. .                                 | 2                         | ..                        |
| Foreman .. .. .                   | 5                         | 1                         | Surveyor .. .. .                                   | 4                         | ..                        |
| Gardener .. .. .                  | 9                         | ..                        | Switchboard-attendant, Telephone Exchange; .. .. . | 79                        | ..                        |
| Grader .. .. .                    | 2                         | ..                        | Teacher .. .. .                                    | 8                         | 2                         |
| Guide .. .. .                     | 3                         | 3                         | Telegraphist .. .. .                               | 11                        | 3                         |
| Health Officer .. .. .            | 2                         | ..                        | Telegraph Message-boy .. .. .                      | 343                       | ..                        |
| Hulk-keeper .. .. .               | 1                         | ..                        | Telephone Exchange Clerk .. .. .                   | 7                         | ..                        |
| Immigration Officer .. .. .       | 1                         | ..                        | Ticket-seller .. .. .                              | 2                         | 1                         |
| Inspector of Dairies .. .. .      | 4                         | ..                        | Tide-waiter .. .. .                                | 59                        | ..                        |
| " Factories .. .. .               | 9                         | ..                        | Tobacco Expert .. .. .                             | 2                         | ..                        |
| " Fisheries .. .. .               | 3                         | ..                        | Tracer .. .. .                                     | 1                         | ..                        |
| " Footwear .. .. .                | 2                         | ..                        | Translator .. .. .                                 | 1                         | ..                        |
| " Rabbits, &c. .. .. .            | 27                        | 3                         | Tree-planting .. .. .                              | 1                         | ..                        |
| "   Stock, &c. .. .. .            | 31                        | 1                         | Typist .. .. .                                     | 9                         | ..                        |
| " Works .. .. .                   | 7                         | 1                         | Veterinary Officer .. .. .                         | 5                         | ..                        |
| Inspector (miscellaneous) .. .. . | 18                        | ..                        | Warder .. .. .                                     | 5                         | ..                        |
| Interpreter .. .. .               | 3                         | ..                        | Waterman .. .. .                                   | 1                         | ..                        |
| Instructor .. .. .                | 2                         | ..                        | Wharf Officer .. .. .                              | 3                         | ..                        |
| Labourer .. .. .                  | 12                        | 3                         | Wireless Operator .. .. .                          | 3                         | ..                        |
| Landing Officer .. .. .           | 2                         | ..                        |                                                    |                           |                           |
| Land-valuer .. .. .               | 3                         | ..                        |                                                    |                           |                           |
| Letter-carrier .. .. .            | 130                       | ..                        | Totals .. .. .                                     | 1,930                     | 357                       |
| Liftman .. .. .                   | 18                        | ..                        |                                                    |                           |                           |

The total number of applicants (some of whom were not eligible and were accordingly not registered) was 2,401. In addition the following were candidates for cadetships:—

|                                                             |         |
|-------------------------------------------------------------|---------|
|                                                             | Passed. |
| In the Civil Service Junior Examination for 1912-13 .. .. . | 1,264   |
| In the Public Service Entrance Examination, 1913-14 .. .. . | 584     |
| Total .. .. .                                               | 1,848   |

TABLE XI.—RETURN OF STAFF, SHOWING DETAILS OF POSITIONS AND RATES OF PAY ON 1ST APRIL, 1914 (NOT INCLUDING POST AND TELEGRAPH DEPARTMENT).

| Positions.                                                                                   | Number and Salaries. |     |     |     |     | Number of Officers. | Positions.                                            | Number and Salaries. |     |     |     |     | Number of Officers. |
|----------------------------------------------------------------------------------------------|----------------------|-----|-----|-----|-----|---------------------|-------------------------------------------------------|----------------------|-----|-----|-----|-----|---------------------|
| PROFESSIONAL DIVISION.                                                                       |                      |     |     |     |     |                     | PROFESSIONAL DIVISION—continued.                      |                      |     |     |     |     |                     |
| Actuaries .. ..                                                                              | Number: 1            | 1   | ..  | ..  | ..  | 2                   | Engineers, Drainage                                   | Number: 1            | 1   | ..  | ..  | ..  | 2                   |
|                                                                                              | Salary: £875         | 550 | ..  | ..  | ..  |                     |                                                       | Salary: £280         | 260 | ..  | ..  | ..  |                     |
| Agriculturists ..                                                                            | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Engineers, Chief Drainage                             | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                                                                              | Salary: £400         | ..  | ..  | ..  | ..  |                     |                                                       | Salary: £480         | ..  | ..  | ..  | ..  |                     |
| Analysts .. ..                                                                               | Number: 1            | 1   | 2   | 2   | 1   | 7                   | Engineers, Electrical                                 | Number: 1            | 1   | ..  | ..  | ..  | 2                   |
|                                                                                              | Salary: £260         | 235 | 210 | 140 | 120 |                     |                                                       | Salary: £650         | 300 | ..  | ..  | ..  |                     |
| Analyst, Dominion, and Chief Inspector of Explosives                                         | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Engineer, Chief Electrical                            | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                                                                              | Salary: £750         | ..  | ..  | ..  | ..  |                     | Engineers, First ..                                   | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
| Analysts, Explosive, and Inspectors                                                          | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                       | Salary: £280         | ..  | ..  | ..  | ..  |                     |
| Architects .. ..                                                                             | Number: 1            | 1   | 1   | ..  | ..  | 3                   | Engineers, Inspecting                                 | Number: 2            | 1   | ..  | ..  | ..  | 3                   |
|                                                                                              | Salary: £700         | 365 | 345 | ..  | ..  |                     |                                                       | Salary: £650         | 600 | ..  | ..  | ..  |                     |
| Assistants, Laboratory                                                                       | Number: 1            | 1   | ..  | ..  | ..  | 2                   | Engineers, Resident                                   | Number: 1            | 1   | 3   | 1   | 4   |                     |
|                                                                                              | Salary: £235         | 210 | ..  | ..  | ..  |                     |                                                       | Salary: £460         | 450 | 440 | 400 | 380 |                     |
| Bacteriologists ..                                                                           | Number: 1            | 1   | 1   | 1   | ..  | 4                   |                                                       | Number: 1            | 2   | 1   | ..  | ..  | 14                  |
|                                                                                              | Salary: £600         | 280 | 210 | 180 | ..  |                     | Engineers, Assistant Road                             | Number: 1            | 1   | 1   | 1   | ..  | 4                   |
| Balneologists ..                                                                             | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                       | Salary: £350         | 345 | 330 | 325 | ..  |                     |
|                                                                                              | Salary: £1,000       | ..  | ..  | ..  | ..  |                     | Engineers, Resident Road                              | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
| Biologists .. ..                                                                             | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                       | Salary: £365         | ..  | ..  | ..  | ..  |                     |
|                                                                                              | Salary: £365         | ..  | ..  | ..  | ..  |                     | Engineers, Staff ..                                   | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
| Cadets (Law) .. ..                                                                           | Number: 2            | ..  | ..  | ..  | ..  | 2                   |                                                       | Salary: £480         | ..  | ..  | ..  | ..  |                     |
|                                                                                              | Salary: £100         | ..  | ..  | ..  | ..  |                     | Examiners and Surveyors (of ships)                    | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
| Cadets, Architectural                                                                        | Number: 1            | 1   | ..  | ..  | ..  | 2                   |                                                       | Salary: £365         | ..  | ..  | ..  | ..  |                     |
|                                                                                              | Salary: £100         | 85  | ..  | ..  | ..  |                     | Geological Survey, Director                           | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
| Cadets, Electrical Engineering                                                               | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                       | Salary: £700         | ..  | ..  | ..  | ..  |                     |
|                                                                                              | Salary: £85          | ..  | ..  | ..  | ..  |                     | Geologists, Mining ..                                 | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
| Cadets, Engineering                                                                          | Number: 5            | 5   | 7   | ..  | ..  | 17                  |                                                       | Salary: £365         | ..  | ..  | ..  | ..  |                     |
|                                                                                              | Salary: £120         | 100 | 85  | ..  | ..  |                     | Health Officer, Deputy Chief                          | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
| Cadets, Survey ..                                                                            | Number: 7            | 3   | ..  | ..  | ..  | 10                  |                                                       | Salary: £725         | ..  | ..  | ..  | ..  |                     |
|                                                                                              | Salary: £140         | 100 | ..  | ..  | ..  |                     | Health Officers, District                             | Number: 2            | 1   | ..  | ..  | ..  | 3                   |
| Chemists, Agricultural                                                                       | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                       | Salary: £700         | 575 | ..  | ..  | ..  |                     |
|                                                                                              | Salary: £525         | ..  | ..  | ..  | ..  |                     | Horticulturists and Plant-breeders                    | Number: 2            | ..  | ..  | ..  | ..  | 2                   |
| Chemists, Mining ..                                                                          | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                       | Salary: £235         | ..  | ..  | ..  | ..  |                     |
|                                                                                              | Salary: £345         | ..  | ..  | ..  | ..  |                     | Inspector and Director Technical Education            | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
| Clerks .. ..                                                                                 | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                       | Salary: £500         | ..  | ..  | ..  | ..  |                     |
|                                                                                              | Salary: £260         | ..  | ..  | ..  | ..  |                     | Inspector-General of Schools, Assistant               | Number: 1            | ..  | ..  | ..  | ..  |                     |
| Commanders (Government Steamers)                                                             | Number: 1            | 1   | ..  | ..  | ..  | 2                   |                                                       | Salary: £650         | ..  | ..  | ..  | ..  |                     |
|                                                                                              | Salary: £500         | 420 | ..  | ..  | ..  |                     | Inspector-General, Deputy (Mental Hospitals)          | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
| Commissioners of Crown Lands and Chief Surveyors                                             | Number: 2            | 2   | 1   | 1   | 3   | 10                  |                                                       | Salary: £700         | ..  | ..  | ..  | ..  |                     |
|                                                                                              | Salary: £600         | 550 | 525 | 500 | 480 |                     | Inspector of Fisheries, Chief                         | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                                                                              | Number: 1            | ..  | ..  | ..  | ..  |                     |                                                       | Salary: £420         | ..  | ..  | ..  | ..  |                     |
| Commissioner to Panama Pacific Exhibition and Trade Commissioner on the West Coast of Canada | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Inspector of Hospitals, Assistant                     | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                                                                              | Salary: £800         | ..  | ..  | ..  | ..  |                     |                                                       | Salary: £400         | ..  | ..  | ..  | ..  |                     |
| Chief Computers ..                                                                           | Number: 1            | 1   | ..  | ..  | ..  | 2                   | Inspectors of Machinery                               | Number: 1            | 5   | 3   | 7   | 3   | 19                  |
|                                                                                              | Salary: £500         | 325 | ..  | ..  | ..  |                     |                                                       | Salary: £380         | 365 | 345 | 325 | 310 |                     |
| Directors .. ..                                                                              | Number: 1            | 1   | 2   | 1   | 1   |                     | Inspectors of Machinery, Senior                       | Number: 3            | 1   | ..  | ..  | ..  | 4                   |
|                                                                                              | Salary: £800         | 650 | 600 | 575 | 480 |                     |                                                       | Salary: £400         | 380 | ..  | ..  | ..  |                     |
|                                                                                              | Number: 2            | 1   | ..  | ..  | ..  | 9                   | Inspector of Machinery, Chief                         | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                                                                              | Salary: £460         | 400 | ..  | ..  | ..  |                     |                                                       | Salary: £700         | ..  | ..  | ..  | ..  |                     |
| Draughtsmen .. ..                                                                            | Number: 1            | 1   | ..  | ..  | ..  | 2                   | Inspector, Manual and Technical Instruction           | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                                                                              | Salary: £280         | 260 | ..  | ..  | ..  |                     |                                                       | Salary: £440         | ..  | ..  | ..  | ..  |                     |
| Draughtsmen, Architectural                                                                   | Number: 1            | 1   | 2   | 1   | 1   | 10                  | Inspectors of Schools, Medical                        | Number: 2            | 2   | ..  | ..  | ..  | 4                   |
|                                                                                              | Salary: £310         | 300 | 280 | 260 | 210 |                     |                                                       | Salary: £480         | 460 | ..  | ..  | ..  |                     |
|                                                                                              | Number: 1            | 1   | 2   | ..  | ..  |                     | Inspectors of Mines ..                                | Number: 1            | 1   | 1   | 3   | ..  | 6                   |
|                                                                                              | Salary: £180         | 160 | 120 | ..  | ..  |                     |                                                       | Salary: £400         | 380 | 365 | 345 | ..  |                     |
| Draughtsmen, Chief                                                                           | Number: 3            | 5   | 1   | 1   | ..  | 10                  | Inspectors, Native Schools                            | Number: 1            | 1   | ..  | ..  | ..  | 2                   |
|                                                                                              | Salary: £420         | 365 | 350 | 345 | ..  |                     |                                                       | Salary: £550         | 440 | ..  | ..  | ..  |                     |
| Draughtsmen and Computers                                                                    | Number: 2            | 2   | 2   | 1   | 1   |                     | Inspectors, Scenic Reserves                           | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                                                                              | Salary: £345         | 325 | 300 | 285 | 280 |                     |                                                       | Salary: £365         | ..  | ..  | ..  | ..  |                     |
|                                                                                              | Number: 4            | ..  | ..  | ..  | ..  | 12                  | Inspectors, Secondary Education and Training Colleges | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                                                                              | Salary: £260         | ..  | ..  | ..  | ..  |                     |                                                       | Salary: £500         | ..  | ..  | ..  | ..  |                     |
| Draughtsmen, Computing, and Surveyors                                                        | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Instructors, School of Mines                          | Number: 1            | 1   | ..  | ..  | ..  | 2                   |
|                                                                                              | Salary: £300         | ..  | ..  | ..  | ..  |                     |                                                       | Salary: £350         | 220 | ..  | ..  | ..  |                     |
| Draughtsmen and Surveyors                                                                    | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Land Officers and Inspecting Surveyors                | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                                                                              | Salary: £300         | ..  | ..  | ..  | ..  |                     |                                                       | Salary: £380         | ..  | ..  | ..  | ..  |                     |
| Draughtsmen, Land Transfer                                                                   | Number: 3            | 1   | ..  | ..  | ..  | 4                   | Law Officers, Assistant                               | Number: 1            | 2   | ..  | ..  | ..  | 3                   |
|                                                                                              | Salary: £365         | 325 | ..  | ..  | ..  |                     |                                                       | Salary: £850         | 700 | ..  | ..  | ..  |                     |
| Editors .. ..                                                                                | Number: 1            | 1   | ..  | ..  | ..  | 2                   | Law Draftsmen ..                                      | Number: 1            | 1   | ..  | ..  | ..  | 2                   |
|                                                                                              | Salary: £500         | 365 | ..  | ..  | ..  |                     |                                                       | Salary: £700         | 380 | ..  | ..  | ..  |                     |
| Engineers, Assistant                                                                         | Number: 1            | 3   | 4   | 5   | 6   |                     | Magnetic Observatory, Director                        | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                                                                              | Salary: £345         | 325 | 310 | 300 | 280 |                     |                                                       | Salary: £310         | ..  | ..  | ..  | ..  |                     |
|                                                                                              | Number: 2            | 6   | 4   | 9   | 3   |                     | Managers, State Coal-mine                             | Number: 1            | 1   | 2   | ..  | ..  | 4                   |
|                                                                                              | Salary: £260         | 235 | 210 | 180 | 160 |                     |                                                       | Salary: £600         | 345 | 312 | ..  | ..  |                     |
|                                                                                              | Number: 2            | 2   | ..  | ..  | ..  | 47                  | Medical Officers, Assistant                           | Number: 2            | 2   | 1   | 1   | 1   |                     |
|                                                                                              | Salary: £140         | 120 | ..  | ..  | ..  |                     |                                                       | Salary: £365         | 350 | 310 | 300 | 280 |                     |
| Engineers, District ..                                                                       | Number: 1            | 1   | 2   | ..  | ..  | 4                   |                                                       | Number: 1            | 2   | ..  | ..  | ..  | 10                  |
|                                                                                              | Salary: £550         | 480 | 460 | ..  | ..  |                     | Medical Superintendents                               | Number: 5            | 1   | 1   | 1   | ..  | 8                   |
|                                                                                              |                      |     |     |     |     |                     |                                                       | Salary: £700         | 525 | 440 | 400 | ..  |                     |

TABLE XI.—RETURN OF STAFF, SHOWING DETAILS OF POSITIONS, ETC.—continued

| Positions.                                                            | Number and Salaries. |     |     |     |     | Number of Officers. | Positions.                                                | Number and Salaries. |     |     |     |     | Number of Officers. |
|-----------------------------------------------------------------------|----------------------|-----|-----|-----|-----|---------------------|-----------------------------------------------------------|----------------------|-----|-----|-----|-----|---------------------|
| PROFESSIONAL DIVISION—continued.                                      |                      |     |     |     |     |                     | CLERICAL DIVISION—continued.                              |                      |     |     |     |     |                     |
| Meteorologists ..                                                     | Number: 1            | 1   |     |     |     | 2                   | Agents, State Coal-mine                                   | Number: 1            |     |     |     |     | 1                   |
|                                                                       | Salary: £500         | 300 |     |     |     |                     |                                                           | Salary: £260         |     |     |     |     |                     |
| Nautical Advisers ..                                                  | Number: 1            |     |     |     |     | 1                   | Agents, Depot ..                                          | Number: 1            | 1   | 2   |     |     | 4                   |
|                                                                       | Salary: £550         |     |     |     |     |                     |                                                           | Salary: £290         | 275 | 260 |     |     |                     |
| Registrars of Deeds, District Land Registrars, &c.                    | Number: 2            | 1   | 1   | 2   | 3   |                     | Agents, District ..                                       | Number: 1            | 1   | 1   | 3   | 1   | 7                   |
|                                                                       | Salary: £700         | 550 | 460 | 365 | 325 |                     |                                                           | Salary: £315         | 305 | 290 | 260 | 245 |                     |
|                                                                       | Number: 1            |     |     |     |     | 10                  | Agents, Inquiry ..                                        | Number: 1            |     |     |     |     | 1                   |
|                                                                       | Salary: £260         |     |     |     |     |                     |                                                           | Salary: £600         |     |     |     |     |                     |
| Registrar-General of Land, District Land Registrar, &c.               | Number: 1            |     |     |     |     | 1                   | Agents, New Zealand Government                            | Number: 1            |     |     |     |     | 1                   |
|                                                                       | Salary: £725         |     |     |     |     |                     | Agents, Resident ..                                       | Number: 1            | 1   | 2   |     |     | 4                   |
| District Registrar and Superintendent, Actuary and Secretary to Board | Number: 1            |     |     |     |     | 1                   | Agents, Tourist ..                                        | Number: 1            | 1   | 2   | 2   |     | 6                   |
|                                                                       | Salary: £480         |     |     |     |     |                     |                                                           | Salary: £315         | 305 | 275 | 260 |     |                     |
| Solicitors ..                                                         | Number: 1            | 1   | 1   | 1   | 1   |                     | Audit Officer ..                                          | Number: 1            |     |     |     |     | 1                   |
|                                                                       | Salary: £725         | 440 | 420 | 300 | 235 |                     |                                                           | Salary: £700         |     |     |     |     |                     |
|                                                                       | Number: 2            |     |     |     |     | 7                   | Book-keepers, &c. ..                                      | Number: 2            | 1   |     |     |     | 3                   |
|                                                                       | Salary: £180         |     |     |     |     |                     |                                                           | Salary: £230         | 200 |     |     |     |                     |
| Stipendiary Magistrate, Sheriff, and Medical Officer                  | Number: 1            |     |     |     |     | 1                   | Cadets ..                                                 | Number: 65           | 120 | 127 | 142 | 2   | 456                 |
|                                                                       | Salary: £300         |     |     |     |     |                     |                                                           | Salary: £110         | 95  | 80  | 65  | 50  |                     |
| Superintendents, Mercantile Marine                                    | Number: 3            | 1   | 1   | 3   |     | 8                   | Cadets, Draughting                                        | Number: 5            | 7   | 11  | 4   |     | 27                  |
| Station Superintendents                                               | Number: 1            |     |     |     |     | 1                   |                                                           | Salary: £110         | 95  | 80  | 65  |     |                     |
| Surveyors ..                                                          | Number: 5            | 6   | 5   | 14  |     | 30                  | Cadets, Survey ..                                         | Number: 1            | 1   | 1   |     |     | 3                   |
|                                                                       | Salary: £300         | 280 | 260 | 235 |     |                     |                                                           | Salary: £120         | 110 | 95  |     |     |                     |
| Surveyors, District ..                                                | Number: 3            | 1   | 11  | 2   | 1   |                     | Cadets and Interpreters                                   | Number: 1            |     |     |     |     | 1                   |
|                                                                       | Salary: £365         | 345 | 325 | 310 | 305 |                     |                                                           | Salary: £110         |     |     |     |     |                     |
|                                                                       | Number: 6            | 1   | 1   | 3   |     | 29                  | Cadettes ..                                               | Number: 4            | 1   | 2   |     |     | 7                   |
|                                                                       | Salary: £300         | 295 | 290 | 280 |     |                     |                                                           | Salary: £110         | 95  | 80  |     |     |                     |
| Surveyor-General ..                                                   | Number: 1            |     |     |     |     | 1                   | Cashiers ..                                               | Number: 1            | 1   | 1   | 1   | 1   |                     |
|                                                                       | Salary: £700         |     |     |     |     |                     |                                                           | Salary: £425         | 230 | 165 | 150 | 135 |                     |
| Surveyors, Inspecting                                                 | Number: 2            |     |     |     |     | 2                   |                                                           | Number: 1            |     |     |     |     | 6                   |
|                                                                       | Salary: £380         |     |     |     |     |                     |                                                           | Salary: £120         |     |     |     |     |                     |
| Surveyors, Mine ..                                                    | Number: 1            |     |     |     |     | 1                   | Chairman Land Purchase Board, and Land Purchase Inspector | Number: 1            |     |     |     |     | 1                   |
|                                                                       | Salary: £260         |     |     |     |     |                     |                                                           | Salary: £725         |     |     |     |     |                     |
| Surveyors, Topographical                                              | Number: 1            |     |     |     |     | 1                   | Clerks ..                                                 | Number: 1            | 1   | 1   | 5   | 3   |                     |
| Surveyors of Ships ..                                                 | Number: 3            |     |     |     |     | 3                   |                                                           | Salary: £380         | 345 | 325 | 315 | 305 |                     |
|                                                                       | Salary: £280         |     |     |     |     |                     |                                                           | Number: 2            | 3   | 3   | 8   | 1   |                     |
| Surveys, Inspectors of                                                | Number: 2            |     |     |     |     | 2                   |                                                           | Salary: £300         | 290 | 280 | 275 | 265 |                     |
|                                                                       | Salary: £460         |     |     |     |     |                     |                                                           | Number: 51           | 2   | 28  | 1   | 1   |                     |
| Translators, &c. ..                                                   | Number: 1            |     |     |     |     | 1                   |                                                           | Salary: £260         | 250 | 245 | 240 | 236 |                     |
|                                                                       | Salary: £400         |     |     |     |     |                     |                                                           | Number: 1            | 46  | 1   | 44  | 8   |                     |
| Veterinarians ..                                                      | Number: 3            | 2   | 6   | 2   | 1   |                     |                                                           | Salary: £235         | 230 | 225 | 220 | 215 |                     |
|                                                                       | Salary: £365         | 345 | 325 | 310 | 260 |                     |                                                           | Number: 28           | 52  | 69  | 58  | 1   |                     |
|                                                                       | Number: 2            |     |     |     |     | 16                  |                                                           | Salary: £210         | 200 | 190 | 180 | 170 |                     |
|                                                                       | Salary: £250         |     |     |     |     |                     |                                                           | Number: 79           | 78  | 1   | 82  | 64  |                     |
| Veterinarians, Senior                                                 | Number: 1            |     |     |     |     | 1                   |                                                           | Salary: £165         | 150 | 140 | 135 | 120 |                     |
|                                                                       | Salary: £500         |     |     |     |     |                     |                                                           | Number: 1            | 1   |     |     |     | 725                 |
| Veterinary Inspectors                                                 | Number: 1            | 1   | 1   |     |     | 3                   |                                                           | Salary: £100         | 75  |     |     |     |                     |
|                                                                       | Salary: £400         | 345 | 275 |     |     |                     | Clerk, Acting Receiver of Land Revenue, and Accountant    | Number: 1            |     |     |     |     | 1                   |
| Veterinary Laboratory, Officer in Charge                              | Number: 1            |     |     |     |     | 1                   |                                                           | Salary: £315         |     |     |     |     |                     |
|                                                                       | Salary: £460         |     |     |     |     |                     | Clerk and Crown Lands Ranger                              | Number: 1            |     |     |     |     | 1                   |
| Veterinary Supervisors                                                | Number: 1            | 1   | 1   | 2   |     | 5                   | Clerks and Deputy Registrars                              | Number: 1            | 1   |     |     |     | 2                   |
|                                                                       | Salary: £500         | 480 | 460 | 400 |     |                     |                                                           | Salary: £210         | 200 |     |     |     |                     |
| CLERICAL DIVISION.                                                    |                      |     |     |     |     |                     | Clerks and Interpreters                                   | Number: 1            | 1   | 1   | 3   | 1   |                     |
| Accountants ..                                                        | Number: 1            | 1   | 1   | 1   | 1   |                     |                                                           | Salary: £275         | 260 | 230 | 215 | 210 |                     |
|                                                                       | Salary: £600         | 525 | 460 | 425 | 385 |                     |                                                           | Number: 2            | 1   | 1   |     |     | 11                  |
|                                                                       | Number: 1            | 2   | 1   | 1   | 1   | 12                  |                                                           | Salary: £180         | 165 | 150 |     |     |                     |
|                                                                       | Salary: £360         | 345 | 340 | 315 | 290 |                     | Clerks and Searchers                                      | Number: 1            |     |     |     |     | 1                   |
|                                                                       | Number: 1            |     |     |     |     |                     |                                                           | Salary: £190         |     |     |     |     |                     |
|                                                                       | Salary: £260         |     |     |     |     |                     |                                                           | Number: 2            | 1   | 3   | 1   | 1   | 8                   |
| Accountants, Assistant                                                | Number: 1            |     |     |     |     | 1                   | Clerks and Store-keepers                                  | Salary: £220         | 210 | 180 | 165 | 150 |                     |
|                                                                       | Salary: £260         |     |     |     |     |                     |                                                           | Number: 1            | 1   | 1   | 2   |     | 5                   |
| Accountant, Assistant, and Inspector Departmental Accounts            | Number: 1            |     |     |     |     | 1                   | Clerks and Typists ..                                     | Salary: £220         | 200 | 180 | 165 |     |                     |
|                                                                       | Salary: £460         |     |     |     |     |                     |                                                           | Number: 2            | 2   | 1   | 1   | 2   | 8                   |
| Accountants, Chief ..                                                 | Number: 1            |     |     |     |     | 1                   | Clerks, Accounts ..                                       | Salary: £275         | 260 | 245 | 200 | 190 |                     |
|                                                                       | Salary: £330         |     |     |     |     |                     |                                                           | Number: 1            | 10  | 5   | 2   | 5   |                     |
| Accounts, Director of                                                 | Number: 1            |     |     |     |     | 1                   | Clerks, Assessment ..                                     | Salary: £260         | 245 | 230 | 225 | 220 |                     |
|                                                                       | Salary: £525         |     |     |     |     |                     |                                                           | Number: 4            | 2   | 1   | 1   | 4   |                     |
| Accountants, District                                                 | Number: 1            | 1   | 1   | 1   |     | 4                   |                                                           | Salary: £210         | 200 | 195 | 180 | 150 |                     |
|                                                                       | Salary: £315         | 265 | 260 | 245 |     |                     |                                                           | Number: 1            |     |     |     |     | 36                  |
|                                                                       |                      |     |     |     |     |                     |                                                           | Salary: £120         |     |     |     |     |                     |
|                                                                       |                      |     |     |     |     |                     | Clerks, Bonus ..                                          | Number: 1            |     |     |     |     | 1                   |
|                                                                       |                      |     |     |     |     |                     |                                                           | Salary: £405         |     |     |     |     |                     |
|                                                                       |                      |     |     |     |     |                     | Clerks, Cash ..                                           | Number: 1            |     |     |     |     | 1                   |
|                                                                       |                      |     |     |     |     |                     |                                                           | Salary: £315         |     |     |     |     |                     |

TABLE XI.—RETURN OF STAFF, SHOWING DETAILS OF POSITIONS, ETC.—*continued.*

| Positions.                                                                         | Number and Salaries. |     |     |     |     | Number of Officers. | Positions.                                             | Number and Salaries. |     |     |     |     | Number of Officers. |
|------------------------------------------------------------------------------------|----------------------|-----|-----|-----|-----|---------------------|--------------------------------------------------------|----------------------|-----|-----|-----|-----|---------------------|
| CLERICAL DIVISION—continued.                                                       |                      |     |     |     |     |                     | CLERICAL DIVISION—continued.                           |                      |     |     |     |     |                     |
| Clerks, Chief ..                                                                   | Number: 1            | 1   | 2   | 1   | 1   |                     | Clerks, Shipping ..                                    | Number: 1            | 2   | ..  | ..  | 3   |                     |
|                                                                                    | Salary: £475         | 460 | 425 | 405 | 390 |                     |                                                        | Salary: £260         | 280 | ..  | ..  |     |                     |
|                                                                                    | Number: 1            | 1   | 1   | 2   | 2   |                     | Clerk, Shorthand-writer, and Typist ..                 | Number: 1            | ..  | ..  | ..  | 1   |                     |
|                                                                                    | Salary: £385         | 360 | 350 | 345 | 315 |                     |                                                        | Salary: £195         | ..  | ..  | ..  |     |                     |
|                                                                                    | Number: 4            | 6   | 2   | 1   | 6   |                     | Clerks, Staff ..                                       | Number: 1            | ..  | ..  | ..  | 1   |                     |
|                                                                                    | Salary: £305         | 390 | 275 | 270 | 260 |                     |                                                        | Salary: £200         | ..  | ..  | ..  |     |                     |
|                                                                                    | Number: 7            | 1   | 3   | 2   | 1   | 46                  | Clerks, Stamp ..                                       | Number: 2            | 1   | 2   | 2   | 9   |                     |
|                                                                                    | Salary: £245         | 230 | 215 | 190 | 180 |                     |                                                        | Salary: £200         | 180 | 165 | 150 | 135 |                     |
| Clerks, Chief, and Accountants ..                                                  | Number: 1            | 1   | 1   | ..  | ..  | 3                   | Clerks, Statistical ..                                 | Number: 1            | 2   | 1   | ..  | 4   |                     |
|                                                                                    | Salary: £525         | 500 | 275 | ..  | ..  |                     |                                                        | Salary: £315         | 230 | 220 | ..  |     |                     |
| Clerks, Chief, and Accounts Clerks ..                                              | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Clerks, Testamentary ..                                | Number: 1            | ..  | ..  | ..  | 1   |                     |
|                                                                                    | Salary: £360         | ..  | ..  | ..  | ..  |                     |                                                        | Salary: £275         | ..  | ..  | ..  |     |                     |
| Clerk, Chief, Deputy Controller, &c. ..                                            | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Collectors ..                                          | Number: 2            | 1   | 1   | 1   | 1   |                     |
|                                                                                    | Salary: £600         | ..  | ..  | ..  | ..  |                     |                                                        | Salary: £600         | 550 | 525 | 460 | 440 |                     |
| Clerk, Chief, Deputy Registrar Industrial Unions, Accounts Clerk, and Inspector .. | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                        | Number: 3            | 2   | 1   | 1   | 1   |                     |
|                                                                                    | Salary: £385         | ..  | ..  | ..  | ..  |                     |                                                        | Salary: £425         | 405 | 360 | 345 | 290 |                     |
| Clerk, Chief, and Record Clerk ..                                                  | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                        | Number: 1            | 1   | 1   | ..  | 17  |                     |
|                                                                                    | Salary: £305         | ..  | ..  | ..  | ..  |                     | Collectors, Sub- ..                                    | Salary: £245         | 230 | 180 | ..  |     |                     |
| Clerks, Chief, and Secretaries to Land Boards ..                                   | Number: 3            | 1   | 1   | 2   | 1   | 8                   |                                                        | Number: 1            | 1   | 2   | ..  | 4   |                     |
|                                                                                    | Salary: £385         | 360 | 345 | 330 | 260 |                     | Commissioners of Native Land Courts, &c. ..            | Salary: £440         | 425 | 405 | ..  |     |                     |
| Clerk, Chief, and Secretary Scenery Preservation Board ..                          | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                        | Number: 1            | 1   | ..  | ..  | 2   |                     |
|                                                                                    | Salary: £425         | ..  | ..  | ..  | ..  |                     | Commissioners, Deputy ..                               | Salary: £435         | 400 | ..  | ..  | 5   |                     |
| Clerk, Chief, and Secretary Board of Examiners ..                                  | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                        | Number: 1            | 1   | 1   | 1   | 1   |                     |
|                                                                                    | Salary: £425         | ..  | ..  | ..  | ..  |                     | New Zealand Trade Commissioner and Government Agent .. | Salary: £460         | 440 | 425 | 405 | 385 |                     |
| Clerks, Correspondence ..                                                          | Number: 1            | 3   | 1   | 2   | 1   | 1                   | Comptroller, Assistant ..                              | Number: 1            | ..  | ..  | ..  | 1   |                     |
|                                                                                    | Salary: £290         | 260 | 245 | 215 | 200 |                     |                                                        | Salary: £475         | ..  | ..  | ..  |     |                     |
|                                                                                    | Number: 1            | 1   | ..  | ..  | ..  | 10                  | Computers ..                                           | Number: 1            | ..  | ..  | ..  | 1   |                     |
|                                                                                    | Salary: £190         | 180 | ..  | ..  | ..  |                     |                                                        | Salary: £260         | ..  | ..  | ..  |     |                     |
| Clerks, Correspondence, Principal ..                                               | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Custodians and Issuers of Stamps ..                    | Number: 1            | ..  | ..  | ..  | 1   |                     |
|                                                                                    | Salary: £405         | ..  | ..  | ..  | ..  |                     |                                                        | Salary: £375         | ..  | ..  | ..  |     |                     |
| Clerks, Correspondence and Record ..                                               | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Draughtsmen ..                                         | Number: 6            | 9   | 4   | 1   | 6   |                     |
| Clerks, Counter ..                                                                 | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                        | Salary: £345         | 315 | 305 | 300 | 290 |                     |
|                                                                                    | Salary: £215         | ..  | ..  | ..  | ..  |                     |                                                        | Number: 2            | 9   | 11  | 8   | 6   |                     |
| Clerks, First ..                                                                   | Number: 1            | 1   | 2   | 1   | ..  | 5                   |                                                        | Salary: £275         | 260 | 245 | 230 | 220 |                     |
|                                                                                    | Salary: £405         | 360 | 345 | 215 | ..  |                     |                                                        | Number: 4            | 4   | 2   | 1   | 1   |                     |
| Clerks in Charge ..                                                                | Number: 1            | 1   | 1   | 2   | 2   | 10                  |                                                        | Salary: £210         | 200 | 190 | 185 | 180 |                     |
|                                                                                    | Salary: £440         | 360 | 290 | 275 | 260 |                     |                                                        | Number: 1            | 2   | ..  | ..  | 77  |                     |
|                                                                                    | Number: 2            | 1   | ..  | ..  | ..  |                     | Draughtsmen, Chief ..                                  | Salary: £150         | 135 | ..  | ..  |     |                     |
|                                                                                    | Salary: £230         | 200 | ..  | ..  | ..  |                     |                                                        | Number: 1            | ..  | ..  | ..  | 1   |                     |
| Clerks, Investment ..                                                              | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                        | Salary: £370         | ..  | ..  | ..  |     |                     |
|                                                                                    | Salary: £360         | ..  | ..  | ..  | ..  |                     | Draughtsmen in Charge ..                               | Number: 1            | ..  | ..  | ..  | 1   |                     |
| Clerks of Magistrates' Courts, &c. ..                                              | Number: 3            | 2   | 3   | 1   | 3   | 1                   |                                                        | Salary: £360         | ..  | ..  | ..  |     |                     |
|                                                                                    | Salary: £460         | 405 | 370 | 360 | 345 |                     | Draughtsmen and Chief Clerks ..                        | Number: 1            | ..  | ..  | ..  | 1   |                     |
|                                                                                    | Number: 4            | 1   | 1   | 4   | 1   |                     |                                                        | Salary: £320         | ..  | ..  | ..  |     |                     |
|                                                                                    | Salary: £315         | 305 | 296 | 290 | 276 |                     | Draughtsmen and Computers ..                           | Number: 2            | 2   | 1   | 1   | 1   |                     |
|                                                                                    | Number: 3            | 9   | 1   | 2   | 5   |                     |                                                        | Salary: £345         | 330 | 290 | 280 | 275 |                     |
|                                                                                    | Salary: £266         | 260 | 256 | 245 | 230 |                     |                                                        | Number: 4            | 1   | 1   | 2   | 3   |                     |
|                                                                                    | Number: 3            | 1   | 5   | 2   | ..  | 54                  |                                                        | Salary: £245         | 230 | 220 | 200 | 190 |                     |
|                                                                                    | Salary: £220         | 200 | 190 | 180 | ..  |                     |                                                        | Number: 2            | 2   | 1   | ..  | 23  |                     |
| Clerks, Second, of Magistrates' Courts, &c. ..                                     | Number: 1            | 2   | 1   | ..  | ..  | 4                   |                                                        | Salary: £180         | 165 | 150 | ..  |     |                     |
|                                                                                    | Salary: £315         | 290 | 275 | ..  | ..  |                     | Draughtsmen and Searchers ..                           | Number: 1            | ..  | ..  | ..  | 1   |                     |
| Clerks, Examining ..                                                               | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                        | Salary: £260         | ..  | ..  | ..  |     |                     |
|                                                                                    | Salary: £260         | ..  | ..  | ..  | ..  |                     | Draughtsmen and Tide Computers ..                      | Number: 1            | 1   | ..  | ..  | 2   |                     |
| Clerk, New-business ..                                                             | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                        | Salary: £260         | 245 | ..  | ..  |     |                     |
|                                                                                    | Salary: £345         | ..  | ..  | ..  | ..  |                     | Draughtsmen, Architectural ..                          | Number: 2            | 1   | 1   | ..  | 4   |                     |
| Clerks, Principal ..                                                               | Number: 1            | 1   | ..  | ..  | ..  | 2                   |                                                        | Salary: £260         | 200 | 155 | ..  |     |                     |
|                                                                                    | Salary: £290         | 260 | ..  | ..  | ..  |                     | Draughtsmen, Clerk ..                                  | Number: 1            | 1   | ..  | ..  | 2   |                     |
| Clerk, Proclamation ..                                                             | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                        | Salary: £230         | 190 | ..  | ..  |     |                     |
|                                                                                    | Salary: £245         | ..  | ..  | ..  | ..  |                     | Draughtsmen, Land Transfer ..                          | Number: 4            | ..  | ..  | ..  | 4   |                     |
| Clerks, Record ..                                                                  | Number: 1            | 2   | 1   | 2   | 2   | 13                  |                                                        | Salary: £345         | ..  | ..  | ..  |     |                     |
|                                                                                    | Salary: £275         | 260 | 245 | 230 | 220 |                     | Draughtsmen, Lithographic ..                           | Number: 1            | ..  | ..  | ..  | 1   |                     |
|                                                                                    | Number: 1            | 3   | 1   | ..  | ..  |                     |                                                        | Salary: £200         | ..  | ..  | ..  |     |                     |
|                                                                                    | Salary: £210         | 200 | 150 | ..  | ..  |                     | Draughtswomen ..                                       | Number: 1            | 1   | ..  | ..  | 2   |                     |
| Clerks, Record and Accounts ..                                                     | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                        | Salary: £180         | 120 | ..  | ..  |     |                     |
|                                                                                    | Salary: £260         | ..  | ..  | ..  | ..  |                     | Draughtswomen and Computers ..                         | Number: 1            | ..  | ..  | ..  | 1   |                     |
| Clerks, Renewals ..                                                                | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                        | Salary: £180         | ..  | ..  | ..  |     |                     |
|                                                                                    | Salary: £315         | ..  | ..  | ..  | ..  |                     | Electoral Officer, Deputy ..                           | Number: 1            | ..  | ..  | ..  | 1   |                     |
| Clerks, Second ..                                                                  | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                        | Salary: £370         | ..  | ..  | ..  |     |                     |
|                                                                                    | Salary: £230         | ..  | ..  | ..  | ..  |                     | Examiners.. ..                                         | Number: 1            | 3   | 2   | 3   | 3   |                     |
| Clerks, Sectional ..                                                               | Number: 1            | 5   | 1   | 2   | 3   | 14                  |                                                        | Salary: £315         | 305 | 290 | 275 | 260 |                     |
|                                                                                    | Salary: £340         | 315 | 305 | 290 | 275 |                     |                                                        | Number: 4            | 1   | 2   | 2   | 2   |                     |
|                                                                                    | Number: 2            | ..  | ..  | ..  | ..  |                     |                                                        | Salary: £245         | 215 | 200 | 190 | 180 |                     |
|                                                                                    | Salary: £260         | ..  | ..  | ..  | ..  |                     |                                                        | Number: 6            | 3   | 3   | 2   | ..  |                     |
| Clerks, Senior ..                                                                  | Number: 2            | 4   | ..  | ..  | ..  | 6                   |                                                        | Salary: £165         | 150 | 135 | 120 | 37  |                     |
|                                                                                    | Salary: £315         | 290 | ..  | ..  | ..  |                     | Examiners, Chief ..                                    | Number: 1            | ..  | ..  | ..  | 1   |                     |
|                                                                                    |                      |     |     |     |     |                     |                                                        | Salary: £305         | ..  | ..  | ..  |     |                     |
|                                                                                    |                      |     |     |     |     |                     | Examiners, Senior ..                                   | Number: 1            | ..  | ..  | ..  | 1   |                     |
|                                                                                    |                      |     |     |     |     |                     |                                                        | Salary: £370         | ..  | ..  | ..  |     |                     |
|                                                                                    |                      |     |     |     |     |                     | Examiners, Office ..                                   | Number: 1            | ..  | ..  | ..  | 1   |                     |
|                                                                                    |                      |     |     |     |     |                     |                                                        | Salary: £425         | ..  | ..  | ..  |     |                     |

TABLE XI.—RETURN OF STAFF, SHOWING DETAILS OF POSITIONS, ETC.—*continued.*

| Positions.                                            | Number and Salaries. |     |     |     |     | Number of Officers. | Positions.                                           | Number and Salaries. |              |     |     |     | Number of Officers. |
|-------------------------------------------------------|----------------------|-----|-----|-----|-----|---------------------|------------------------------------------------------|----------------------|--------------|-----|-----|-----|---------------------|
| CLERICAL DIVISION—continued.                          |                      |     |     |     |     |                     | CLERICAL DIVISION—continued.                         |                      |              |     |     |     |                     |
| Examining Officers ..                                 | Number: 1            | 3   | 4   | 2   | 8   | 54                  | Official Assignees ..                                | Number: 2            | ..           | ..  | ..  | 2   |                     |
|                                                       | Salary: £320         | 305 | 290 | 260 | 245 |                     | Receivers of Land and Income Tax                     | Salary: £460         | ..           | ..  | ..  | 1   |                     |
|                                                       | Number: 9            | 5   | 1   | 14  | 6   |                     | Receivers of Land Revenue and Accountants            | Number: 1            | ..           | ..  | ..  | 11  |                     |
|                                                       | Salary: £230         | 215 | 200 | 190 | 180 |                     |                                                      | Salary: £350         | ..           | ..  | ..  |     |                     |
|                                                       | Number: 1            | ..  | ..  | ..  | ..  |                     | Registrars ..                                        | Number: 1            | 1            | 1   | 1   | 3   |                     |
| Finger-print Expert and Photographer                  | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                      | Salary: £350         | 385          | 345 | 330 | 315 |                     |
| Fire-risk Surveyors ..                                | Number: 1            | 1   | 1   | 2   | ..  | 5                   |                                                      | Number: 1            | 1            | 2   | ..  | ..  |                     |
|                                                       | Salary: £230         | 180 | 165 | 150 | ..  |                     | Registrars, Assistant                                | Salary: £310         | 305          | 230 | ..  | ..  |                     |
| Hardware Experts ..                                   | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                      | Number: 1            | 1            | 1   | 2   | 1   |                     |
|                                                       | Salary: £405         | ..  | ..  | ..  | ..  |                     | Registrars, Deputy ..                                | Salary: £525         | 330          | 275 | 260 | 230 |                     |
| Inspectors ..                                         | Number: 1            | 1   | 1   | 2   | 1   | 8                   |                                                      | Number: 1            | 1            | ..  | ..  | ..  |                     |
|                                                       | Salary: £600         | 405 | 360 | 345 | 330 |                     | Registrars, General ..                               | Salary: £220         | 200          | ..  | ..  | ..  |                     |
|                                                       | Number: 1            | 1   | ..  | ..  | ..  |                     |                                                      | Number: 1            | ..           | ..  | ..  | ..  |                     |
|                                                       | Salary: £315         | 290 | ..  | ..  | ..  |                     | Registrars, Deputy ..                                | Salary: £215         | ..           | ..  | ..  | ..  |                     |
|                                                       | Number: 1            | ..  | ..  | ..  | ..  |                     | Registrars, Deputy ..                                | Number: 1            | 2            | 2   | ..  | ..  |                     |
| Inspectors, Assistant, Departmental Accounts          | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                      | Salary: £345         | 230          | 220 | ..  | ..  |                     |
|                                                       | Salary: £275         | ..  | ..  | ..  | ..  |                     | Registrar-General ..                                 | Number: 1            | ..           | ..  | ..  | ..  |                     |
| Inspectors, Audit ..                                  | Number: 3            | 3   | 5   | 1   | 1   | 14                  |                                                      | Salary: £500         | ..           | ..  | ..  | ..  |                     |
|                                                       | Salary: £475         | 440 | 425 | 360 | 315 |                     | Registrar-General, Deputy, and Chief Clerk           | Number: 1            | ..           | ..  | ..  | ..  |                     |
|                                                       | Number: 1            | ..  | ..  | ..  | ..  |                     |                                                      | Salary: £370         | ..           | ..  | ..  | ..  |                     |
|                                                       | Salary: £305         | ..  | ..  | ..  | ..  |                     | Registrars, Native Land Court, &c.                   | Number: 3            | 1            | 2   | 1   | ..  |                     |
|                                                       | Number: 3            | 1   | 1   | ..  | ..  |                     | Registrars, Supreme Court, and Sheriffs              | Salary: £330         | 315          | 290 | 275 | ..  |                     |
|                                                       | Salary: £260         | 245 | 230 | ..  | ..  | 5                   |                                                      | Number: 1            | 2            | 1   | ..  | ..  |                     |
| Inspectors, District ..                               | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Registrars, Deputy, Supreme Court                    | Salary: £550         | 525          | 475 | ..  | ..  |                     |
|                                                       | Salary: £260         | ..  | ..  | ..  | ..  |                     | Registrars, Deputy, Supreme Court                    | Number: 1            | 1            | 1   | 1   | ..  |                     |
| Inspectors, Sub- ..                                   | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Registrar and Superintendent                         | Salary: £315         | 305          | 290 | 260 | ..  |                     |
|                                                       | Salary: £315         | ..  | ..  | ..  | ..  |                     |                                                      | Number: 1            | ..           | ..  | ..  | ..  |                     |
| Inspectors in Charge                                  | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Registrars, and Registrars of Electors               | Salary: £600         | ..           | ..  | ..  | ..  |                     |
|                                                       | Salary: £245         | ..  | ..  | ..  | ..  |                     | Number: 1                                            | 1                    | ..           | ..  | ..  | 2   |                     |
| Inspectors, Industrial and Special Schools            | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Registrars, Assistant Land, &c.                      | Salary: £371         | 361          | ..  | ..  | ..  |                     |
|                                                       | Salary: £460         | ..  | ..  | ..  | ..  |                     | Number: 1                                            | 2                    | 2            | 1   | ..  | 6   |                     |
| Inspectors, Assistant, Industrial and Special Schools | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Registrars, District Land, &c.                       | Salary: £385         | 345          | 290 | 260 | ..  |                     |
|                                                       | Salary: £315         | ..  | ..  | ..  | ..  |                     | Number: 1                                            | 1                    | 2            | ..  | ..  | 4   |                     |
| Inspector, Deputy Chief, Factories                    | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Shorthand - writers, Typists, and Assistants         | Salary: £460         | 440          | 360 | ..  | ..  |                     |
| Inspectors of Fire Brigades                           | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                      | Number: 1            | ..           | ..  | ..  | ..  |                     |
|                                                       | Salary: £345         | ..  | ..  | ..  | ..  |                     | Salary: £190                                         | ..                   | ..           | ..  | ..  | 1   |                     |
| Inspectors of Kauri-gum and Timber Reserves           | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Salesmen ..                                          | Number: 1            | ..           | ..  | ..  | ..  |                     |
|                                                       | Salary: £400         | ..  | ..  | ..  | ..  |                     |                                                      | Salary: £265         | ..           | ..  | ..  | ..  |                     |
| Inspectors of Offices                                 | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Salesmen, Supervising                                | Number: 1            | ..           | ..  | ..  | ..  |                     |
|                                                       | Salary: £370         | ..  | ..  | ..  | ..  |                     |                                                      | Salary: £315         | ..           | ..  | ..  | ..  |                     |
| Inspectors of Prisons                                 | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Salesmen, Supervising, Assistants to Secretaries ..  | Number: 1            | ..           | ..  | ..  | ..  |                     |
|                                                       | Salary: £575         | ..  | ..  | ..  | ..  |                     |                                                      | Salary: £245         | ..           | ..  | ..  | ..  |                     |
| Interpreters, Native Land Court, &c.                  | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Secretaries ..                                       | Number: 1            | 1            | ..  | ..  | ..  |                     |
| Land Purchase Officers                                | Number: 1            | 1   | ..  | ..  | ..  | 2                   | Secretary and Accountant                             | Salary: £550         | 345          | ..  | ..  | ..  |                     |
|                                                       | Salary: £440         | 345 | ..  | ..  | ..  |                     |                                                      | Number: 1            | ..           | ..  | ..  | ..  |                     |
| Land Sales Clerks and Draughtsmen                     | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Secretaries, Assistant Under-Secretaries, Private .. | Number: 1            | ..           | ..  | ..  | ..  |                     |
|                                                       | Salary: £315         | ..  | ..  | ..  | ..  |                     |                                                      | Salary: £405         | ..           | ..  | ..  | ..  |                     |
| Ledger-keepers ..                                     | Number: 1            | 1   | ..  | ..  | ..  | 2                   |                                                      | Number: 1            | 1            | ..  | ..  | ..  |                     |
|                                                       | Salary: £290         | 190 | ..  | ..  | ..  |                     | Secretaries, Private, Assistant                      | Salary: £550         | 405          | ..  | ..  | ..  |                     |
| Ledger-keepers, Head                                  | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                      | Number: 2            | 1            | 2   | 1   | 1   |                     |
|                                                       | Salary: £370         | ..  | ..  | ..  | ..  |                     | Storekeepers ..                                      | Salary: £425         | 405          | 370 | 290 | 245 |                     |
| Ledger-keepers, General, and Policy-loans Clerk       | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                      | Number: 1            | ..           | ..  | ..  | ..  |                     |
|                                                       | Salary: £315         | ..  | ..  | ..  | ..  |                     | Secretaries, Private, Assistant                      | Salary: £215         | ..           | ..  | ..  | ..  |                     |
| Local Deputy Public Trustees                          | Number: 1            | 2   | ..  | ..  | ..  | 3                   |                                                      | Number: 1            | ..           | ..  | ..  | ..  |                     |
|                                                       | Salary: £600         | 525 | ..  | ..  | ..  |                     | Statistician, Government                             | Salary: £245         | ..           | ..  | ..  | ..  |                     |
| Local Land Officers ..                                | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Storekeepers                                         | Number: 1            | ..           | ..  | ..  | ..  |                     |
|                                                       | Salary: £110         | ..  | ..  | ..  | ..  |                     |                                                      | Salary: £425         | ..           | ..  | ..  | ..  |                     |
| Managers ..                                           | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Storekeepers, District                               | Number: 1            | 1            | 2   | 1   | 1   |                     |
|                                                       | Salary: £315         | ..  | ..  | ..  | ..  |                     |                                                      | Salary: £200         | 190          | ..  | ..  | ..  |                     |
| General Manager, State Coal-mines                     | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Storekeepers, Head ..                                | Number: 1            | 2            | ..  | ..  | ..  |                     |
|                                                       | Salary: £625         | ..  | ..  | ..  | ..  |                     |                                                      | Salary: £260         | 215          | ..  | ..  | ..  |                     |
| Deputy General Managers                               | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Director of Equipment and Stores                     | Number: 1            | ..           | ..  | ..  | ..  |                     |
|                                                       | Salary: £475         | ..  | ..  | ..  | ..  |                     |                                                      | Salary: £525         | ..           | ..  | ..  | ..  |                     |
| Managers, Branch ..                                   | Number: 1            | 1   | 1   | 2   | ..  | 5                   | Assistant Directors of Stores                        | Number: 1            | ..           | ..  | ..  | ..  |                     |
|                                                       | Salary: £425         | 385 | 330 | 275 | ..  |                     | Superintendents ..                                   | Salary: £290         | ..           | ..  | ..  | ..  |                     |
| Managers, District ..                                 | Number: 1            | 2   | 1   | 2   | 1   | 10                  |                                                      | Number: 1            | 1            | ..  | ..  | ..  |                     |
|                                                       | Salary: £500         | 460 | 385 | 360 | 345 |                     | Superintendent, Deputy                               | Salary: £385         | 260          | ..  | ..  | ..  | ..                  |
|                                                       | Number: 2            | 1   | ..  | ..  | ..  |                     |                                                      | Number: 1            | ..           | ..  | ..  | ..  | ..                  |
|                                                       | Salary: £315         | 305 | ..  | ..  | ..  |                     | Supervisors, Assistant Copy                          | Salary: £550         | ..           | ..  | ..  | ..  | ..                  |
|                                                       | Number: 1            | ..  | ..  | ..  | ..  |                     |                                                      | Number: 1            | ..           | ..  | ..  | ..  | ..                  |
| Not allotted (Native Department)                      | Number: 1            | ..  | ..  | ..  | ..  | 1                   | Supervisor, Hansard and Copy                         | Salary: £305         | ..           | ..  | ..  | ..  |                     |
|                                                       | Salary: £400         | ..  | ..  | ..  | ..  |                     |                                                      | Number: 1            | ..           | ..  | ..  | ..  |                     |
| Officers in Charge ..                                 | Number: 1            | 3   | 1   | 2   | 1   | 14                  | Supervisor of New Business, and District Manager     | Salary: £500         | ..           | ..  | ..  | ..  |                     |
|                                                       | Salary: £405         | 385 | 360 | 345 | 330 |                     |                                                      |                      | Number: 1    | ..  | ..  | ..  | ..                  |
|                                                       | Number: 1            | 1   | 3   | 1   | ..  |                     |                                                      |                      | Salary: £765 | ..  | ..  | ..  | ..                  |
|                                                       | Salary: £305         | 290 | 275 | 200 | ..  |                     |                                                      |                      |              |     |     |     |                     |
|                                                       |                      |     |     |     |     |                     |                                                      |                      |              |     |     |     |                     |

TABLE XI.—RETURN OF STAFF, SHOWING DETAILS OF POSITIONS, ETC.—*continued.*

| Positions.                         | Number and Salaries. |      |      |      | Number of Officers. | Positions.                     | Number and Salaries. |       |       |       | Number of Officers. |
|------------------------------------|----------------------|------|------|------|---------------------|--------------------------------|----------------------|-------|-------|-------|---------------------|
| CLERICAL DIVISION—continued.       |                      |      |      |      |                     | GENERAL DIVISION—continued.    |                      |       |       |       |                     |
| Topographers ..                    | Number: 1            | ..   | ..   | ..   | 1                   | Boarding - Inspectors (Acting) | Number: 1            | ..    | ..    | ..    | 1                   |
| Tourist Officer and Resident Agent | Salary: £210         | ..   | ..   | ..   | 1                   | Boatmen, &c. ..                | Salary: £215         | ..    | ..    | ..    | 3                   |
| Typists and Examiners              | Number: 1            | ..   | ..   | ..   | 1                   |                                | Number: 2            | 1     | ..    | ..    | 2                   |
|                                    | Salary: £360         | ..   | ..   | ..   | 1                   | Boilermen, &c. ..              | Salary: £130         | 125   | ..    | ..    | 2                   |
| Valuators ..                       | Number: 1            | ..   | ..   | ..   | 1                   |                                | Number: 1            | 1     | ..    | ..    | 26                  |
|                                    | Salary: £200         | ..   | ..   | ..   | 1                   | Bookbinders ..                 | Salary: £170         | 165   | ..    | ..    | 2                   |
| Valuers, Inspecting ..             | Number: 1            | ..   | ..   | ..   | 1                   |                                | Number: 6            | 1     | 3     | 3     | 10                  |
|                                    | Salary: £440         | ..   | ..   | ..   | 1                   |                                | Salary: £200         | 197   | 192   | 188   | 185                 |
| Warehouse-keepers ..               | Number: 1            | ..   | ..   | ..   | 1                   |                                | Number: 3            | ..    | ..    | ..    | 2                   |
|                                    | Salary: £315         | ..   | ..   | ..   | 4                   | Book-finishers ..              | Salary: £180         | ..    | ..    | ..    | 2                   |
|                                    | Number: 2            | 1    | 1    | ..   |                     |                                | Number: 1            | 1     | ..    | ..    | 1                   |
|                                    | Salary: £260         | 245  | 215  | ..   |                     | Bricklayers ..                 | Salary: £208         | 180   | ..    | ..    | 1                   |
| GENERAL DIVISION.                  |                      |      |      |      |                     |                                | Number: 1            | ..    | ..    | ..    | 1                   |
| Attendants ..                      | Number: 1            | 1    | 1    | 1    | 4                   | Caretakers, &c. ..             | Salary: £188         | ..    | ..    | ..    | 25                  |
|                                    | Salary: £205         | 200  | 190  | 180  | 170                 |                                | Number: 3            | 1     | 2     | 1     | 1                   |
|                                    | Number: 1            | 1    | 5    | 3    | 2                   |                                | Salary: £195         | 170   | 165   | 160   | 156                 |
|                                    | Salary: £165         | 162  | 160  | 155  | 150                 |                                | Number: 1            | 3     | 6     | 1     | 1                   |
|                                    | Number: 5            | 33   | 2    | 11   | 7                   |                                | Salary: £155         | 150   | 145   | 135   | 130                 |
|                                    | Salary: £145         | 140  | 137½ | 135  | 130                 |                                | Number: 1            | 1     | 3     | ..    | ..                  |
|                                    | Number: 12           | 2    | 15   | 1    | ..                  | Carpenters ..                  | Salary: £125         | 110   | 100   | ..    | 11                  |
|                                    | Salary: £125         | 122½ | 120  | 117½ | ..                  |                                | Number: 1            | 1     | 2     | 7     | 5                   |
|                                    | Number: 30           | 5    | 33   | 6    | ..                  | Carpenters, Foremen            | Salary: £190         | 180   | 173   | 170   | ..                  |
|                                    | Salary: £115         | 112½ | 110  | 107½ | ..                  |                                | Number: 1            | 1     | 2     | 1     | 3                   |
|                                    | Number: 14           | 3    | 20   | 2    | 46                  | Carpenters, Leading            | Salary: £208         | 200   | 195   | 165   | ..                  |
|                                    | Salary: £105         | 102½ | 100  | 97½  | 95                  |                                | Number: 2            | 1     | ..    | ..    | 22                  |
|                                    | Number: 1            | 38   | 79   | 3    | 3                   | Carpenters and Joiners         | Salary: £190         | 180   | ..    | ..    | 1                   |
|                                    | Salary: £94          | 90   | 85   | 80   | 75                  |                                | Number: 9            | 13    | ..    | ..    | 8                   |
|                                    | Number: 10           | 4    | 15   | 4    | 1                   | Carters ..                     | Salary: £185         | 180   | ..    | ..    | 2                   |
|                                    | Salary: £70          | 65   | 60   | 55   | 50                  |                                | Number: 1            | ..    | ..    | ..    | 8                   |
| Apiary Instructors ..              | Number: 1            | 2    | 1    | ..   | ..                  | Chainmen ..                    | Salary: £141         | ..    | ..    | ..    | 8                   |
|                                    | Salary: £200         | 190  | 180  | ..   | 4                   |                                | Number: 7            | 1     | ..    | ..    | 2                   |
| Apprentices ..                     | Number: 1            | 3    | 2    | 1    | 1                   | Chainmen, Head ..              | Salary: £160         | 150   | ..    | ..    | 2                   |
|                                    | Salary: £100         | 84½  | 78   | 71½  | 65                  |                                | Number: 2            | ..    | ..    | ..    | 79                  |
|                                    | Number: 1            | 1    | 1    | 2    | ..                  | Charwomen ..                   | Salary: £175         | ..    | ..    | ..    | 3                   |
|                                    | Salary: £52          | 5/6* | 4/*  | 3/*  | ..                  |                                | Number: 1            | 1     | 65    | 2     | ..                  |
| Arms-cleaners ..                   | Number: 1            | 3    | ..   | ..   | 4                   |                                | Salary: 36/6†        | 35/-† | 31/6† | 28/-† | ..                  |
|                                    | Salary: £170         | 160  | ..   | ..   | 13                  |                                | Number: 1            | 2     | 1     | 1     | ..                  |
| Assistants ..                      | Number: 1            | 2    | 3    | 3    | 1                   |                                | Salary: 25/-†        | 20/-† | 10/-† | 5/-†  | ..                  |
|                                    | Salary: £225         | 196  | 190  | 180  | 172                 |                                | Number: 1            | 1     | 1     | 1     | ..                  |
|                                    | Number: 5            | 2    | 4    | 1    | 1                   |                                | Salary: £5†          | 47/6† | 43/4† | 25/-† | ..                  |
|                                    | Salary: £170         | 160  | 156  | 153  | 152                 | Charwomen, Fore-               | Number: 1            | 1     | 1     | ..    | ..                  |
|                                    | Number: 2            | 1    | 1    | 1    | 1                   | women                          | Salary: £90          | 85    | 80    | ..    | ..                  |
|                                    | Salary: £150         | 145  | 135  | 132  | 130                 | Chimney-sweeps, &c.            | Number: 1            | ..    | ..    | ..    | 1                   |
|                                    | Number: 1            | 1    | 2    | 1    | 1                   |                                | Salary: £160         | ..    | ..    | ..    | 5                   |
|                                    | Salary: £125         | 122½ | 120  | 118  | 104                 | Cleaners ..                    | Number: 2            | 1     | 1     | 1     | ..                  |
|                                    | Number: 2            | 1    | 6    | 1    | 3                   |                                | Salary: £170         | 165   | 155   | 130   | ..                  |
|                                    | Salary: £101         | 97½  | 95   | 91   | 85                  | Clerks and Typists ..          | Number: 1            | ..    | ..    | ..    | 1                   |
|                                    | Number: 1            | 1    | 1    | 3    | 1                   |                                | Salary: £144         | ..    | ..    | ..    | 56                  |
|                                    | Salary: £78          | 75   | 62   | 60   | 55                  | Compositors ..                 | Number: 1            | 9     | 3     | 3     | 4                   |
|                                    | Number: 1            | ..   | ..   | ..   | ..                  |                                | Salary: £210         | 200   | 199   | 196   | 195                 |
|                                    | Salary: £13          | ..   | ..   | ..   | ..                  |                                | Number: 25           | 1     | 1     | 6     | 2                   |
| Assistant Teachers ..              | Number: 1            | 1    | 2    | 1    | 1                   |                                | Salary: £191         | 190   | 185   | 180   | 175                 |
|                                    | Salary: £310         | 270  | 240  | 210  | 180                 |                                | Number: 2            | ..    | ..    | ..    | 57                  |
|                                    | Number: 1            | 2    | 1    | 3    | 3                   |                                | Salary: piecework    | ..    | ..    | ..    | 1                   |
|                                    | Salary: £160         | 140  | 130  | 120  | 110                 | Conservator of Fish and Game   | Number: 1            | ..    | ..    | ..    | 14                  |
| Bailiffs ..                        | Number: 1            | 1    | 16   | 1    | 1                   |                                | Salary: £330         | ..    | ..    | ..    | 6                   |
|                                    | Salary: £195         | 190  | 180  | 175  | 160                 | Cooks ..                       | Number: 1            | 1     | 1     | 1     | 1                   |
|                                    | Number: 4            | 2    | 4    | 1    | 1                   |                                | Salary: £155         | 140   | 135   | 130   | 85                  |
|                                    | Salary: £155         | 150  | 145  | 130  | 125                 |                                | Number: 2            | 1     | 2     | 1     | 2                   |
| Bailiffs, Chief ..                 | Number: 3            | 1    | ..   | ..   | ..                  |                                | Salary: 80           | 75    | 70    | 65    | 60                  |
|                                    | Salary: £220         | 210  | ..   | ..   | ..                  | Cottage-home Keepers           | Number: 4            | 2     | ..    | ..    | 5                   |
| Bakers ..                          | Number: 1            | 1    | 1    | ..   | ..                  |                                | Salary: £20          | 10    | ..    | ..    | 5                   |
|                                    | Salary: £180         | 170  | 130  | ..   | ..                  | Criers, &c... ..               | Number: 4            | 1     | ..    | ..    | 22                  |
| Baths Mechanics ..                 | Number: 1            | ..   | ..   | ..   | ..                  |                                | Salary: £200         | 180   | ..    | ..    | 6                   |
| Bee-keepers ..                     | Number: 1            | ..   | ..   | ..   | ..                  | Crown Lands Rangers, &c.       | Number: 4            | 1     | 1     | 6     | 5                   |
|                                    | Salary: £115         | ..   | ..   | ..   | ..                  |                                | Salary: £320         | 290   | 280   | 260   | 250                 |
| Binders ..                         | Number: 1            | ..   | ..   | ..   | ..                  |                                | Number: 1            | 1     | 1     | 1     | 1                   |
|                                    | Salary: £208         | ..   | ..   | ..   | ..                  | Crown Lands Timber Experts     | Salary: £240         | 220   | 210   | 200   | 190                 |
| Binders, Foremen ..                | Number: 1            | ..   | ..   | ..   | ..                  |                                | Number: 1            | 1     | 1     | 3     | ..                  |
|                                    | Salary: £240         | ..   | ..   | ..   | ..                  | Custodians, &c. ..             | Salary: £320         | 310   | 300   | 260   | ..                  |
| Binding-storekeepers               | Number: 1            | ..   | ..   | ..   | ..                  |                                | Number: 1            | 1     | 1     | 2     | 1                   |
|                                    | Salary: £218         | ..   | ..   | ..   | ..                  |                                | Salary: £275         | 260   | 240   | 180   | 182                 |
| Blacksmiths ..                     | Number: 7            | 2    | ..   | ..   | ..                  |                                | Number: 1            | 2     | 1     | ..    | 10                  |
|                                    | Salary: £170         | 165  | ..   | ..   | ..                  |                                | Salary: £170         | 150   | 120   | ..    | 2                   |
| Blacksmiths, Foremen               | Number: 1            | ..   | ..   | ..   | ..                  | Cutters ..                     | Number: 1            | 1     | ..    | ..    | 1                   |
|                                    | Salary: £190         | ..   | ..   | ..   | ..                  |                                | Salary: £200         | 72    | ..    | ..    | 1                   |
|                                    |                      |      |      |      |                     | Dairy Herdsmen ..              | Number: 1            | ..    | ..    | ..    | 1                   |
|                                    |                      |      |      |      |                     |                                | Salary: £125         | ..    | ..    | ..    | 1                   |

\* Per diem.

† Per week.

‡ Per month.

TABLE XI.—RETURN OF STAFF, SHOWING DETAILS OF POSITIONS, ETC.—*continued.*

| Positions.                     | Number and Salaries. |     |     |     |     | Number of Officers. | Positions.                                                  | Number and Salaries. |     |     |     |     | Number of Officers. |
|--------------------------------|----------------------|-----|-----|-----|-----|---------------------|-------------------------------------------------------------|----------------------|-----|-----|-----|-----|---------------------|
| GENERAL DIVISION—continued.    |                      |     |     |     |     |                     | GENERAL DIVISION—continued.                                 |                      |     |     |     |     |                     |
| Dairy Instructors and Graders  | Number: 2            | 6   | 1   | 3   | 3   | 19                  | Gaugers ..                                                  | Number: 1            | 1   | 1   | 3   | ..  | 6                   |
|                                | Salary: £350         | 345 | 340 | 325 | 290 |                     | General Hands ..                                            | Salary: £200         | 185 | 180 | 160 | ..  | 1                   |
|                                | Number: 4            | ..  | ..  | ..  | ..  |                     |                                                             | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
| Dairy-produce Graders          | Salary: £260         | ..  | ..  | ..  | ..  | 4                   | General Servants ..                                         | Salary: £70          | ..  | ..  | ..  | ..  | 1                   |
| Despatchers ..                 | Number: 2            | 1   | 1   | ..  | ..  | 1                   |                                                             | Number: 1            | 1   | ..  | ..  | ..  | 2                   |
|                                | Salary: £325         | 300 | 295 | ..  | ..  |                     | Girls' Superintendents                                      | Salary: £40          | 33  | ..  | ..  | ..  | 1                   |
|                                | Number: 1            | ..  | ..  | ..  | ..  |                     |                                                             | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
| Diamond Drillers ..            | Salary: £140         | ..  | ..  | ..  | ..  | 2                   | Guards ..                                                   | Salary: £190         | ..  | ..  | ..  | ..  | 1                   |
|                                | Number: 1            | 1   | ..  | ..  | ..  |                     |                                                             | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                | Salary: £275         | 255 | ..  | ..  | ..  |                     | Guides ..                                                   | Salary: £150         | ..  | ..  | ..  | ..  | 2                   |
| Director, Schools for Deaf     | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                             | Number: 2            | ..  | ..  | ..  | ..  | 2                   |
| Dormitory-maids, &c.           | Salary: £500         | ..  | ..  | ..  | ..  | 1                   | Guides, Chief ..                                            | Salary: £150         | ..  | ..  | ..  | ..  | 1                   |
|                                | Number: 1            | ..  | ..  | ..  | ..  |                     |                                                             | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                | Salary: £60          | ..  | ..  | ..  | ..  |                     | Handymen ..                                                 | Salary: £220         | ..  | ..  | ..  | ..  | 1                   |
| Drainlayers ..                 | Number: 1            | ..  | ..  | ..  | ..  | 1                   |                                                             | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                | Salary: £160         | ..  | ..  | ..  | ..  |                     | Harbourmasters, &c.                                         | Salary: £160         | ..  | ..  | ..  | ..  | 1                   |
| Draughtsmen ..                 | Number: 2            | ..  | ..  | ..  | ..  |                     |                                                             | Number: 2            | 1   | ..  | ..  | ..  | 3                   |
| Draughtswomen ..               | Salary: £210         | ..  | ..  | ..  | ..  | 1                   |                                                             | Salary: £295         | 285 | ..  | ..  | ..  | 3                   |
|                                | Number: 1            | ..  | ..  | ..  | ..  |                     | Helio-printer ..                                            | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                | Salary: £150         | ..  | ..  | ..  | ..  |                     |                                                             | Salary: £175         | ..  | ..  | ..  | ..  | 1                   |
| Electrical Instructors         | Number: 1            | 1   | ..  | ..  | ..  | 2                   | Hemp-graders ..                                             | Number: 2            | 1   | 2   | ..  | ..  | 5                   |
| Electricians ..                | Salary: £260         | 220 | ..  | ..  | ..  | 4                   |                                                             | Salary: £300         | 295 | 270 | ..  | ..  | 5                   |
|                                | Number: 1            | 1   | 1   | 1   | ..  |                     | Hemp-grader, Chief                                          | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                | Salary: £205         | 195 | 175 | 156 | ..  |                     |                                                             | Salary: £350         | ..  | ..  | ..  | ..  | 1                   |
| Electric Linemen ..            | Number: 1            | 1   | ..  | ..  | ..  | 2                   | Housekeepers ..                                             | Number: 2            | 2   | 1   | 1   | 1   | 7                   |
|                                | Salary: £170         | 141 | ..  | ..  | ..  |                     |                                                             | Salary: £100         | 60  | 55  | 52  | 50  |                     |
|                                | Number: 1            | ..  | ..  | ..  | ..  |                     | Housemaids ..                                               | Number: 5            | ..  | ..  | ..  | ..  | 5                   |
| Electrotypers and Stereotypers | Salary: £180         | ..  | ..  | ..  | ..  | 1                   |                                                             | Salary: £50          | ..  | ..  | ..  | ..  | 5                   |
| Engine-drivers ..              | Number: 1            | 1   | 2   | 7   | 1   |                     | In charge of Women's Employment Bureaux                     | Number: 3            | 1   | ..  | ..  | ..  | 4                   |
|                                | Salary: £200         | 188 | 180 | 175 | 135 |                     |                                                             | Salary: £175         | 160 | ..  | ..  | ..  | 4                   |
| Engineers ..                   | Number: 1            | 1   | 1   | 1   | 2   | 10                  | Inspectors and Teachers of Physical Training                | Number: 9            | ..  | ..  | ..  | ..  | 9                   |
|                                | Salary: £300         | 270 | 250 | 230 | 220 |                     |                                                             | Salary: £210         | ..  | ..  | ..  | ..  |                     |
|                                | Number: 1            | 1   | 1   | 1   | ..  |                     | Inspectors of Factories                                     | Number: 1            | 1   | 2   | 1   | 1   |                     |
|                                | Salary: £215         | 200 | 155 | 150 | ..  | 2                   |                                                             | Salary: £255         | 245 | 235 | 230 | 220 |                     |
| Engine-wrights ..              | Number: 1            | 1   | ..  | ..  | ..  |                     |                                                             | Number: 1            | 4   | 1   | ..  | ..  | 12                  |
|                                | Salary: £260         | 245 | ..  | ..  | ..  |                     |                                                             | Salary: £200         | 185 | 175 | ..  | ..  |                     |
| Farm Hands ..                  | Number: 1            | 3   | 2   | 2   | 2   | 11                  | Inspectors of Factories and Scaffolding                     | Number: 1            | 3   | 1   | 2   | ..  | 7                   |
|                                | Salary: £150         | 140 | 135 | 80  | 70  |                     | Inspectors, Fields ..                                       | Salary: £255         | 220 | 200 | 185 | ..  |                     |
|                                | Number: 1            | ..  | ..  | ..  | ..  |                     |                                                             | Number: 1            | 7   | 3   | 2   | 5   |                     |
| Farm-managers ..               | Salary: £32          | ..  | ..  | ..  | ..  | 10                  |                                                             | Salary: £330         | 310 | 300 | 280 | 270 |                     |
|                                | Number: 1            | 1   | 1   | 2   | 4   |                     |                                                             | Number: 1            | 7   | 11  | 13  | 3   |                     |
|                                | Salary: £280         | 270 | 230 | 220 | 150 |                     |                                                             | Salary: £260         | 240 | 230 | 220 | 210 |                     |
|                                | Number: 1            | ..  | ..  | ..  | ..  | 4                   |                                                             | Number: 6            | 6   | ..  | ..  | ..  | 65                  |
|                                | Salary: £135         | ..  | ..  | ..  | ..  |                     | Inspectors of Fisheries                                     | Number: 1            | 1   | 180 | ..  | ..  |                     |
| Farm-managers' Assistants      | Number: 1            | 1   | 1   | 1   | ..  |                     |                                                             | Number: 2            | ..  | ..  | ..  | ..  | 2                   |
| Farm Mechanics ..              | Salary: £200         | 180 | 170 | 160 | ..  | 3                   |                                                             | Salary: £200         | ..  | ..  | ..  | ..  |                     |
|                                | Number: 2            | 1   | ..  | ..  | ..  |                     | Inspectors, Fruit ..                                        | Number: 1            | 1   | 1   | ..  | ..  | 3                   |
|                                | Salary: £165         | 150 | ..  | ..  | ..  |                     |                                                             | Salary: £220         | 200 | 190 | ..  | ..  |                     |
| Farm Overseers ..              | Number: 1            | 2   | 2   | 1   | ..  | 6                   |                                                             | Number: 1            | 1   | ..  | ..  | ..  | 1                   |
|                                | Salary: £190         | 175 | 135 | 120 | ..  |                     | Inspectors of Hospitals, &c., Assistant                     | Salary: £240         | ..  | ..  | ..  | ..  |                     |
|                                | Number: 1            | 1   | ..  | ..  | ..  |                     | Inspectors, Meat ..                                         | Number: 1            | 4   | 9   | 6   | 1   |                     |
| Fields Instructors ..          | Salary: £300         | 290 | ..  | ..  | ..  | 2                   |                                                             | Salary: £250         | 220 | 210 | 200 | 195 |                     |
|                                | Number: 1            | 1   | ..  | ..  | ..  |                     |                                                             | Number: 6            | 1   | 3   | 1   | 7   |                     |
| Fields Instructors, Assistant  | Salary: £185         | 170 | ..  | ..  | ..  |                     |                                                             | Salary: £180         | 175 | 170 | 165 | 160 |                     |
| Fields Supervisors ..          | Number: 3            | 1   | ..  | ..  | ..  | 4                   |                                                             | Number: 8            | ..  | ..  | ..  | ..  | 47                  |
|                                | Salary: £350         | 320 | ..  | ..  | ..  |                     | Inspectors, Meat, Assistant                                 | Salary: £150         | ..  | ..  | ..  | ..  |                     |
|                                | Number: 1            | 1   | ..  | ..  | ..  |                     |                                                             | Number: 1            | 1   | 2   | 4   | 4   | 12                  |
| Firemen ..                     | Salary: £150         | 145 | ..  | ..  | ..  | 2                   | Inspectors of Scaffolding                                   | Salary: £200         | 190 | 180 | 170 | 160 |                     |
|                                | Number: 1            | ..  | ..  | ..  | ..  |                     |                                                             | Number: 4            | 1   | ..  | ..  | ..  | 5                   |
| Fishermen ..                   | Salary: £125         | ..  | ..  | ..  | ..  |                     | Inspectors of Stock ..                                      | Salary: £220         | 185 | ..  | ..  | ..  |                     |
| Folders, &c. ..                | Number: 8            | 7   | 3   | 3   | 8   | 31                  |                                                             | Number: 9            | 1   | 6   | 1   | 2   |                     |
|                                | Salary: 104          | 101 | 95  | 85  | 78  |                     |                                                             | Salary: £310         | 305 | 300 | 295 | 290 |                     |
|                                | Number: 2            | ..  | ..  | ..  | ..  |                     |                                                             | Number: 3            | 2   | 2   | 2   | 1   | 29                  |
|                                | Salary: £71½         | ..  | ..  | ..  | ..  | 4                   |                                                             | Salary: £285         | 280 | 270 | 250 | 240 |                     |
| Foremen ..                     | Number: 1            | 1   | 1   | 1   | ..  |                     | Inspectors of Stock, Assistant                              | Number: 7            | 1   | ..  | ..  | ..  | 8                   |
|                                | Salary: £200         | 195 | 175 | 173 | ..  |                     | Inspectors of Works                                         | Salary: £220         | 200 | ..  | ..  | ..  |                     |
| Forewomen, Sub-                | Number: 2            | ..  | ..  | ..  | ..  | 1                   |                                                             | Number: 2            | 3   | 2   | ..  | ..  | 7                   |
|                                | Salary: £130         | ..  | ..  | ..  | ..  |                     |                                                             | Salary: £300         | 270 | 260 | ..  | ..  |                     |
| Gangers ..                     | Number: 1            | ..  | ..  | ..  | ..  |                     | Instructor and Demonstrator in Mechanical Office-appliances | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
| Gaolers ..                     | Salary: £160         | ..  | ..  | ..  | ..  | 7                   |                                                             | Salary: £260         | ..  | ..  | ..  | ..  |                     |
|                                | Number: 1            | 2   | 1   | 1   | 1   |                     | Keystone Drillers ..                                        | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                | Salary: £425         | 390 | 360 | 350 | 300 |                     |                                                             | Salary: £270         | ..  | ..  | ..  | ..  |                     |
|                                | Number: 1            | ..  | ..  | ..  | ..  | 27                  | Kitchenmaids ..                                             | Number: 1            | ..  | ..  | ..  | ..  | 1                   |
|                                | Salary: £250         | ..  | ..  | ..  | ..  |                     |                                                             | Salary: £52          | ..  | ..  | ..  | ..  |                     |
| Gardeners ..                   | Number: 4            | 5   | 7   | 1   | 1   |                     | Labourers ..                                                | Number: 6            | 4   | 1   | ..  | ..  | 11                  |
|                                | Salary: £155         | 150 | 146 | 145 | 126 | 5                   |                                                             | Salary: £141         | 140 | 135 | ..  | ..  |                     |
|                                | Number: 5            | 1   | 2   | 1   | ..  |                     |                                                             |                      |     |     |     |     |                     |
|                                | Salary: £125         | 115 | 110 | 60  | ..  |                     |                                                             |                      |     |     |     |     |                     |
| Gardeners, Head ..             | Number: 1            | 2   | 2   | ..  | ..  |                     |                                                             |                      |     |     |     |     |                     |
|                                | Salary: £210         | 200 | 190 | ..  | ..  |                     |                                                             |                      |     |     |     |     |                     |



TABLE XI.—RETURN OF STAFF, SHOWING DETAILS OF POSITIONS, ETC.—*continued.*

| Positions.                                   | Number and Salaries.                                 | Number of Officers. | Positions.                                                            | Number and Salaries.                                 | Number of Officers. |
|----------------------------------------------|------------------------------------------------------|---------------------|-----------------------------------------------------------------------|------------------------------------------------------|---------------------|
| GENERAL DIVISION— <i>continued.</i>          |                                                      |                     | GENERAL DIVISION— <i>continued.</i>                                   |                                                      |                     |
| Labourers, Skilled ..                        | Number: 1 .. .. .<br>Salary: £160                    | 1                   | Messengers ..                                                         | Number: 1 1 1 1 18<br>Salary: £185 181 180 173 170   | 61                  |
| Ladyhelps ..                                 | Number: 1 .. .. .<br>Salary: £55                     | 1                   |                                                                       | Number: 6 8 10 2 10<br>Salary: £165 155 150 145 140  |                     |
| Launch-masters ..                            | Number: 1 .. .. .<br>Salary: £160                    | 1                   |                                                                       | Number: 1 1 1 .. ..                                  |                     |
| Launch-masters and Guides ..                 | Number: 1 .. .. .<br>Salary: £215                    | 1                   | Messengers, &c. ..                                                    | Number: 1 1 1 1 ..                                   | 4                   |
| Launch Engineers ..                          | Number: 1 .. .. .<br>Salary: £175                    | 1                   | Messengers, Head ..                                                   | Number: 1 .. .. .<br>Salary: £220                    | 1                   |
| Laundresses ..                               | Number: 1 3 1 4 1 1<br>Salary: £85 80 75 65 60 55    | 11                  | Messengers, Senior ..                                                 | Number: 1 1 .. .. .<br>Salary: £200 190              | 2                   |
| Laundresses, Head ..                         | Number: 1 .. .. .<br>Salary: £105                    | 1                   | Messengers, Motor-bicycle ..                                          | Number: 2 1 .. .. .<br>Salary: £100 90               | 3                   |
| Librarians and Messengers ..                 | Number: 1 .. .. .<br>Salary: £210                    | 1                   | Milk-testers ..                                                       | Number: 3 .. .. .<br>Salary: £210                    | 3                   |
| Lift-attendants ..                           | Number: 1 1 4 .. .. .<br>Salary: £140 100 90         | 6                   | Native-school Teachers ..                                             | Number: 241<br>Salary: £111/4/6 (average salary)     | 241                 |
| Lighthouse Experts ..                        | Number: 1 .. .. .<br>Salary: £280                    | 1                   | Navvy Drivers ..                                                      | Number: 1 .. .. .<br>Salary: 12/6 per day            | 1                   |
| Lightkeepers ..                              | Number: 1 .. .. .<br>Salary: £100                    | 1                   | Night-watchmen ..                                                     | Number: 10 2 1 3 2<br>Salary: £170 174 173 155 165   | 32                  |
| Lightkeepers, Assistant ..                   | Number: 18 4 1 5 8<br>Salary: £130 125 120 115 110   | 43                  | Nurses ..                                                             | Number: 10 3 1 .. .. .<br>Salary: £150 140 130       |                     |
| Lightkeepers, Principal ..                   | Number: 7 .. .. .<br>Salary: £105                    | 32                  |                                                                       | Number: 2 21 13 2 2 7<br>Salary: £85 80 75 70 67½ 65 | 210                 |
| Lightkeepers, Probationary ..                | Number: 17 6 2 1 1<br>Salary: £180 170 165 160 155   | 6                   | District Nurses to Natives ..                                         | Number: 15 17 1 127 2<br>Salary: £62½ 60 57½ 55 52½  | 14                  |
| Lithographers, Foremen ..                    | Number: 1 4 .. .. .<br>Salary: £150 145              | 1                   | Superintending District Nurse and Assistant Inspector of Hospitals .. | Number: 1 .. .. .<br>Salary: £210                    | 1                   |
| Litho. Printer ..                            | Number: 6 .. .. .<br>Salary: £100                    | 5                   | Visiting Nurses, Infant-life Protection ..                            | Number: 4 1 .. .. .<br>Salary: £160 150              | 5                   |
| Litho. Stone-grinder ..                      | Number: 1 .. .. .<br>Salary: £205                    | 2                   | Nurserymen ..                                                         | Number: 2 1 .. .. .<br>Salary: £220 150              | 3                   |
| Loading-superintendent ..                    | Number: 2 .. .. .<br>Salary: £160                    | 1                   | Nurserymen, Superintending ..                                         | Number: 2 .. .. .<br>Salary: £325                    | 2                   |
| Lockers ..                                   | Number: 1 1 1 24 .. .. .<br>Salary: £220 200 190 180 | 27                  | Nursery Foremen ..                                                    | Number: 1 1 .. .. .<br>Salary: £220 160              | 2                   |
| Lockers and Searchers ..                     | Number: 1 .. .. .<br>Salary: £200                    | 1                   | Officer in Charge Government Buildings, &c. ..                        | Number: 1 .. .. .<br>Salary: £290                    | 1                   |
| Locksmiths ..                                | Number: 1 .. .. .<br>Salary: £170                    | 2                   | Officer in Charge Typists & Machines ..                               | Number: 1 .. .. .<br>Salary: £180                    | 1                   |
| Machine-feeders ..                           | Number: 1 1 .. .. .<br>Salary: £91 78                | 34                  | Office-cleaners ..                                                    | Number: 1 1 .. .. .<br>Salary: £170 150              | 2                   |
| Machinists ..                                | Number: 2 1 1 1 1<br>Salary: £210 198 197 196 191    | 4                   | Office-keepers ..                                                     | Number: 1 .. .. .<br>Salary: £210                    | 1                   |
| Machinists (Mechanical Office-appliances) .. | Number: 19 5 4 .. .. .<br>Salary: £185 180 175       | 4                   | Official Correspondents ..                                            | Number: 1 .. .. .<br>Salary: £100                    | 1                   |
| Magazine-keepers ..                          | Number: 2 1 1 .. .. .<br>Salary: £120 108 84         | 4                   | Operators ..                                                          | Number: 1 .. .. .<br>Salary: £210 205 200            | 13                  |
| Managers, Hostel ..                          | Number: 1 3 .. .. .<br>Salary: £190 170              | 2                   | Orchard and Garden Overseers ..                                       | Number: 1 .. .. .<br>Salary: £150                    | 1                   |
| Managers, Receiving-home ..                  | Number: 1 1 .. .. .<br>Salary: £155 145              | 2                   | Orchard Instructors ..                                                | Number: 3 4 2 2 3<br>Salary: £250 230 220 210 190    | 16                  |
| Managers, Industrial or Special Schools ..   | Number: 1 2 1 1 1<br>Salary: £220 250 210 200 145    | 1                   | Orchardists ..                                                        | Number: 2 .. .. .<br>Salary: £200                    | 1                   |
| Managers, Salmon-station ..                  | Number: 1 .. .. .<br>Salary: £220                    | 2                   | Overseers ..                                                          | Number: 1 .. .. .<br>Salary: £120                    | 1                   |
| Managers of Water-races ..                   | Number: 1 1 .. .. .<br>Salary: £325 265              | 1                   |                                                                       | Number: 1 1 2 1 1<br>Salary: £375 350 320 310 280    |                     |
| Map-mounters ..                              | Number: 1 .. .. .<br>Salary: £180                    | 1                   |                                                                       | Number: 29 2 1 18 5<br>Salary: £250 245 240 235 220  |                     |
| Masseurs, &c. ..                             | Number: 1 .. .. .<br>Salary: £234                    | 2                   |                                                                       | Number: 6 14 16 1 5<br>Salary: £210 200 190 182 180  |                     |
| Masseuses, &c. ..                            | Number: 1 1 .. .. .<br>Salary: £192 176              | 2                   |                                                                       | Number: 3 1 .. .. .<br>Salary: £170 160              | 107                 |
| Matrons ..                                   | Number: 2 1 1 2 2<br>Salary: £170 165 160 150 149    | 26                  | Packers ..                                                            | Number: 1 1 .. .. .<br>Salary: £175 160              | 2                   |
|                                              | Number: 4 1 1 2 7<br>Salary: £145 135 120 115 100    |                     | Painters ..                                                           | Number: 2 1 2 1 .. .. .<br>Salary: £170 165 160 156  | 6                   |
|                                              | Number: 1 1 1 .. .. .<br>Salary: £95 90 85           |                     | Painters, Foremen ..                                                  | Number: 1 .. .. .<br>Salary: £210                    | 1                   |
| Matrons, Sub- ..                             | Number: 1 2 2 1 3<br>Salary: £120 110 100 90 80      | 10                  | Paper-cutters ..                                                      | Number: 1 1 1 1 .. .. .<br>Salary: £171 162 161 160  | 4                   |
|                                              | Number: 1 .. .. .<br>Salary: £70                     | 5                   | Paper-cutters, Foremen ..                                             | Number: 1 .. .. .<br>Salary: £185                    | 1                   |
| Matrons, Assistant ..                        | Number: 1 1 1 2 .. .. .<br>Salary: £129 95 90 85     | 1                   | Paper-rulers ..                                                       | Number: 1 2 1 .. .. .<br>Salary: £188 185 180        | 4                   |
| Mechanical Experts, Typesetting-machines ..  | Number: 1 .. .. .<br>Salary: £280                    | 1                   | Paper-rulers, Foremen ..                                              | Number: 1 .. .. .<br>Salary: £208                    | 1                   |

TABLE XI.—RETURN OF STAFF, SHOWING DETAILS OF POSITIONS, ETC.—*continued.*

| Positions.                              | Number and Salaries. |             |     |     |     | Number of Officers. | Positions.                            | Number and Salaries. |             |     |     |     | Number of Officers. |
|-----------------------------------------|----------------------|-------------|-----|-----|-----|---------------------|---------------------------------------|----------------------|-------------|-----|-----|-----|---------------------|
| GENERAL DIVISION—continued.             |                      |             |     |     |     |                     | GENERAL DIVISION—continued.           |                      |             |     |     |     |                     |
| Photographers ..                        | Number: 1            | 2           | 1   | 1   | ..  | 5                   | Stamp-printers, &c...                 | Number: 2            | 2           | ..  | ..  | 4   |                     |
|                                         | Salary: £300         | 220         | 215 | 165 |     |                     |                                       | Salary: £210         | 188         |     |     |     |                     |
| Plantation Foremen                      | Number: 2            | 1           | 1   | 1   | 5   |                     | Stereotypers ..                       | Number: 1            | ..          | ..  | ..  | 1   |                     |
|                                         | Salary: £220         | 210         | 200 | 180 | 170 |                     |                                       | Salary: £171         |             |     |     |     |                     |
|                                         | Number: 1            | ..          | ..  | ..  | ..  | 11                  | Stockmen, Head ..                     | Number: 1            | ..          | ..  | ..  | 1   |                     |
|                                         | Salary: £150         |             |     |     |     |                     |                                       | Salary: £130         |             |     |     |     |                     |
| Platelayers, Foremen                    | Number: 1            | 1           | ..  | ..  | ..  | 2                   | Stokers ..                            | Number: 1            | 5           | ..  | ..  | 6   |                     |
|                                         | Salary: £175         | 170         |     |     |     |                     |                                       | Salary: £155         | 150         |     |     |     |                     |
| Ploughmen ..                            | Number: 1            | 1           | 5   | ..  | ..  | 7                   | Storekeepers ..                       | Number: 1            | 1           | 1   | 1   | 4   |                     |
|                                         | Salary: £135         | 115         | 80  |     |     |                     |                                       | Salary: £200         | 193         | 190 | 160 |     |                     |
| Plumbers ..                             | Number: 1            | 4           | 1   | ..  | ..  | 6                   | Storekeepers' Assistants              | Number: 1            | 2           | 5   | 2   | 1   |                     |
|                                         | Salary: £185         | 180         | 170 |     |     |                     |                                       | Salary: £200         | 180         | 170 | 160 | 175 |                     |
| Plumbers, Foremen                       | Number: 1            | 1           | ..  | ..  | ..  | 2                   |                                       | Number: 1            | ..          | ..  | ..  | 12  |                     |
|                                         | Salary: £240         | 190         |     |     |     |                     |                                       | Salary: £150         |             |     |     |     |                     |
| Poultry Instructors                     | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Storemen ..                           | Number: 2            | 1           | 1   | ..  | 4   |                     |
|                                         | Salary: £310         |             |     |     |     |                     |                                       | Salary: £220         | 180         | 171 |     |     |                     |
| Poultrymen ..                           | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Storemen, Type ..                     | Number: 1            | ..          | ..  | ..  | 1   |                     |
|                                         | Salary: £115         |             |     |     |     |                     |                                       | Salary: £230         |             |     |     |     |                     |
| Pressmen ..                             | Number: 1            | 2           | ..  | ..  | ..  | 3                   | Strikers ..                           | Number: 2            | 1           | ..  | ..  | 3   |                     |
|                                         | Salary: £180         | 165         |     |     |     |                     |                                       | Salary: £145         | 10/ per day |     |     |     |                     |
| Principal, Special School, Otekaika     | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Supervisors, Girls' Room              | Number: 1            | ..          | ..  | ..  | 1   |                     |
|                                         | Salary: £275         |             |     |     |     |                     |                                       | Salary: £185         |             |     |     |     |                     |
| Probation and Visiting Officers         | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Surfacemen ..                         | Number: 4            | 14          | ..  | ..  | 18  |                     |
|                                         | Salary: £210         |             |     |     |     |                     |                                       | Salary: £160         | 141         |     |     |     |                     |
| Process Engravers ..                    | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Tally Clerks ..                       | Number: 1            | ..          | ..  | ..  | 1   |                     |
|                                         | Salary: £220         |             |     |     |     |                     |                                       | Salary: £175         |             |     |     |     |                     |
| Pump-drivers ..                         | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Tally Clerks and Hulk Overseers       | Number: 1            | ..          | ..  | ..  | 1   |                     |
|                                         | Salary: £220         |             |     |     |     |                     |                                       | Salary: £180         |             |     |     |     |                     |
| Quarantine-keepers ..                   | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Ticket-sellers, &c. ..                | Number: 5            | 1           | 1   | ..  | 7   |                     |
|                                         | Salary: £130         |             |     |     |     |                     |                                       | Salary: £100         | 95          | 85  |     |     |                     |
| Rabbiters ..                            | Number: 3            | ..          | 12  | ..  | ..  | 15                  | Timber Experts and Crown Land Rangers | Number: 1            | 1           | ..  | ..  | 2   |                     |
|                                         | Salary: 10/- per day | 9/6 per day |     |     |     |                     |                                       | Salary: £220         | 210         |     |     |     |                     |
| Rabbiters and Poison-mixers             | Number: 5            | ..          | 3   | ..  | ..  | 8                   | Timekeepers ..                        | Number: 1            | 2           | 1   | 1   | 5   |                     |
|                                         | Salary: 10/- per day | 9/6 per day |     |     |     |                     |                                       | Salary: £172         | 160         | 150 | 145 |     |                     |
| Rangers ..                              | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Tinsmiths and Plumbers                | Number: 1            | ..          | ..  | ..  | 1   |                     |
|                                         | Salary: £160         |             |     |     |     |                     |                                       | Salary: £185         |             |     |     |     |                     |
| Readers ..                              | Number: 1            | 1           | 1   | 8   | ..  | 11                  | Tracers ..                            | Number: 1            | 1           | 3   | 2   | 1   |                     |
|                                         | Salary: £265         | 245         | 230 | 215 |     |                     |                                       | Salary: £210         | 165         | 150 | 140 | 120 |                     |
| Reader, Chief ..                        | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Train-consignors ..                   | Number: 1            | ..          | ..  | ..  | 1   |                     |
|                                         | Salary: £285         |             |     |     |     |                     |                                       | Salary: £165         |             |     |     |     |                     |
| Road Foremen ..                         | Number: 2            | 7           | 6   | 1   | ..  | 16                  | Typists ..                            | Number: 1            | 1           | 1   | 1   | 8   |                     |
|                                         | Salary: £188         | 175         | 165 | 160 |     |                     |                                       | Salary: £180         | 170         | 160 | 144 | 132 |                     |
| Roller-casters, &c. ..                  | Number: 1            | ..          | ..  | ..  | ..  | 1                   |                                       | Number: 1            | 1           | ..  | ..  | 14  |                     |
|                                         | Salary: £175         |             |     |     |     |                     |                                       | Salary: £72          | 60          |     |     |     |                     |
| Rubber-stamp Makers                     | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Typist in Charge (Acting)             | Number: 1            | ..          | ..  | ..  | 1   |                     |
|                                         | Salary: £115         |             |     |     |     |                     |                                       | Salary: £120         |             |     |     |     |                     |
| Saddlers ..                             | Number: 1            | 1           | ..  | ..  | ..  | 2                   | Underviewers ..                       | Number: 4            | ..          | ..  | ..  | 4   |                     |
|                                         | Salary: £190         | 170         |     |     |     |                     |                                       | Salary: £235         |             |     |     |     |                     |
| Sailmakers and Tent-makers              | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Valuers, District ..                  | Number: 1            | 1           | 6   | 6   | 3   |                     |
|                                         | Salary: £180         |             |     |     |     |                     |                                       | Salary: £370         | 360         | 345 | 330 | 315 |                     |
| Sanitary Inspectors                     | Number: 1            | 2           | 1   | ..  | ..  | 4                   |                                       | Number: 6            | 3           | ..  | ..  | 26  |                     |
|                                         | Salary: £250         | 245         | 220 |     |     |                     |                                       | Salary: £305         | 290         |     |     |     |                     |
| Schoolmasters ..                        | Number: 1            | 2           | ..  | ..  | ..  | 3                   | Valuers, Assistant ..                 | Number: 1            | 3           | 1   | ..  | 5   |                     |
|                                         | Salary: £255         | 240         |     |     |     |                     |                                       | Salary: £275         | 260         | 230 |     |     |                     |
| Schoolmasters, Assistant                | Number: 1            | 1           | 2   | ..  | ..  | 4                   | Vine and Wine Instructors             | Number: 1            | ..          | ..  | ..  | 1   |                     |
|                                         | Salary: £183         | 148         | 135 |     |     |                     |                                       | Salary: £250         |             |     |     |     |                     |
| Schoolmistresses ..                     | Number: 1            | 1           | ..  | ..  | ..  | 2                   | Visiting-officers, Industrial Schools | Number: 1            | 1           | ..  | ..  | 2   |                     |
|                                         | Salary: £200         | 150         |     |     |     |                     |                                       | Salary: £245         | 220         |     |     |     |                     |
| Seamstresses ..                         | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Warders, Chief ..                     | Number: 2            | 2           | ..  | ..  | 4   |                     |
|                                         | Salary: £75          |             |     |     |     |                     |                                       | Salary: £210         | 200         |     |     |     |                     |
| Searchers ..                            | Number: 3            | 1           | 2   | 1   | 2   | 9                   | Warders, Principal ..                 | Number: 9            | 1           | ..  | ..  | 10  |                     |
|                                         | Salary: £200         | 195         | 190 | 185 | 180 |                     |                                       | Salary: £195         | 185         |     |     |     |                     |
| Senior Officer, Inland Fisheries        | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Warders, Acting Principal             | Number: 12           | ..          | ..  | ..  | 12  |                     |
|                                         | Salary: £180         |             |     |     |     |                     |                                       | Salary: £175         |             |     |     |     |                     |
| Shepherds ..                            | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Warders ..                            | Number: 9            | 30          | 10  | 17  | 13  |                     |
|                                         | Salary: £145         |             |     |     |     |                     |                                       | Salary: £170         | 165         | 155 | 150 | 145 |                     |
| Shop Foremen ..                         | Number: 1            | ..          | ..  | ..  | ..  | 1                   |                                       | Number: 3            | ..          | ..  | ..  | 82  |                     |
|                                         | Salary: £195         |             |     |     |     |                     |                                       | Salary: £140         |             |     |     |     |                     |
| Shorthand-writers and Typists           | Number: 2            | 6           | 1   | 1   | 2   |                     | Warders, Probationary                 | Number: 18           | 2           | ..  | ..  | 20  |                     |
|                                         | Salary: £190         | 180         | 176 | 181 | 170 |                     |                                       | Salary: £140         | 130         |     |     |     |                     |
|                                         | Number: 4            | 17          | 6   | 12  | 9   |                     | Warders, Instructing                  | Number: 1            | ..          | ..  | ..  | 1   |                     |
|                                         | Salary: £168         | 156         | 144 | 132 | 120 |                     |                                       | Salary: £210         |             |     |     |     |                     |
|                                         | Number: 15           | 17          | 35  | 8   | 3   | 138                 | Wardmaids ..                          | Number: 1            | ..          | ..  | ..  | 1   |                     |
|                                         | Salary: £108         | 96          | 84  | 72  | 60  |                     |                                       | Salary: £40          |             |     |     |     |                     |
| Shorthand-writers and Typists in Charge | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Warehousemen ..                       | Number: 1            | 1           | ..  | ..  | 2   |                     |
|                                         | Salary: £180         |             |     |     |     |                     |                                       | Salary: £260         | 255         |     |     |     |                     |
| Shorthand-writer, Typist, and Examiner  | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Watchmen ..                           | Number: 8            | 1           | 2   | 3   | 14  |                     |
|                                         | Salary: £190         |             |     |     |     |                     |                                       | Salary: £170         | 165         | 160 | 155 |     |                     |
| Signalmen ..                            | Number: 1            | 1           | ..  | ..  | ..  | 2                   | Weighmen ..                           | Number: 1            | ..          | ..  | ..  | 1   |                     |
|                                         | Salary: £180         | 150         |     |     |     |                     |                                       | Salary: £208         |             |     |     |     |                     |
| Signwriters ..                          | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Winemakers and Vineyard Overseers     | Number: 1            | ..          | ..  | ..  | 1   |                     |
|                                         | Salary: £175         |             |     |     |     |                     |                                       | Salary: £180         |             |     |     |     |                     |
| Sorters ..                              | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Woodturners and Machinists            | Number: 1            | ..          | ..  | ..  | 1   |                     |
|                                         | Salary: £186         |             |     |     |     |                     |                                       | Salary: £170         |             |     |     |     |                     |
| Stampers ..                             | Number: 1            | 2           | ..  | ..  | ..  | 3                   | Workshops Foremen                     | Number: 1            | ..          | ..  | ..  | 1   |                     |
|                                         | Salary: £200         | 110         |     |     |     |                     |                                       | Salary: £210         |             |     |     |     |                     |
| Stampers, Chief ..                      | Number: 1            | ..          | ..  | ..  | ..  | 1                   | Yard Foremen ..                       | Number: 1            | 3           | ..  | ..  | 4   |                     |
|                                         | Salary: £240         |             |     |     |     |                     |                                       | Salary: £187         | 165         |     |     |     |                     |

## APPENDICES TO THE SECOND REPORT OF THE PUBLIC SERVICE COMMISSIONER.

### APPENDIX A.

#### REPORT OF THE STORES TENDER BOARD FOR YEAR ENDED 31ST MARCH, 1914.

The Public Service Commissioner.

Wellington, 8th May 1914.

THE first meeting of the Board was held on the 25th June, 1913. The Board was constituted of Messrs. J. Mackay, Government Printer; C. E. Matthews, Chief Clerk, Department of Justice; F. T. O'Neill, Assistant Under-Secretary, Department of Lands and Survey; J. Orchiston, Chief Telegraph Engineer, Post and Telegraph Department; W. S. Short, Assistant Under-Secretary, Public Works Department; and D. Souter, Chief Clerk, Mental Hospitals Department. Mr. J. Mackay was elected Chairman. The Public Service Commissioner was present, and briefly addressed the members.

Twenty meetings have been held during the period.

Eighty-four tenders for supplies, of a total value of £113,524 8s. 10d., have been dealt with. The Board also authorized the purchase of twenty-one items under clause 17 of the regulations, at a value of £4,492 0s. 5d.

One hundred and thirty-four contracts for supplies were dealt with, of an estimated annual value of £77,735 3s. 6d.

When the Board began its work it was found that several Departments had separate contracts for the same class of supplies at various places, the contracts terminating on different dates. Certain of the contracts were at that time to run to the 31st December, 1914, and therefore it was decided to terminate all contracts which it was necessary to rearrange or relet during the interim on that date, and to let general contracts as from the 1st January, 1915, for supplies required for all Departments and Government institutions. The schedules and conditions of contract will be made uniform. It is considered that by this arrangement the number of contracts will be reduced to at least half, that less work will be involved in arranging the contracts, that the cost of advertising and printing will be reduced, and that better prices will be obtained and more satisfactory supplies procured. Consideration is also to be given to the question of lengthening the term of contracts for supplies the market prices of which do not fluctuate materially. It is impossible for the Board to estimate, with the information at its disposal, the saving which will result, but this should be considerable both in regard to work done and the cost of the supplies.

The Board is obtaining from Departments schedules of stores commonly used, with a view to arranging contracts for supplies and determining the most economical method of procuring such. This work will be undertaken in conjunction with rearranging and reletting the stores-supply contract now arranged by the Public Works Department, which terminates on the 31st March, 1915.

The forms of quotation prescribed by Regulation 14 for general use in inviting offers for stores of less than £100 in value, and the purchase-order form prescribed by Regulation 29, have been drawn up, and a circular memorandum has been sent to Departments requesting that the forms be brought into use. Where this has been done it is understood that they are satisfactory. The form prescribed by Regulation 16, being a monthly return of purchases and services under £10 in value, has also been drawn up, printed, and is now in use by Departments.

One great advantage of the Board's working is to be found in the power given to promptly accept tenders for stores, and this feature is much appreciated by tenderers. As the experience of the Board advances, it is expected that even better results will be obtained in this direction, as there is no doubt that the prompt acceptance of offers has the effect of securing better prices.

The Stores Regulations, so far as the Board's experience has gone, have been found to meet requirements and to work satisfactorily, and the question of asking the Public Service Commissioner to amend the regulations to allow fixed deposits and a security of a permanent nature being accepted, instead of a separate deposit and security for each contract, is under consideration, and it is hoped to make a recommendation in the matter at an early date.

The Board is pleased to be able to report the smooth working of the regulations from the outset, and the willing co-operation received from the Permanent Heads of Departments in connection with tenders dealt with.

At the present time the work of the Board does not include the arranging of contracts for services such as carting, &c., but, as no doubt there are several contracts in force for this and other services, considerable saving might be effected if general contracts were arranged, which would permit of Departments which do not require such services to an extent to justify their entering into a contract having the benefit of rates so obtained.

[Details not printed.]

J. MACKAY, Chairman.

## APPENDIX B.

## REPORT OF THE OFFICE-ACCOMMODATION BOARD.

*Office-accommodation.*

Office-accommodation Board, Wellington, 1st May, 1914.

WE have to report that the Office-accommodation Board was set up in September last by the Government for the purpose of making inquiries and reporting from time to time in respect of the accommodation of the departmental buildings in the Dominion.

The Board has made inspections of the departmental buildings at Auckland, Wellington, Blenheim, Nelson, and Christchurch. In each case it was found that considerable improvement could be made in respect of the accommodation, and recommendations in this direction were made to and approved by the Government which it is expected will have a markedly important effect on the efficient administration and supervision of the Service.

In rearranging the present accommodation and in allocating offices in new buildings special attention has been given to the matter of ensuring that divisional officers should, as far as practicable, be in immediate touch with the divisions under their control—a feature largely disregarded in the past.

In addition to inspecting and reporting on the office-accommodation at the places named, the Board has met regularly and dealt with matters in connection with departmental requirements, and has arranged the exchange and better grouping of offices in various parts of the Dominion. Matters which previously had remained unsettled for considerable periods, owing to the different views of Permanent Heads, have now been satisfactorily settled.

*Departmental Buildings, Auckland.*—An inspection of the accommodation provided in the departmental buildings at Auckland took place in February last. In order to meet the immediate requirements of the Lands and Deeds and Lands and Survey Departments it was necessary to completely rearrange the main building, Customs Street, and also the old Magistrates' Court buildings. The examination of the old Magistrates' Court buildings showed that the protection afforded to the valuable records housed therein was totally inadequate. The whole of the ground floor of the building will be rearranged and adequate protection provided. The Stamps Department has been provided with additional and more commodious quarters on the first floor of the building.

In the main building, Customs Street, the Board took into special account the requirements of the Lands and Survey, Native, Labour, and Old-age Pensions Departments. It was found that the Lands and Survey Department occupied a large number of small rooms on two floors of the building, and that, owing to the location of the offices, supervision and direction by the administrative officers was practically impossible. By rearrangement and an exchange of rooms with other Departments, and by the removal of a number of partitions, these defects will be considerably minimized.

The Old-age Pensions Department was found to be occupying rooms of an unsuitable character, on account of the flight of steps which the old people had to ascend to reach the office. More commodious offices with a direct entrance level with the street have been provided in the Customs Street building.

Improved accommodation was also provided for the Internal Affairs (Electoral branch), Native, Labour, Justice (Official Assignee), and Marine Departments.

Special attention was given to the convenience of officers. In both departmental buildings provision has been made for luncheon-rooms for officers and retiring-rooms for women. The recommendations of the Board also make provision for the installation of an electric lift in the main building.

In Auckland, as in other centres, many of the offices were found to present an untidy appearance, and the Board has recommended that a regular inspection be made of all departmental offices. In Government offices, particularly those to which the public have access, there is every reason why the rooms should be neat and orderly.

*Government Buildings, Wellington.*—In November last, in view of the urgent necessity for providing better office-accommodation for the Education, Justice, Internal Affairs (Electoral and Messengers staff), and Friendly Societies Departments, the Board made a personal examination of the accommodation provided for the Departments in the Government Buildings in Wellington. As a result extra accommodation has been provided for the several Departments within the buildings, and also for the Friendly Societies Department in the new building of the Bank of New Zealand at Te Aro.

In view of the restricted life of the main Government Buildings, Wellington, the Board will very shortly be called upon to face the task of considering and recommending what steps shall be taken to provide the necessary accommodation not only to replace the present building, but also to provide for Departments at present located in rented premises in the city at a present cost of about £3,000 per annum. In the design of any new building the grouping of the different Departments and the officers engaged therein must be more carefully considered, for if efficient and economical conditions are to prevail in Departments they can only exist where the accommodation and facilities are in harmony.

*Departmental Buildings, Nelson.*—The Board inspected the departmental buildings at Nelson in April last, and visited—(1) old Provincial Buildings, (2) old Post-office Building, and (3) Post-office and Customs Buildings.

(1.) Old Provincial Buildings: These buildings were erected as long ago as 1858, and, having regard to their great age, are in a very good state of preservation. They cannot be expected to last much longer, but with careful maintenance and small renewals they may have a further effective life of, say, ten years. The present arrangement or grouping of the departmental offices is about as inconvenient as it can be, but in view of the cost that a general rearrangement would involve, and the risk of injury to the building by cutting out partitions and making other structural alterations which such a rearrangement would require, it would probably be best to leave the grouping of offices as at present, and not to attempt any rearrangement during the life of the present building. The building should be maintained and repaired as its age requires, so that the official information it contains may be amply protected.

(2.) Old Post-office Building: This building, notwithstanding it was erected in 1874, is in an excellent state of preservation. To meet the requirements of the Departments the Board has recommended a rearrangement of the premises. At the date of inspection it was found that—(a) Additional accommodation was required for the District Agent, Public Trust Office, and that negotiations were then in progress with the Government Life Insurance Department to obtain the use of one of the rooms occupied by it; (b) the approach to the Labour Department, particularly the women's branch, was not good; (c) no convenience existed for the women employed in the building.

As the grouping of the offices was capable of improvement, the Board has been enabled to suggest what it considers a very excellent reallocation, which will be of particular advantage to the Labour and Public Trust Departments.

*Blenheim.*—An inspection was made of the Government Buildings at Blenheim in March last. It was found that the accommodation provided for the Post and Telegraph Department was totally inadequate, and recommendations have been made to the Government for an extension of the present premises which, when carried out, should meet the needs of the Departments for several years to come. In the matter of the other Departments a rearrangement of the offices has been effected to the mutual advantage of the Departments concerned.

*Christchurch.*—The Board visited Christchurch in September of last year and made an examination of (1) the new Government Buildings, (2) the old Provincial Buildings, and (3) the Post-office Buildings.

Prior to the visit of the Board a tentative allotment of the rooms had been made in the new building. An inspection of the plan showed that no accommodation had been provided in it for the Old-age Pensions, Agriculture, Lands and Survey, and Lands and Deeds Departments—or a total of seventy officers. It was also evident that the allotment of the offices which had taken place was based upon the original requisitions for accommodation made by Departments prior to the erection of the building, and had not been subjected to an independent analysis. For example, in the case of one Department, accommodation of a total of over 2,000 superficial feet, comprising five rooms, had been set apart for a staff of four officers. It was also evident that the convenience of the public had not been fully considered, as certain Departments with whom a large number of the public were in daily touch were located on the upper floors of the building.

As a result of the inspection of the buildings (new and old), the Board was able to, subject to some structural alterations in the new building, arrange for the accommodation of the Old-age Pensions, Agriculture, and Lands and Survey Departments.

In reallotting the offices regard has been specially paid not only to the present but to the prospective requirements of Departments, and attention has been given as far as possible to the convenience of the public.

Provision has been made in the new buildings for placing a room at the disposal of the Public Service Association—for a library and a luncheon-room—and also a retiring-room for the convenience of the women employed in the building.

The Board also directed that particular attention should be given to the protection of the walls of the new building, and the cleaning of the rooms occupied by the various officers. It has been arranged that all notices which may be required to be posted for the information of the public, either in the rooms or in the corridors, shall be done in a fitting manner and on suitable boards, and also that all notices shall be removed when they become obsolete.

It has been suggested in the refurnishing of any new building that the question of reasonable standardization of the furniture should be taken into account.

We have, &c.,

R. TRIGGS, Chairman.

H. J. H. BLOW, } Members of the Board.

J. HISLOP, }

The Hon. the Minister of Internal Affairs, Wellington.

## APPENDIX C.

## REPORT OF THE RECORD CLERKS' COMMITTEE UPON THE WORKING OF THE NEW SYSTEM OF RECORDING.

SIR,—

Wellington, 30th May, 1914.

In accordance with your instructions, we beg to submit herewith our report on the progress made by Government Departments in installing the record system, which was recommended by us in our report of the 10th February, 1913, for general use throughout that portion of the Government Service controlled by you.

Practically all of the large Departments have either installed the new system or are about to do so. We are convinced that it has increased the efficiency of recording wherever it has been adopted, and that it is at the same time effecting a great saving in expense.

The actual saving in nine of the larger departmental offices is over £2,000 per annum.

We have, &c.

J. E. BROADFOOT, Chairman.

R. WITHEFORD.

P. VERSCHAFFELT.

The Public Service Commissioner, Wellington.

## INDIVIDUAL REPORTS IN REGARD TO THE INTRODUCTION OF THE NEW RECORD SYSTEM IN THE GOVERNMENT DEPARTMENTS IN WELLINGTON.

## ADVERTISING DEPARTMENT.

The records of this Department are now amalgamated with those of the Department of Internal Affairs.

## AGRICULTURE DEPARTMENT.

The new system of recording has been established in the Secretary's office and in the Live-stock and Meat Division. Instructions have also been issued to install it in the remaining divisions. It was found—(1) That the forms in use do not conform to those recommended by the Record Clerks' Committee, and have not been referred to you for approval; (2) that no index to the series has been made; (3) that in the Head Office the name-index is only in partial use; (4) that the system of blocking the index has been overlooked; (5) that the principle of underlining the catch-word has not been adopted. The system cannot be carried out efficiently under these conditions, and it is recommended that before any further action is taken the Record Clerks examine the system as installed in one of the large Departments—say, the Post Office.

The recording in the Secretary's office is now in the hands of an officer who has had no previous experience in record-work.

It is still considered that an amalgamation of the whole of the records of this Department should take place.

## COOK ISLANDS ADMINISTRATION.

The question of installing the new system is now under consideration.

## CUSTOMS DEPARTMENT.

The new system has been installed in the Head Office of this Department, and also in the office of the Collector of Customs, Wellington.

*Head Office.*

Sufficient time has now elapsed to demonstrate the success of the new system. The Record Clerk, who had been obliged to work overtime for an average of three nights per week during the twelve months prior to its installation, is now able to overtake his duties in office hours. As it would have been necessary under the old system to give further assistance to the Record Clerk, it is considered only fair to estimate that a saving of £50 per annum has been effected in this Department.

*Collector of Customs.*

The new system installed is incomplete, inasmuch as the index to the subjects in the series has not been made; the subject-index has not been blocked; and the catch-words on the index-slips have not been underlined. With these adjustments the system as installed should prove satisfactory.

## DOMINION LABORATORY.

The new system has been installed. It is proving satisfactory.

## DOMINION MUSEUM.

The new system is about to be installed.

## EDUCATION DEPARTMENT.

This Department has been waiting for further accommodation before commencing with the new system. The accommodation has now been provided, and it is expected that steps will be taken shortly to make the installation.

## ELECTORAL DEPARTMENT

The records of this Department are now kept by the Department of Internal Affairs, and they will be merged into those of the latter Department at the end of this year.

## FRIENDLY SOCIETIES.

The new system has not yet been adopted by this Department.

## GOVERNMENT LIFE INSURANCE DEPARTMENT.

The general question of records is now receiving consideration. The Committee's recommendation in regard to the use of cards in connection with applications for loans has been adopted.

## GOVERNMENT PRINTING OFFICE.

It is intended to install the new system, but the Head of the Department would be glad to receive some assistance in installing it.

## GOVERNMENT STATISTICIAN'S OFFICE.

The new record system is now being installed, but the very important matter of commencing with an index to the series has been omitted. This should be rectified.

## DEPARTMENT OF HOSPITALS, HEALTH, AND CHARITABLE AID.

A start has been made with the new series system. The index to the subjects in series has not been made, nor have the blocks been prepared. This is unfortunate. We are not altogether satisfied that the proposed classification of subjects is the best which could be made, and would suggest that when the complete series and index to series are prepared they should be submitted for review, when a further report on the records of this Department could be given.

We are of opinion that it is unnecessary for the district office records to be kept separate from those of the Head Office.

## IMMIGRATION DEPARTMENT.

The new system has not yet been installed in this Department.

## INSPECTION OF MACHINERY DEPARTMENT.

The records of this Department have been transferred to the Marine Department.

## DEPARTMENT OF INTERNAL AFFAIRS.

The Under-Secretary stated that the new system of recording is proving in every way satisfactory, and that it is a decided improvement on the old one.

Since our last visit the duties undertaken by the Record Clerk have very much increased, owing to the amalgamation of the Advertising and Electoral Departments with this Department and to other extra work undertaken by the Department.

The saving through the introduction of the new record system is £200 per annum.

## JUSTICE DEPARTMENT.

The new system has not yet been installed, but in the Prisons Branch a card system, as recommended by the Record Clerks' Committee, for classification purposes has been brought into use.

## LABOUR DEPARTMENT.

The new system has been installed, and is working very satisfactorily. The saving here is £135 per annum.

## LANDS DEPARTMENT.

The new system has been installed in the Head Office, where it is working satisfactorily. It is also to be installed in the district office. The actual saving in the Head Office is £200 per annum.

## LANDS FOR SETTLEMENT DEPARTMENT.

No change has been made in the system of recording in this Department.

## MARINE DEPARTMENT.

The Secretary states that the new system is quite satisfactory. The records of the Machinery Department are now being transferred to the Marine Department.

It can be safely said that the saving resulting from the installation of the new system in these two Departments is equivalent at least to the services of one cadet (£50 per annum).

## MENTAL HOSPITALS.

The new system has not yet been installed.

## METEOROLOGICAL DEPARTMENT.

The new system is now being installed.

**MINES DEPARTMENT.**

The new system has not yet been installed.

**NATIVE DEPARTMENT.**

The new system has not yet been installed.

**PATENTS OFFICE.**

The new system has not yet been installed.

**POST AND TELEGRAPH DEPARTMENT.**

The new system is working satisfactorily. The records of the Secretary's office, the Chief Inspector's office, and the Inspector of Telegraph-offices have been amalgamated. The saving in this Department is £600 per annum.

The new system is being extended to district offices, and is already installed at the chief post-offices, Auckland, Christchurch, Dunedin, Invercargill, Oamaru, Timaru, and Wellington.

**PUBLIC SERVICE SUPERANNUATION OFFICE.**

The new system has not been installed.

**PUBLIC TRUST OFFICE.**

The new system has not yet been installed in any of the divisions.

**PUBLIC WORKS DEPARTMENT.**

The system is well installed, and is considered satisfactory. The saving is £545 per annum. It is also intended to extend the new system to district offices.

**REGISTRAR-GENERAL'S OFFICE.**

The new system will shortly be installed.

**LAND AND DEEDS (STAMPS).**

The system has not been installed.

**TOURIST AND HEALTH DEPARTMENT.**

The new system is installed, but is incomplete as regards the index to the series. We think that it would be advisable for the Record Clerk to receive some further instruction in connection with the installation.

The saving in this Department is £200 per annum.

**TREASURY DEPARTMENT.**

The system is installed. It is considered satisfactory, and has resulted in a saving of £135 per annum.

**INSTALLING NEW RECORD SYSTEM.**

We suggest that in installing the new system Record Clerks should be given an opportunity of examining a series system in actual working, and we desire to emphasize the importance of making an index to the series at the commencement.

After the subjects dealt with by the Department have been classified into cognate series, an index of these subjects, compiled from subjects found in the old index-book, should be carefully drafted, and all the blocks shown in this index as well as in the subject-index

**DIRECT DISTRIBUTION OF CORRESPONDENCE.**

It is found that in many Departments the rule is to submit all files to some officer other than the Record Clerk for an indication as to whom the file should be sent for action.

Unless there are exceptional circumstances, we consider that the Record Clerk should be capable of making this distribution, and so greatly facilitate the work of the Department.

**DESTRUCTION OF UNIMPORTANT RECORDS.**

The question of destroying valueless records requires urgent consideration. The need for increased accommodation is a growing one, but in many instances a remedy would be found by sorting out and destroying unimportant records.

**DETENTION OF FILES BY OFFICERS.**

The Committee regrets that more advantage is not taken of the system recommended of "bringing up" files for action.

In some Departments there is a tendency among officers to hold files until all their action is complete—viz., awaiting replies to their memoranda, &c.—and it is a most difficult matter for Record Clerks to keep track of correspondence which is held in this way.

If officers cannot deal immediately with a file, we are of opinion that it should be returned to the Record-room, with a request to "bring up" on a certain day. The neglect of a rule to this effect is, we believe, the chief cause of the complaint that when files are wanted they are not in their proper places in the file-boxes.



## TRAINING OF RECORD CLERKS.

There is a great need for junior officers to receive special training in the duties of Record Clerk. As recommended in our previous report, it would be of advantage if beginners were attached to one of the larger departmental offices to enable them to receive the much-needed training.

## LIST SHOWING THE ACTUAL SAVING RESULTING FROM THE INTRODUCTION OF SERIES RECORD SYSTEM IN NINE OF THE LARGER GOVERNMENT OFFICES IN WELLINGTON.

|                    | £            |
|--------------------|--------------|
| Customs            | 50           |
| Internal Affairs   | 200          |
| Labour             | 135          |
| Lands              | 200          |
| Marine             | 50           |
| Post and Telegraph | 600          |
| Public Works       | 545          |
| Treasury           | 135          |
| Tourist            | 200          |
|                    | <hr/> £2,115 |

## APPENDIX D.

## EXTRACTS FROM DEPARTMENTS' REPORTS AS TO THE EXTENT TO WHICH THE SUGGESTIONS MADE IN THE COMMISSIONER'S FIRST REPORT HAVE BEEN ADOPTED.

## DEPARTMENT OF AGRICULTURE, INDUSTRIES, AND COMMERCE.

No report received from this Department.

## DEPARTMENT OF TRADE AND CUSTOMS.

1. A book of instructions has been prepared, and will be issued at an early date. Under the Customs Act, 1913, which comes into force on the 1st April next, extensive regulations will have to be issued. These will include a considerable portion of the matter that has been issued in previous instruction-books. Until these regulations are prescribed it is not considered desirable to proceed with the printing of the new Compendium of Instructions.

2. (a.) The following books and forms have been so altered that duplicates may be prepared by carbon processes:—

Licenses to manufacture hop-beer.

Books of miscellaneous receipt-forms.

Certificates of Registration of Chinese under Immigration Restriction Act.

Memoranda for forwarding Entries (Trade Statistics).

Shipping Reports.

Accounts of overtime.

The other books and forms are being altered as stocks in hand run out.

(b.) The card-index system recommended by the Commissioner has been adopted in this office, and will at an early date be instituted in the various local offices throughout the Department.

(c.) It has been decided to have the accounts of goods in the bonded warehouses kept on cards in lieu of books. The cards are at present being printed.

(d.) Owing to the greatly increased work in this office, on account of the revision of the Customs Law Act, the proposed revision of the tariff, and other causes, it has been impossible to hold a conference of officers, but the local office has, as hitherto, been freely consulted as to any alterations that are required for the better working of the Department. Officers passing through Wellington are asked for suggestions and comments on proposed alterations, new forms, and practices.

3. The question of centralizing in Wellington the statistical work of this Department has been under the consideration of this office during the last two years. The new system, under a scheme suggested by the Commissioner, has been inaugurated from the commencement of this year, but it is yet too early to report as to its efficiency or economy.

4. At Auckland and Wellington Inspectors have been appointed. In addition to the assistance these officers will render to the Sub-Collectors, it will be part of their duty to inspect and supervise the work of all the outside officers, thus ensuring uniformity in office methods and practices. It is hoped that at an early date Inspectors will be appointed at Christchurch and Dunedin. The more important part of the work of the various officers is inspected annually by the Permanent Head.

## DEFENCE DEPARTMENT.

With reference to suggestion contained in paragraph 1, I might say that it was understood that a Commissioner would pay a visit of inspection, when the subject in question could be gone into in detail. It has, however, not yet been possible, apparently, for the Commissioner to make the visit.

As regards paragraph 4, it might be mentioned that the system of making appointments to the Civil staff of this Department is that laid down by the Public Service Act and Regulations.

## EDUCATION DEPARTMENT.

With reference to your Circular No. 131, of the 6th January last, I have to remark that the disadvantages under which the Department has so long laboured in consequence of having its officers scattered, owing to the lack of adequate central accommodation, have not yet been removed, except in a very minor respect, and consequently the difficulties of centralizing and consolidating (as far as possible and expedient) the work of the Department still exist. The fact that the Department is still seriously understaffed increases these difficulties. For the same reason, it has not yet been possible to complete the simplification of the general records in the manner which for some years has been contemplated by the Department, and which I believe has the approval of the Commissioner.

## GOVERNMENT INSURANCE DEPARTMENT.

The only matter relating to this Department calling for remarks is contained in the paragraph on page 34 of the Public Service Commissioner's report. The proposal dealing with the preparation of renewal notices therein referred to was at the time under way, and has now been brought into complete operation.

The reference to this Department's system of records made in the report of the Committee of Record Clerks appointed by the Public Service Commissioner has also had serious consideration. A "series" system somewhat analogous to that advocated by these gentlemen has been in existence in this Department for many years past in respect of correspondence with policyholders, and the question of extending it to our general correspondence, which, of course, represents a relatively small portion of our business, has been under consideration for some time past. My prolonged absence on the Appeal Board has naturally thrown a special strain upon my senior subordinate officers, and the change has necessarily been somewhat delayed. It is, however, under attention, and will not be lost sight of.

With regard to the Mortgage Branch correspondence, a new system of recording has been adopted. It is based to a certain extent upon the "series" system, adapted to meet the special requirements of our Investment Branch. Before adoption the system was submitted to the Public Service Commissioner, and received his approval. It is now in full working-order.

## JUSTICE DEPARTMENT.

The three points referred to by the Commissioner in regard to the Department of Justice—viz., the overhauling of returns furnished to the Department, the appointment of a Deputy Registrar of Patents, and the provision of additional accommodation for the Patent Office—have all received careful consideration and attention during the year.

With regard to the returns, this matter has been receiving attention with a view of reducing the amount of the returns, but, while some alteration might be made in the form, the information obtained is necessary.

The recommendation of the Commissioner that the staff of the Patent Office should be improved by the appointment of a Deputy Registrar from the Public Service has been carried out, and a Deputy has been appointed.

The question of the lack of proper accommodation for the Patent Office staff and library has also received attention, and some alterations have been made which have improved the accommodation, but it will not be possible to provide adequately for this office until the new Police buildings are erected, when it is proposed that the Patent Office shall be located in the present Police-station buildings.

## DEPARTMENT OF LABOUR.

In the Annual Report of the Public Service Commissioner on this Department it will be seen that there were no improvements suggested. The Commissioner was good enough to state that the Head Office staff of the Department was "well arranged both as regards convenience and for supervision." It was also added that "the general work of the Head Office is conducted in an up-to-date fashion."

In respect to the special reports relating to (a) records and (b) accounts (see pages 49 and 76), I have to say—(a.) That the records of the Department had already been kept for many years on the "series" system, and it was therefore a comparatively easy matter to carry out the Commissioner's recommendation to adopt the card-index system in lieu of the book indexes; the suggestion of the Committee has been adopted, and satisfactory results have been obtained. (b.) *Re* accounts: The first suggestion (as to the abolition of some 180 small "receivers," the payment of moneys into Public Account, or, where no bank exists, to the Post Office, and sending the receipts to the Head Office for inclusion in the Head Office Receivers' cash-book) is a good one, and the scheme should be instituted as soon as the Treasury Department is ready. Representations to that Department will shortly be made in regard to the matter, so as to bring about the change before the next "registration" period for factories—viz., 1st April next.

*Re registration of shops and factories:* In respect to the suggested adoption of a card system in order to do away with the present registers, this matter had already been decided upon, and we were waiting for the existing registers to be used up.

As to amounts collected from employers for disbursement to employees, the suggestion of the Committee is that these amounts be paid by the employers direct to their employees, the employers to produce the receipts when required by the Inspector. I may say that this system would not be satisfactory in practice.

The certificates of registration of factories are now being printed in duplicate, so that the carbon process may be used. The existing books were prescribed by the Audit Department.

As to the expenditure-book, it has already been decided that particulars *re* salaries shall be kept on cards during the next financial year. Our present system, however, is not "cumbersome," as it involves very little clerical work.

The general suggestions of this Committee relative to overlapping between the Treasury and other Departments are, we consider, in the right direction.

Our method of keeping departmental accounts has been rendered necessary, firstly, by the requirements of the Treasury, and, secondly, by their method of keeping the accounts of the several Departments. I may say that some three years ago we took the opportunity of replying to a memo. from the Auditor-General inviting suggestions for improvement in the method of keeping accounts. These suggestions were duly forwarded, but were not adopted, and the books have been kept in the same way since.

With respect to proposal of the Treasury as to scheduling vouchers for payment at regular periods (page 64), this idea is an excellent one. The Department is awaiting the introduction of new methods, and we are glad to learn that they are likely to be introduced before the next financial year. We hope that as a result the work of the accounts will be lessened, as at present the staff is unable to cope with the work.

#### LAND AND INCOME TAX DEPARTMENT.

The position of affairs at the time of the Commissioner's visit, referred to in first paragraph of the report, was an unusual one, and was occasioned by the lateness of the Valuation Department's revision of districts and the consequent delay in transmission to this Department of the necessary data for adjusting land-tax assessments. To avoid any risk of jeopardizing the collection of land-tax, all hands were put on to work which usually has been done by juniors and cadets.

The preparation of land-tax and income-tax accounts and also tax-registers has been greatly simplified by the introduction of the multiple and machine processes, and a considerable annual saving will be effected thereby. The use of the machines in dealing with Post Office cash and the Receiver's cash is also an improvement. A new system of checking mortgages owing by and owing to taxpayers was introduced during the past year, and has given good results both in saving of time and cost of labour.

Other matters in regard to the simplifying of work and the avoidance of unnecessary labour are now in hand, and it is hoped that considerable economy, with greater efficiency, will be the result of the changes.

#### DEPARTMENT OF LANDS AND SURVEY.

1. (p. 30.) *Inspection of District Offices.*—As the Sub-Inspector of the Public Service Commissioner's staff, together with other officers, has been examining several of the offices, no additional inspection has been made by the departmental officers at present, but during the coming year it is proposed to establish a permanent scheme for the periodical inspection of each district office comprised in the Department.

2. (p. 30.) *Conference of Officers.*—It was proposed to hold a conference of Chief Clerks early in March, but this conference has not yet been approved, and consequently has not been held. The conference will do a lot of good in standardizing methods, forms, returns, &c., and I anticipate much good will follow by the result of such conference.

Compendium of Instructions: This will be prepared after the conference; in the meantime the current departmental instructions are being revised.

3. (p. 30.) *Supervising the Clerical Branch.*—The suggestion of the Public Service Commissioner has been given effect to, and the Chief Clerk of each office now has complete supervision over the whole of the members of the Clerical Branch, including the Receiver of Land Revenue and Accounts Clerks. This is for the purpose of discipline, advice, and interchange of officers; but as the Receiver of Land Revenue has important statutory functions to perform which occupy his full time, he is not interfered with in any respect in regard to such matters, but every endeavour is made to see that he has adequate assistance to perform his duties satisfactorily. The accounts and revenue sections are now completely amalgamated.

4. (p. 30.) *Machine Processes, &c.*—A multiple scheme for collection of land-revenue accounts was introduced on trial into the Auckland and Wellington offices for the preparation of the half-yearly rent-notice and other work of accounting for revenue collected. The introduction of machines for this class of work has proved highly satisfactory, and it is intended at an early date to introduce it into the other district offices.

5. (p. 30.) *Consequential Economy.*—The accounts and revenue sections were amalgamated as from the 1st November last, and this amalgamation, together with the introduction of machines for preparation of revenue accounts referred to in paragraph 4, has made the services of nine officers available for other work (salaries, £1,951), three of whom (salaries, £745) have been, by direction of the Public Service Commissioner, performing duty for other Departments.

6. (p. 50.) *Record System*.—The “series” system of files is now in general operation, so far as is consistent with the fact that it has always been found advisable to have a separate file for each tenant. The letter-books have now been abolished in the Department. General indexes are being used. The registering of inward correspondence is being discontinued. The remainder of the files relating to immigration will shortly be taken over by the Immigration Department.

#### *General Remarks.*

7. (p. 16.) *Understudies*.—Wherever necessary, understudies have been provided, and the remarks of the Commissioner have been carefully considered and given attention to in all offices.

8. (p. 14.) *Attendance-book*.—The statutory attendance-book has been in use ever since its issue.

9. (p. 19.) *Modern Methods*.—The remarks of the Public Service Commissioner have been carefully noted, and, as far as possible, given effect to. It is, however, a difficult matter to bring the whole Department up to date in all modern requirements in a limited period, but it is hoped that greater efficiency will result by the adoption from day to day of the methods referred to.

10. (p. 19.) *Compound Forms, &c.*—All new forms required by the Department are now designed for use with carbon paper wherever practicable. The reprinting of a number of forms hitherto in use is deferred, as it is intended to bring them before a conference of departmental Chief Clerks for consideration, with a view to devising forms (some compound) that will meet as far as possible the requirements of each district, and thereby ensure a measure of uniformity.

It is pointed out, however, that owing to various reasons—viz., geographical, climatic, and the operation of special laws in many localities—absolute uniformity cannot be expected, and special forms for use in some districts will still be necessary.

#### *Conclusion.*

The report of the Commissioner has been perused with very careful attention by all officers, and every endeavour has been made to carry out the spirit of his suggestions. It is hoped that the future working of the Department will be greatly benefited by the changes brought about in consequence of his report, and though perhaps many of the results achieved may not be immediately visible, yet I am fully confident that the officers of the Department will do everything in their power to ensure that the administration of the Department is conducted with the very greatest efficiency.

As is well known, the functions of the Department are of a most varied and, in many cases, complex nature, and have to be carried out by highly trained officers, as probably fifty Acts of the General Assembly deal with matters administered by the Department, and every year fresh legislation makes fresh demands on the knowledge, skill, and energy of the officers.

#### MARINE DEPARTMENT.

As regards the record system, this has been altered in accordance with the suggestion of the Commissioner, and the question as to the number of items in the appropriations will be dealt with when the estimates for the next financial year are being prepared.

#### MENTAL HOSPITALS DEPARTMENT.

With regard to reducing the working-hours, while it is recognized that these are long, and that the work in some cases is objectionable and in most cases anxious, yet, taking the average, it cannot be described as arduous.

It is very difficult to reduce these hours without the patients suffering, or without disproportionately adding to the cost of their maintenance. I cannot advocate anything that would put the patients under disabilities; and with respect to the second solution, a number of extra attendants and nurses would be required for relief duty, and as it is it takes us all our time to accommodate those who are on the staff, and in our experience the supply of suitable persons is somewhat limited. In any case, the reduction of hours would, as far as the patients are concerned, be best attained by increasing the annual leave, reducing thus the aggregate of hours worked during the year, and preserving as far as possible the continuity of interest in the oversight, care, and control of the patients. Schemes that give every third day off so as to arrive at the eight-hour day have the distinctly bad feature that the observation of the patients and the attendants' knowledge of their idiosyncrasies become patchy, and the very best only can maintain an intellectual interest in their work. We allow half an hour for each of the meals. At the conference of Medical Superintendents the only concession deemed possible under present circumstances was to add a quarter of an hour to the time off for the midday meal; and during this month [May] there is going to be another conference of Superintendents, when this matter will again be brought up.

The aggregate of hours worked during the year, with the above concessions, works out as follows: On alternate days—6.30 a.m. to 5.30 p.m., less one hour and a quarter for meals, and less a quarter of an hour for tidying up; net time worked,  $9\frac{1}{2}$  hours. 6.30 a.m. to 8 p.m., less one hour and three-quarters for meals and a quarter of an hour for tidying up; net time worked,  $11\frac{1}{2}$  hours. Average,  $10\frac{1}{2}$  hours.

The amount of leave during the year totals ninety-two days, and therefore the working-days number 273. The actual hours worked, therefore, during the year may be thus expressed:  $273 \times 10\frac{1}{2} = 2865\frac{1}{2}$  hours = 7 hours 51 minutes average the whole year round. I have not counted in this calculation the extra time worked on the fortnightly entertainment evenings by those not on leave. One might roughly estimate this at about fifty-five hours scattered over the year.

It has been stated that the average hours on duty during the year (not including the above fifty-five) work out at 7 hours 51 minutes—nine minutes short of eight hours. This fraction of nine minutes is equal to 54 hours 45 minutes in the year, and therefore may be set off against the fifty-five hours approximately estimated as extra entertainment duty. I may therefore state that the average working-day of the Mental Hospital attendant or nurse is eight hours all the year round.

With regard to the counting of the value of allowances in the nature of salary for superannuation purposes, needless to say I cordially agree, having advocated this for some years, and to me it is incomprehensible why—I will not say, why the point has not been conceded, but why justice has not been done. I need not enter into the arguments, because it is evident that the Commissioner views the matter from the same standpoint, except that I do not think it would be defeating the intention of Parliament to exclude travelling-allowances, horse-allowances, and all forms of temporary or intermittent allowances, but not allowances which would absolutely be in the nature of salary, and on account of the granting of which a reduced salary was accepted. I understand that there will be a difficulty in conceding this point in the case of the higher-paid officials, though as a matter of equity I would like to have it granted in their case.

As £300 is now the maximum of superannuation granted, I would propose that all officers whose salary plus the value of emoluments equals £450 should be included in the amended regulations suggested by the Commissioner. This will require a little sliding-scale adjustment, thus: Salary, £350; emoluments, say, £100 = £450, a typical example. Salary, £400; emoluments, £100 = £450 plus £50, only half emoluments to count. Salary, £450; emoluments, £100 = £450 plus £100, emoluments not to count.

*Report of Committee appointed to inquire into Record Systems: "Series" System and Typed Card Indexes should be adopted.*

I think when a system such as that suggested is once in working-order it would possess advantages, but the transitional period naturally entails additional labour. A system which has been carried out almost automatically for many years takes less effort than a simpler system during its initiation. The clerical staff is very small. In fact, to keep things going we have all had to assist and work overtime. I have made application for an additional clerk, which the Commissioner has approved, and we shall soon be in a position to remodel our records.

*Report of Committee re Accounting.*

For the Maintenance Branch, which has a staff of its own, the card system has been introduced, and is working satisfactorily. In fact, the proof of the card was to hand when the office was instituted. The recommendation has therefore been carried out.

The note recommending that the accounts should be sent in for payment, and not kept back until all had come to hand, is due probably to a misconception. All firms keen about being paid promptly are known to us, and their accounts are invariably checked and sent on to the Head Office at once, where they are passed for payment immediately on receipt. The rest have been checked and sent on together to the Head Office as soon as possible, usually about the middle of the month, and they have been dealt with at the Head Office, and sent on for payment, with as little delay as possible. We have found some firms very lax in sending in their accounts, and in such cases the others have not been held back. In fact, concisely, the system has been to send on the special ones immediately, and to treat the others (the bulk) on the first convenient day with regard to the work of the office.

Now that we have just added to our staff, the recommendation can be carried out fully.

**MINES DEPARTMENT.**

No report received from this Department.

**NATIVE DEPARTMENT.**

No report received from this Department.

**PRINTING AND STATIONERY DEPARTMENT.**

The recommendation of the Public Service Commissioner that this Department be placed on the basis of a trading concern has received consideration. I am strongly in favour of this being brought about, and I am in communication with the Secretary to the Treasury in regard to its being brought into operation by the beginning of the next financial year if possible.

There are several improvements in the methods of account-keeping which have also received consideration, particularly in regard to the cash-book, of which two are at present in use—one being required by the Treasury Regulations, and the other necessary for the purposes of the profit and loss accounts of this Department. By combining the two much time would be saved. This matter has been discussed with the Treasury officials, and I hope to bring this into operation by the 1st April.

The improved system of keeping records has not yet been effected, but this will be done as soon as it is possible to do so.

The work-ledger which was in use in this Department for many years has now been done away with; the extra information contained therein has been added to the account form, which has resulted in a considerable saving of work.

## PUBLIC TRUST OFFICE.

1. *Adding and Listing Machines*.—These have been placed on stands with castors. Instructions were given some time ago to the agents to have the machines electrically controlled. One has received attention, and the other will be fitted immediately a suitable motor comes to hand. Two additional machines are on order, and will also be electrically controlled. Special operators have been attached to the two machines now in use.

2. *The adding non-listing machines* are used chiefly at the balancing periods for cross-checking the ledger summaries. Several of the typists have received expert instruction in their manipulation, and the machines will be used on all work for which they are best suited.

3. *Form of Statement of Account (P.T. 123)*.—The estates are so varied in the nature of their assets and liabilities that it is the general opinion that a printed form would be of no practical use. So far no action has been taken, but the idea will not be allowed to drop before being thoroughly tested.

4. *Rubber Stamps*.—Additional stamps have been supplied, where necessary.

5. *Vouchers*.—All maintenance and salary vouchers are now typed in duplicate. The present voucher form is somewhat heavy to ensure strength, but when ordering fresh supplies an effort will be made to get a thinner paper of equal strength, so that three clear copies may be taken simultaneously.

6. *Dockets*.—Owing to introduction of the new system of check, ledger dockets are now unnecessary.

7. *Distribution Sheets, Native Branch*.—A Burroughs machine will be used to check the vouchers received from the Reserves Agent, and thus relieve the clerks.

8. *Rent Notices, Native Branch*.—A set of forms (in triplicate) to enable these notices to be written by machine process has been submitted for your consideration.

9. *Voucher Forms, Native Branch*.—A fresh form has been printed, in which the claimant's name is entered once only.

10. *Returns, Native Branch*.—These are prepared annually in April. The suggestions made will be adopted when future returns are prepared.

11. *Mental Patients' Branch*.—This was a temporary arrangement only, owing to the congestion on the ground-floor. The branch, including the typist, is now being shifted to the second floor.

12. *Receipt Forms*.—New forms for use with double-faced carbon have been drafted. The proof copies have been returned to the Printer for amendment, as suggested.

13. *Final Receipt (P.T. 112a)*.—The suggestion will be embodied in the next order.

14. *Ledger Clerks, Wills Branch*.—The work is very heavy and the staff is young. A competent junior at £110–£120 a year is required to strengthen the branch.

15. *Sinking Fund and Superannuation Branch*.—This branch also performs the Land-settlement Finance work, which is steadily increasing, and demands special attention. It is probable, also, owing to the increase in loan-work, that some of the miscellaneous funds at present under the control of the Mortgage Branch will be transferred to this branch. It is deemed advisable, therefore, to keep the branch intact in the meantime.

16. *Mortgage Cards, Mortgage Branch*.—There are no written mortgage cards. This reference is to cards used in special cases for payments from the Coal-miners' Relief Funds. At present there are about forty hand-ruled cards in use, and they will increase at the rate of about ten a year. Owing to the small number required the expense of printing is hardly justified. All cards used in connection with mortgages are printed.

17. *Mortgage-installment Notices*.—A form has been drafted to enable these to be typed by carbon process, and will be submitted for approval shortly.

18. *Vouchers, Coal-miners' Relief Fund*.—This has reference to Gold-miners' Relief Fund vouchers. New forms have been printed, and these are filled in by machine process.

19. *Journal of Interest due*.—In the meantime the notices only (*vide* 17) will be typed. Some difficulty presents itself in substituting a master sheet for the bound journal, but the matter will receive further consideration.

20. *Loans maturing*.—Printed forms of advice have been obtained and are now in use.

21. *Salary Sheet (P.T. 41)*.—The form will be amended when the next supply is ordered.

22. *Cashier's Branch*.—An officer who has a thorough knowledge of the various machines is already attached to the branch, and an extra operator is provided at rush periods. The various forms have now been redrafted for machine process, and another operator is required.

23. *Cheques*.—The present regulations prescribe the method of signing cheques. New regulations will be drafted shortly, and the matter will be brought under the notice of the Hon. the Minister.

24. *Classification of Lodgments and Payments*.—Forms have been printed, and are now completed by machine process.

25. *Payments through High Commissioner and Bank of New Zealand*.—Special forms have now been printed and are typed in duplicate. One form is posted; the other is bound, and supplies the information previously contained in the Remittance-book.

26. *Pay-list Work*.—Forms have been drafted to enable the Pay-list, Statement of Payments, and the Classification-book to be typed simultaneously. The dockets have been dispensed with.

27. *Summary of Lodgments*.—Forms have been drafted to enable the Statement of Lodgments and the Classification-book to be typed simultaneously. Moreover, the lodgments are arranged in classes, thus facilitating the work of the Examining Officer and the Auditor. In the meantime the work in both 26 and 27 is being done on the old forms, which have been adapted to the purpose.

28. *Rough Cash Balances*.—A special form has been printed, and will be completed by machine process.

29. Two adding and listing machines, No. 17 Duplex unlimited split electric carbon 18-in. carriage, have been ordered.

30. Owing to the increased use of the various machines, additional typists will be required, and application will be made accordingly.

A recommendation will be made, immediately the results of the recent examination are known, to have a specially trained and skilled operator put in charge of the machine-work.

The Instructor of Office Appliances has conferred several times with the Secretary and Accountant regarding the economies that have recently been effected in the office by the greater use of the machines, and I am indebted to the Commissioner for so readily placing her valuable experience at the disposal of the office.

#### PUBLIC WORKS DEPARTMENT.

The reply of this Department is considered unsatisfactory. The matter is still the subject of correspondence.

#### STAMP DEPARTMENT AND LAND AND DEEDS DEPARTMENT.

1. The Annual License Registers have been discarded, and in lieu thereof a card system has been introduced. This system has been extended to all companies registered throughout the Dominion, thus eliminating the General Register of Companies. The card system has also been introduced into the district offices, supplanting the Registers and Minute-books of the Assistant Registrars of Companies.

2. Copies of Cash-book, Audit Returns, and Returns of Revenue are now prepared per medium of carbon-copy process. This process has also been applied to requisitions for adhesive stamps, thus saving the making of duplicate copies and invoices.

3. The suggestion in regard to staff records has been adopted.

4. The matter of better accommodation for the Stamp Office, Auckland, is engaging the attention of the Board of Control.

5. New stamp-dies (King George issue) are being prepared.

6. During the year three additional book-typewriters have been installed, thus relieving the cost of contract work. Further machines will be installed when accommodation will permit.

7. A card system for the Nominal Index is in course of preparation.

8. The matter of office-accommodation for the Land Transfer Office, Auckland, is receiving the attention of the Board of Control.

With regard to the report itself, so far as it concerns this Department, mention is made therein that "many of the methods are out of date." This refers to impressed stamps, which the report states "have in some mysterious way survived." The report then goes on to suggest a means of doing away with the impressing of stamps on cheques, receipts, &c. This suggestion has not been acted on, for the reason that it is not a departmental but a statutory requirement. It is a matter of policy, and it is for the Legislature to say if the Stamp Act, under which the duty is imposed, is to be repealed. Frankly, I may say that as administrative head of a revenue Department, I cannot conceive that the suggestion, if acted upon, would result otherwise than in a loss to the revenue which would far outweigh any small saving effected.

As regards the introduction of the automatic stamping-machines, they have certainly not been as effective as was expected. [The Stamp Department is misinformed. The Government Printer, who does the work, states that the machines are doing their work well, at a large saving in cost of staff over the method of stamping by hand.]

I quite recognize that your circular does not call for any general comment on the report from me, but in justice to my Department I would crave permission to point out briefly the grave injustice to the Stamp Department that has been conveyed to the public by the fact that the Public Service Commissioner has confined his remarks almost exclusively to the comparatively unimportant mechanical branch of the work of this office, whereas the all-important technical branch, from which our main source of revenue is derived—viz., the assessment and collection of duties imposed by the Stamp Act, Death Duties Act, Companies Act, Building Societies Act, Industrial and Provident Societies Act, Sharebrokers Act, &c.—has not been referred to in the report.

#### STATE ADVANCES OFFICE.

The suggestions generally made by the Commissioners for the use of improved methods in this Department have been given effect to.

The use of carbon processes and the casting of details by machine process have been adopted wherever practicable.

The preparatory work in connection with the issue of all instalment notices by the multiple system is well under way, and it is hoped to have the system in full working-order at an early date.

#### TOURIST DEPARTMENT.

The Commissioner's report states that there are several ways in which there could be a shortening-up of the present practices in the assembling of details, &c., by the adoption of machine processes, which have been pointed out to me, and are being carried out. An adding-machine has been purchased, and is now in working-order. This, I think, disposes of that point.

The second point raised is that of the duplication of returns by carbon process, which the Commissioner recommends as applicable to other Departments, and this system is still in vogue in this Department.

Suggestions were made by the Commissioner of means by which the record system of the Department could be improved, and these have been put into operation.

The Commissioner also recommends that the amalgamation of several interests at Rotorua should be effected; and the positions of Resident Officer and Tourist Agent, Rotorua, have been amalgamated, effecting a considerable saving in the cost of conducting the Department's operations in Rotorua. The former occupant of the position of Tourist Agent has been transferred to fill a vacancy in Sydney.

With reference to the suggestion that there should be only one accounting officer instead of three at Rotorua directly responsible to the Treasury, I may state the amalgamation already referred to has reduced the number of officers to two, and I believe legislation would be necessary before any alteration could be made in the collection of land revenue. There is, however, another officer of this Department at Rotorua—namely, the Sanatorium Clerk—who accounts direct to the Treasury, but I understand the Treasury has now in preparation a scheme whereby all the accounting will be centred in the Department's Accountant at Head Office.

#### TREASURY DEPARTMENT.

Owing to the appointment of a Treasury officer—Major J. J. Esson—to act as Inspecting Accountant, proper co-operation between the account-keeping of other Departments and the Treasury is assured, and more efficient control by the Treasury is established, while unnecessary duplication and overlapping will be prevented.

Forms and books have been revised, multiple schemes and compound forms are being introduced. These reforms, combined with the use of modern machines, are gradually replacing old methods, and the reorganization of the staff has already resulted in a reduction of eleven hands without any loss of efficiency.

*Revenue Accounts.*—The method of accounting for revenue is being simplified both in the Treasury and in Departments. The principle of supporting total entries in cash accounts by detailed statements is being applied generally. In the Treasury the bulky revenue-books are being replaced by simpler methods. Numerous small receivers are being abolished, and by the extension of the central-receiver system the Treasury will be relieved of a lot of unnecessary details, and the position of the relative Departments will be much improved.

*Expenditure Accounts.*—The method of keeping expenditure accounts has been thoroughly reorganized, completely doing away with the overlapping and duplication of work in Departments and between Departments and the Treasury. Details of items will still be kept by the Departments in a simplified form, while the Treasury will only record the charges against the votes as a whole.

This reform will have the effect of doing away with thirty large abstract-books in the Treasury alone, saving labour and a considerable sum annually for bookbinding. It will also have the effect of greatly reducing the number of books kept in Departments.

A simple card index has been provided in lieu of the cumbersome alphabetical register of claims kept by Departments, and a satisfactory means of effecting a reconciliation between the books of the Treasury and Departments is provided.

*Payment through the Post Office.*—An arrangement has been entered into with the Post Office providing for the local payment of small claims not exceeding £5 over the post-office counter.

As such payments may in most cases be made without the necessity of reference to Wellington there will be a saving of time and handling which should be greatly appreciated by the public. In addition, the Treasury will be relieved of the necessity of writing and posting separate cheques for thousands of small amounts.

*Destruction of Old Accounts.*—A systematic clearance of old and useless books and forms has been adopted, with the result that valuable space has been set free, with some saving in rent.

*Machines.*—Modern machines have been introduced, with economical results. Others are being purchased and will be introduced as the scheme of reorganization proceeds.

*Receivers' General Deposit Account.*—The method of keeping this account has also been much simplified by the adoption of the card system and the abolition of superfluous checks, resulting in a saving of labour and expediting the return of deposits.

*Treasury Bank Ledgers.*—Owing to extension of business additional clerical assistance would have been necessary in connection with these ledgers. The ledgers have, however, been remodelled, and the work has been reduced to such proportions as to render additional assistance unnecessary.

*Requisition and Bank Order.*—The method of transmission between Treasury and Audit has been simplified, with the result that payment has been facilitated and much time and labour saved in the Treasury.

*Binding Treasury Vouchers.*—This has been discontinued, with a resultant annual saving of £550 in wages alone.

*Payment of Cheques to Order.*—This reform has also been inaugurated, arrangements having been completed with the bank for the payment of cheques drawn to order. This will effect a considerable saving of work in the Post Office, besides relieving the payee of much trouble, as it will render it unnecessary for him to visit the Postmaster or other official for the purpose of getting his cheque countersigned. This reform has been urged by business men, advocated by the Hunt Commission, and strongly urged by the Public Service Commissioner.

*Ledger and Loan Accounts* have been simplified, journalizing abolished, and several ledgers consolidated, with a considerable saving of labour.

*Correspondence and Records.*—An improved method of recording correspondence has been introduced, practically effecting a saving equal to the time of one officer.

*General.*—Other improvements in Treasury methods have been effected, and are pending. It will be readily understood that drastic changes affecting the accounts of the whole Dominion cannot be hurriedly brought about, while the long-session work has greatly delayed the printing of necessary forms, &c. I am pleased to say that as a general rule the officers of the various



Departments have greatly assisted the Treasury in instituting the various alterations in the methods hitherto adopted, and I am confident that the reforms will prove beneficial and economical to the Service and acceptable to the public.

#### VALUATION DEPARTMENT.

The improvements suggested in the report of the Public Service Commissioner, dated 27th August, in respect to the Valuation Department have been given effect to.

The improvements suggested by the Commissioner are as follows: (1) *Re* introducing methods which would have the effect of greatly reducing the transcription which took place in the preparation and copying of district valuation rolls; (2) that a book of Instructions should be drawn up for general guidance; (3) that an annual conference of officers should be held.

With regard to No. 1, I have to state that the transcription-work is now being typewritten on standardized forms specially prepared for the purpose, and carbon copies are taken on these forms for the use of the Commissioner of Taxes and local authorities. It is too soon to make an accurate estimate of the saving which will be effected by the new process, but it is quite safe to anticipate that it will run into a considerable sum annually. I would estimate a saving up to the present at about £250.

With regard to No. 2, I may state that a book of Instructions to Valuers has been printed and issued, and there is now in course of preparation a book of Instructions to the Office Staff.

With regard to No. 3, it may be pointed out that a conference of Officers-in-charge was held at Wellington during November last.

A conference of District Valuers was held in 1911 for the purpose of introducing uniformity in procedure relating to actual valuations. It would incur unnecessary expense to summon an annual conference of Valuers, as, for obvious reasons, I control the actual work of valuations myself direct from the Head Office.

With reference to the record system and the account system in practice in this Department, the Commissioner was good enough to comment favourably thereon.

## APPENDIX E.

### LIST OF PUBLIC SERVICE EXAMINERS.

PERSONS WHOM THE GOVERNOR IN COUNCIL HAS, ON THE RECOMMENDATION OF THE PUBLIC SERVICE COMMISSIONER, APPOINTED DURING THE YEAR UNDER SUBSECTION (2) OF SECTION 35 OF THE PUBLIC SERVICE ACT, 1912, TO BE EXAMINERS FOR THE PUBLIC SERVICE EXAMINATIONS.

|                                                          |                                                         |
|----------------------------------------------------------|---------------------------------------------------------|
| Andrews, W. D., B.A.                                     | Inglis, J. K. H., M.A., D.Sc., Professor.               |
| Blunt, T. G. R., M.A., Professor.                        | Jarman, A.                                              |
| Bossence, C. R.                                          | Kalaugher, J. P.                                        |
| Brown, J. R., M.A., Professor.                           | Kilroe, Frances L., Miss, B.Sc.                         |
| Brown, R. A. S.                                          | Kirk, H. B., M.A., Professor.                           |
| Buck, P. H., M.D.                                        | Lambourne, N. T., M.A.                                  |
| Champtaloup, S. T., M.B., Ch.B., B.Sc., P.H., Professor. | La Trobe, W. S., M.A.                                   |
| Chilton, Charles, M.A., D.Sc., Professor.                | Lawrell, M.E., Miss, M.A.                               |
| Clark, E. H.                                             | Levi, P., M.A.                                          |
| Clere, F. de J., F.R.I.B.A.                              | Merton, G. H., Mrs.                                     |
| Cockburn, F. C. J.                                       | Park, G. J., B.Com.                                     |
| Cotton, C. A., M.Sc.                                     | Rawson, G. H., Miss.                                    |
| Darroch, R.                                              | Richardson, J. H., F.F.A., F.A.S., F.I.A.V., F.I.A.N.Z. |
| Darwin, L. J., M.A.                                      | Rowe, T. W., M.A., LL.B.                                |
| Don, J. R., M.A., D.Sc.                                  | Rowley, F. W.                                           |
| England, M., Miss.                                       | Simmers, George A., M.A.                                |
| Evans, Kate M., Mrs., M.A.                               | Speight, Robert, M.A., M.Sc.                            |
| Fox, M.                                                  | Spragg, Silas.                                          |
| Fraser, Malcolm.                                         | Stuckey, F. G. A., M.A.                                 |
| Gilray, Thomas, M.A., LL.D., Professor.                  | Thornton, S. Whitta, F.S.A.A., F.C.I.S., F.N.Z.A.A.     |
| Gow, J. G., M.A.                                         | Traversi, A. T.                                         |
| Gray, J. D.                                              | Varney, A.                                              |
| Hardie, C. D., B.A.                                      | Walton, W., B.A.                                        |
| Hay, W. G., LL.M.                                        | Ward, W. F., M.A., LL.B.                                |
| Heaton, Frank, M.A., B.Sc.                               | Wilson, F. P., M.A.                                     |
| Hight, James, M.A., Litt.D.                              | Von Zedlitz, G. W., M.A., Professor.                    |
| Hilgendorf, F. W., D.Sc.                                 |                                                         |
| Hudson, W. B.                                            |                                                         |

APPENDIX F.

LIST OF ADMINISTRATIVE OFFICES.

OFFICES WHICH THE GOVERNOR, BY NOTIFICATION DATED 18TH OCTOBER, 1913, IN THE "NEW ZEALAND GAZETTE" OF THE 30TH IDEM, HAS DECLARED TO BELONG TO THE ADMINISTRATIVE DIVISION, IN ACCORDANCE WITH THE PROVISIONS OF SECTION 18 OF THE PUBLIC SERVICE ACT, 1912.

|                                                                                           |                                                                                   |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Secretary of Agriculture, Industries, and Commerce.                                       | Deputy Public Trustee.                                                            |
| Secretary and Inspector of Customs.                                                       | Secretary, Post and Telegraph Department.                                         |
| Inspector-General of Schools.                                                             | Assistant Secretary, Post and Telegraph Department                                |
| Secretary of Education.                                                                   | Assistant Secretary, Post and Telegraph Department                                |
| Government Insurance Commissioner.                                                        | Under-Secretary for Public Works.                                                 |
| Secretary, Government Insurance Department, and Deputy Government Insurance Commissioner. | Assistant Under-Secretary for Public Works.                                       |
| Inspector-General of Hospitals and Chief Health Officer.                                  | Commissioner of Stamps, Registrar of Companies, and Secretary of Lands and Decds. |
| Under-Secretary, Department of Internal Affairs.                                          | The State Fire Insurance General Manager.                                         |
| Under-Secretary for Justice.                                                              | Secretary to the Treasury.                                                        |
| Commissioner of Taxes.                                                                    | Valuer-General.                                                                   |
| Under-Secretary for Lands and Survey.                                                     | Under-Secretary for Immigration.                                                  |
| Secretary of Marine.                                                                      | General Manager, Tourist and Health Resorts Department.                           |
| Inspector-General of Mental Hospitals and Inspector of Prisons.                           | Commissioner of Pensions.                                                         |
| Under-Secretary, Native Department.                                                       | Secretary for Labour.                                                             |
| Public Trustee.                                                                           | Government Printer.                                                               |
|                                                                                           | Engineer-in-Chief, Public Works Department.                                       |

APPENDIX G.

LIST OF OFFICERS EXEMPTED BY ORDER IN COUNCIL FROM THE PUBLIC SERVICE ACT.

OFFICERS OR CLASSES OF OFFICERS TO WHOM OR TO WHICH, ON THE RECOMMENDATION OF AND FOR SPECIAL REASONS ASSIGNED BY THE PUBLIC SERVICE COMMISSIONER, THE GOVERNOR IN COUNCIL HAS DECLARED, UNDER SECTION 4, THAT THE PUBLIC SERVICE ACT, 1912, SHALL NOT APPLY.

| Department.                | Name or Class of Officers.                                                                                                                                                                                                                                                                                                      |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | The Private Secretary to the Prime Minister.<br>Secretary to Cabinet and Clerk of Executive Council.<br>The Solicitor-General.<br>The High Commissioner's staff.<br>Cook Islands and Niue Island : Resident Commissioners and staffs.<br>Officers of the Agricultural Department whose duties are performed beyond New Zealand. |
| All Departments .. ..      | Any officer who by his retainer, commission, agreement, or the nature of his employment is not required to give and does not give his whole time to the Public Service, and who is allowed to perform work for other persons outside the Public Service for his own pecuniary advantage and in his private capacity.            |
| Agriculture .. ..          | Learners at experimental farms.                                                                                                                                                                                                                                                                                                 |
| Government Insurance .. .. | Canvassers for life or accident insurance.                                                                                                                                                                                                                                                                                      |
| Marine .. ..               | Officers and crews of Government steamers, except masters.                                                                                                                                                                                                                                                                      |
| Native .. ..               | Presidents of Maori Land Boards.*                                                                                                                                                                                                                                                                                               |
| Public Health .. ..        | Cameron, Kenneth.<br>Kershaw, Mark.<br>Wilson, Frederick Charles.<br>Bennett, Albert Percival.<br>McKenzie, Richard James.<br>O'Brien, Morgan Timothy.<br>Franklin, Bernard Adolph.<br>Terry, John Percy.<br>Miller, Charles Edmond.<br>Gray, Archibald.<br>Johnston, James.                                                    |
| State Fire Insurance .. .. | Canvassers.                                                                                                                                                                                                                                                                                                                     |

\* By section 20 of the Native Land Amendment Act, 1913, these officers have been brought under the Public Service Act as from the date of their appointment as Presidents.

## APPENDIX H.

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### MODERN METHODS IN OFFICE-WORK: EXTRACTS FROM DEPARTMENTAL REPORTS SHOWING THE EXTENT TO WHICH ADOPTED AND THE ECONOMY RESULTING THEREFROM.

[NOTE.—The Permanent Heads were asked to supply brief particulars of the machines introduced, and of the work undertaken by them, during the year ended 31st March, 1914, together with the economy, if any, which has been effected as the result of their introduction, and the estimated economy likely to arise during the year ending the 31st March, 1915.]

#### DEPARTMENT OF AGRICULTURE, INDUSTRIES, AND COMMERCE.

The following machines were introduced for the year ended 1913-14: One combined typing and adding machine, and one adding and listing machine with electric drive.

The machines are used to type out the salary abstracts, vouchers (both ordinary and travelling expenses); to total all the Accountant's books; to type accounts issued by the Accountant; to type and total the register of compensation paid for stock condemned under the Stock Act and the Slaughtering and Inspection Act; to total up the annual sheep returns, statistics for Department's annual report, fortnightly produce-export leaflet, &c.

Through being able to have the books added up by the machines it has been possible to arrange the work so as to leave the services of one clerk (salary, £210) free for other work.

I cannot say as yet what economy is likely to arise during the year ending 31/3/15, but it may be possible, in addition to the above, to relieve another clerk when the proposed new system of book-keeping is inaugurated.

#### THE AUDIT OFFICE.

Two adding non-listing machines and one computing-machine are used in checking the computations incidental to the work of the office. They were in use in the office at the time of the advent of the Commissioners.

There is no information available as to the economy effected during the year ended 31/3/14, or as to the economy likely to arise during the year ending 31/3/15.

#### DEPARTMENT OF TRADE AND CUSTOMS.

One adding and listing machine was introduced in April, 1912, for statistical work, and since used upon that work and for checking beer-transcripts. One adding and listing machine introduced in January, 1914, for new statistical system; and also one adding non-listing machine.

#### EDUCATION DEPARTMENT.

No new machine has been purchased since the 31st March, 1913, but an up-to-date adding and listing machine has been ordered, though it has not yet been supplied to the office. In the meantime, however, this office has on loan a similar machine (without some of the attachments), with the result that considerable time has been saved in doing work which was formerly done on the older machine.

#### NATIONAL PROVIDENT FUND AND FRIENDLY SOCIETIES DEPARTMENT.

A computing-machine and an adding non-listing machine were introduced in June, 1912, and are performing work in respect of actuarial computations and accounting. One adding and listing machine has recently been placed on loan to the Department, but it is too soon to speak of the result.

The economy during 1913-14 was restricted owing to circumstances of office-accommodation interfering with their full use.

Estimated economy during the year ending 31/3/15, say, one-fourth of one clerk's (at £150) time.

#### GOVERNMENT INSURANCE DEPARTMENT.

Two combined typing and adding machines have been introduced for the purpose of writing renewal receipts and notices by carbon process.

It is probable that without these machines the growth of business would have warranted some increase in the staff, and I think it may therefore be assumed that the introduction of the machines will be worth about £100 a year to the Department.

#### PUBLIC HEALTH, HOSPITALS, AND CHARITABLE AID DEPARTMENT.

One computing non-listing machine was brought into use on the 24th July, 1913. Its features are multiplication and division in decimal notation. The machine has been used for taking out average cost in hospital expenditure, the checking of hospital statistics, apportionment of Board's expenditure to levy and subsidy, and to a small extent apportionment of representation.

The direct effect of the introduction of the machine will quite probably be to render unnecessary temporary clerical assistance which has been obtained each year during the past five years. This assistance usually costs annually about £30.

This Department has the use of the adding and listing machine of the Valuation Department, and it was used last year in adding the long tables of our annual report. The Department is awaiting the landing of the new combined typing and adding machines. One of these will be very useful in connection with scheduling the vouchers, as it will type the schedule and at the same time add and type the total. One of these machines will save the whole time that an officer would take in adding the schedule, and should, roughly, save £25 a year.

The amount saved by the use of the Valuation Department's machine during the past year can be roughly estimated at £10.

#### DEPARTMENT OF IMMIGRATION.

There is now a cyclostyle installed in this office. The machine is used for running off notices to immigrants and to applicants for same, also in connection with farm boys. It is a most useful machine, and a valuable labour-saving device to this Department. If done away with its loss would occasion an addition to the staff.

The economy that has been effected during the four months the machine has been in use is £20.

The estimated economy likely to arise during the year ending 31/3/15 is £60.

#### DEPARTMENT OF LABOUR.

This office, in conjunction with the Government Statistician, purchased an adding and listing machine about two years ago, and this machine is used by the Department in doing statistical work during the months of April, May, and June yearly.

#### LAND AND INCOME TAX DEPARTMENTS.

The machines introduced into this office comprise two combined typing and adding machines, and one adding and listing machine.

The work done during the year with the combined typing and adding machines was the writing of the land-tax and the income-tax accounts, credit slips, and tax-registers, as well as the addition of the tax at one operation; the writing and adding of the Cash-book and the classification of the payments of tax through the Receiver. With the adding and listing machine all taxable amounts were added and the accounts balanced for the main debit; the Post Office statements and receipts have been classified and balanced; the day-books have been added and checked; and practically all additions in the office are now done with it.

The economy effected by the use of the machines has resulted in an annual direct saving in respect of the tax accounts and registers of approximately £500, and land-tax valuation tickets £360, a total of £860; while the indirect saving arising from the greater amount of time available for revision and examination of assessments and other work can be set down approximately at £1,880 per annum.

These figures can therefore be increased for the year 1914-15, as the volume of work will be greater, and the estimated direct saving may be put down at £960, while the indirect saving should not be less than the £1,880 already mentioned.

In addition to the foregoing amount of £2,840, I am of opinion that when the contemplated changes are in full working-order there will be a further saving effected of £1,090, making a total of £3,930 per annum.

#### LANDS AND SURVEY DEPARTMENT.

The following machines have been introduced: Auckland (office of the Receiver of Land Revenue)—One adding and listing machine, one combined typing and adding machine. Wellington (office of the Receiver of Land Revenue)—One adding and listing machine, one combined typing and adding machine.

(1.) *Work undertaken.*—On the adding and listing machine: Checking Journal additions; checking Cash-book additions; dissection and analysing of Revenue Cash-book; compiling Monthly Return of Revenue from weekly analysis-sheet; daily banking; other miscellaneous additions. On the combined typing and adding machine: Preparation (in duplicate) of Revenue, Local Bodies, and Deposit Cash-books; preparation of rent-notices with receipt forms and Journal by compound process. Preparation of half-yearly schedules of "thirds," &c., for local bodies; general typewriting for Receiver's office.

(2.) *Economy effected.*—Auckland office: (a.) Staff has been reduced by transfer of one officer (salary, £130) without loss of efficiency. (b.) Assistance previously given by a highly paid officer (the only one available) for about two months twice a year in writing rent-notices dispensed with, as against which must be set the cost of extra typiste's services (during last November and December) for about seven weeks in typing the notices, receipts, and Journal on the combined typing and adding machine. (c.) Almost complete abolition of overtime during rebate period, resulting in reduction of tea-money allowances previously paid. This, however, is only a small item.

Wellington office: (a.) The services of one clerk at a salary of £200 per annum have been rendered available for other duties. (b.) A general saving of time and labour has been effected by the use of the typewriter and the taking of carbon copies whenever possible, as against the former method of copying cash-books in manuscript and vouchers by press copy. (c.) By the

preparation of all dissections of receipts, taking out of arrears and revenue returns, and (when advantageous) the preparation of all other returns and statements by means of the two machines. (d.) By the adoption of a certified copy of each provisional title as the Crown Grant Draughtman's record, in place of the manuscript record-book at present in use.

*Amalgamation of Accounts.*—In compliance with instructions from the Public Service Commissioner, the position of Accountant in each local Land Office was amalgamated with that of the Receiver of Land Revenue. This arrangement took effect as from 1st November last. Briefly stated, the saving effected is summarized as follows: Auckland—Salaries, two officers, £455; Wellington—Salary, one officer, £200; Hokitika—Salary, cadet, £50; Christchurch—Salary, one officer, £260; Dunedin—Salary, one officer, £200: total, £1,165. In addition to this amount, the services of several other officers have been utilized in other directions, the value of which I estimate at £750 per annum, or a total of £1,915.

[NOTE.—The following extract is from a report by an officer of the Lands and Survey Department who was deputed by the Commissioner to inspect the work in the offices of the Receivers of Land Revenue, with a view to providing a more efficient and economical system than that in use. This report was submitted to the Permanent Head for consideration, and he reports that he is not yet in a position to confirm the estimated saving of £1,700 as likely to be brought about by the introduction of machine processes.]

As compared with former methods, the introduction of the multiple system by machine process and other labour-saving devices in connection with Land Revenue Accounts provides for a more efficient and simple system in (1) collecting, (2) accounting, (3) providing arrears returns readily, (4) using half-yearly assembled figures in cash returns and journal for purposes of balancing, (5) eliminating unnecessary labour.

*Collection of Revenue.*—(a.) Advantages gained are in the preparation of rent-notices, receipts (in duplicate), and journal by compound carbon process, the receipts to be filed in a cabinet in tenure-series order pending payment.

*Accounting.*—(b.) Reduction gained by—(1) Dispensing with elaboration in cash-books and by preparing the copies (carbon process) simultaneously with the original (loose-leaf system); (2) dropping detailed Local Bodies' Cash-book and using totals only; (3) the preparation of the Card Ledger Deposit Account simultaneously with the preparation of receipt; (4) bringing the analysis of cash credits and returns into line with departmental and Treasury requirements.

*Arrears.*—(c.) Labour is saved in preparation of detailed list of quarterly arrears by using outer columns in overdue-rents journal.

*Ledger Balance.*—(d.) This is simplified by use of half-yearly totals taken from the tabulated journal and adjustment account, and also the Cash Returns Journal. This method dispenses with the elaborate journal entries and weekly postings from cash-books hitherto required.

The multiple scheme, where introduced, provides for greater efficiency in working-methods; duplication and elaboration is avoided; the business can be handled more readily and satisfactorily, and the younger members of the Service are showing considerable keenness in the introduction of methods which place their work on a more satisfactory basis.

Over and above economy gained by the amalgamation of the accounts-work (expenditure) with the Receiver's duties, the economy which should be realized upon the installation of the complete system, including suitable exchange of officers, should be £1,700, arrived at as follows: Auckland, £400 (including two officers, one transferred to Head Office and one resigning); Napier, £200; New Plymouth, £150; Wellington, £140; Nelson, £120; Blenheim, nil (overtime cut out); Christchurch, nil (overtime cut out); Dunedin, £370; Invercargill, £100; Hokitika, £200: total, £1,700.

#### INSPECTION OF MACHINERY DEPARTMENT.

The savings in connection with the use of boiler and machinery notices, which is the only work apart from correspondence for which mechanical office-appliances, including typewriters, have been used, are approximately as follows:—

One officer retired, £260; one officer transferred, £135; one officer transferred, £120—£515, less typiste employed, £72: total, £443.

#### MARINE DEPARTMENT.

An adding non-listing machine was purchased for the Head Office on the 8th June, 1912, and is used for taking the totals of expenditure in the ledger, and for any other additions required. The economy effected is not very great, as the machine is not frequently in use.

In the Meteorological Office two cyclostyle machines and an adding non-listing machine are installed. The former are used for preparing weather reports and forecasts, and the latter for the preparation of statistics, and its installation has given a much more complete check on the office statistics and a wider scope and more facilities for their investigation.

#### MINES DEPARTMENT.

In the State Coal-depot at Wellington a cash-register, constructed to meet the special requirements of the depot's business, has been introduced, and has undoubtedly effected a considerable saving of time in the recording of transactions, has increased the efficiency of the staff, and has decreased expenditure in certain directions.

The advantages may be briefly summarized as follows: In the office the Receiver's Cash-book can now be entered up in complete summary form in less than forty minutes daily. Formerly this took on an average five hours per day, and during the busy season it necessitated frequent night-work to get out summaries, &c. The transactions put through on a very busy day last

winter ran into 25 foolscap pages; now they are recorded on half a page. Carters' delivery tickets, being now made out in the office under the triplicating system, only require sorting and arranging for delivery by the yard-foreman, who has consequently more time to supervise the direct work in the yard and coal-sheds, and quicker despatch of carters from yard is also secured. In regard to overtime, except under special circumstances, night-work for the office staff and foreman will in future be the exception, not the rule.

The staff, through the cutting-out of summaries and other detail work now done automatically by the machine, have more time to attend to customers' requirements. This means a better and more satisfactory service, which no doubt will be appreciated by customers. In addition, office-records can be kept up to date without entailing night-work.

The amount which might fairly be taken into account when reviewing the economies effected by the introduction of the system is £96 per annum.

To sum up the advantages, the machine provides a quick mechanical audit of cash takings, and places individual responsibility upon each assistant. The knowledge that the cash to be accounted for can be ascertained in an instant would be a direct deterrent to one tempted to abuse the trust reposed in him; but apart from this phase there is the much improved systematic and simplified procedure which permits of continuity of action throughout, with a substantial reduction of the clerical work formerly found necessary. The new system will permit of the business being largely extended at any time, and the office staff would not need to be increased.

I am of opinion that similar registers could with advantage be installed in the other retail depots of the Department.

In the State Coal-mines office at Greymouth one combined typing and adding machine has been introduced, and the work undertaken is general correspondence, returns, specifications, and agreements with employees' union.

[NOTE.—The Manager was unable to estimate the economy likely to arise from the introduction of the machine.]

#### POST AND TELEGRAPH DEPARTMENT.

The machines now in use in this Department are as follows: Six adding and listing machines, eleven adding non-listing machines, seventeen combined typing and adding machines, one computing-machine, and eighteen cash-registers—a total of fifty-three machines in all. Of these machines, twenty are in the Accountant's office. G.P.O., and the remainder in the various district offices.

The work undertaken by the machines has been as follows: The adding and listing machines in the Accountant's office are used for the additions of schedules and abstracts, the checking of paid money-orders and money-order paid statements, and all work in which original additions have been required. In the Chief Offices two borrowed machines in Auckland are in use in connection with the new system of balancing savings-bank accounts, whereby mechanical appliances are substituted for heavy mental work. The system has been tried with success at the Thames office, where the work is comparatively small, and it is anticipated that, with the purchase of another machine, it will result successfully when applied to the very considerably larger business at Auckland.

The adding non-listing machines are principally used for the purpose of checking additions. These machines have not been found so good as the adding and listing machines for original work, but the average operator is now making additions as quickly as the average clerk. It is hoped in time that the operators will acquire greater proficiency. In any case, the salaries paid to women operators are not nearly so high as those paid to clerks, and the clerks are relieved of much burdensome mental checking, which, it must be admitted, is far better performed by a machine when a machine to do the work efficiently can be obtained.

The combined typing and adding machine is the most useful of the machines which the Department has so far tried. It is used in the Accountant's office for preparing all classes of statements and lists in which a combination of written matter and figures is required. Among other purposes, it has been applied to the listing of money-orders issued on all countries outside New Zealand, a work formerly thrown upon the seventeen Chief Offices but now concentrated in the Accountant's office, and performed by four officers. This results in a saving of at least two officers and a further saving with regard to salaries, the work formerly being performed by clerks. The cable abstracts, embodying the business between New Zealand and foreign Administrations, are also prepared on these machines, with excellent results. So far there has been no saving of staff in this direction, but it is anticipated that when the operators become more efficient at least one officer will be available for other work. In the Chief Offices the machines are in use for preparing statements of business in which particulars and amounts are both embodied. Not only have the machines led to greater neatness and legibility of work, but they have also made possible the introduction of carbon copies instead of press-copying. The work performed by the combined typing and adding machines has uniformly been of a most satisfactory nature.

The computing-machine is in use in the Accountant's office, and is valuable for computations of averages, percentages, and all work of that nature. It is not by any means fully occupied, but whenever used it is estimated that the work is performed seven or eight times as quickly as it could be by mental process.

Cash-registers (for telegraph-counters) of special design and built to meet the Department's requirements have so far proved very successful. The machines in use are working very smoothly. Not only are they an excellent check upon the receipt of cash at the telegraph-counter, doing away with the necessity for stamping forms with adhesive stamps, but they also exhibit at the close of each day a fully classified result of all messages put through, with the number and value of those handled under each code, the total number and value dealt with, and, by an arrangement

of the keys, the amount for which cash has actually been received, as distinguished from those telegrams which, under various systems still in existence, are not accompanied by cash.

It is difficult at the present stage to state in set terms the economy which has been effected. Generally speaking, the work prepared by machines is much better in every way than the work prepared in manuscript. It is more legible, more readily checked, and the mechanical accuracy of the addition is such that errors are very infrequent. Officers generally, wherever machines are in use, are relieved from mental fag and routine duty, and their time can be more profitably utilized for higher classes of work. There is also the factor that, in a growing Department like the Post Office, a change which saves the greater part or even the whole of one officer's time does not lead to the direct saving of an officer, because he is absorbed by the general expansion of the work in his office. The saving, therefore, comes in the fact that the Department has not had to appoint so many new officers to cope with the increased work as would otherwise have been the case, and I think it would be perfectly fair to state that the new appointments would have to have been increased by quite ten officers had the machines now in use not been in possession of the Department.

The estimated economy for the coming year may be said to be practically the same, unless a further expansion of the use of machines takes place. If so, it will be proportionately increased.

There is still considerable opportunity for enlarging the scope of machine-work performed in the Department, and it is hoped, as opportunity offers, to take further advantage of the mechanical appliances offering.

#### PRINTING AND STATIONERY DEPARTMENT.

No machines have been introduced during the current year, though the purchase of one machine was effected. This was in place of a machine which had been on loan to the Department.

The estimated economy effected during the year ended 31/3/14 by the use of the combined typing and adding machines and the adding and listing machines amounted to £200.

The economy for the year ending 31/3/15 is estimated to be the same—viz., £200.

#### PUBLIC SERVICE SUPERANNUATION OFFICE.

One book-typing and adding machine, installed in 1912, is used for taking out totals and balances of contributors' accounts, writing schedules of payments, and for various items of work in which writing and adding are conjoined. We also use an adding and listing machine borrowed from the Government Statistician occasionally.

Estimated economy during the year ended 31/3/14, £35.

Estimated economy during the year ending 31/3/15, £40.

#### PUBLIC TRUST OFFICE.

The following machines were introduced during the year ended 31/3/14: One adding and listing machine and one combined typing and adding machine. The following machines were in use prior to that date: Two adding and listing machines, one combined typing and adding machine, and two adding non-listing machines.

The following new work was undertaken by the machines during the year ended 31/3/14: (1) Checking the ledger-posting by the new method recommended by the Commissioner, which resulted in the abolition of the ledger-dockets; (2) typing the Classification-book simultaneously with the statements of receipts and payments; (3) typing at the same time the daily balance-sheet of the General Cash-book; (4) analysing the Cash-book for the purposes of the check-ledger; (5) typing simultaneously the schedules of payments made by the High Commissioner and the Remittance-book; (6) typing simultaneously the schedules of payments made by the Bank of New Zealand and the Remittance-book; (7) typing the Cashier's bank-slip and duplicate for office use; (8) typing the salary abstracts and monthly-allowance vouchers for more than one month at a time; (9) typing Native rent-notices (with schedules) and interest-notices; (10) performing general work—*e.g.*, the addition of ledgers, summaries, statements, distribution-sheets, &c.

The economy effected during the year as the result of the introduction and the extended use of machines is as follows: After careful consideration of the whole matter an estimate has been made as follows: Salaries of officers occupied in writing, calling, sorting, checking, and adding dockets, 120,000 annually, £555; saving of time on Cashier's work, £50; saving of time typing notices and vouchers, £25—£630. Less—proportion annual contribution to cost of machines (estimated life, twelve years), £40; proportion salaries of operators, £140—£180. Net result, assuming alterations have been in force a full year, £450.

The new system of ledger-checking (the most important economy effected) came into force in October, 1913, and the majority of the other items have been brought into practice during the past six months. This system of checking the office ledgers have proved entirely satisfactory during the first half-yearly period of its operation. It has been demonstrated that the system is well adapted to the requirements of the Department. It entails less work than the old system, costs less, and has proved itself quite effective.

The time saved has been devoted to the other work of the office. One officer has entirely been transferred to other duties, and the introduction of the machines has rendered it unnecessary to appoint any cadets for several months.

The economy likely to arise during the year ending 31/3/15 may be safely taken at not less than the £450 shown above.

There will be a material increase in the number of transactions for the coming year, and the services of another operator may become necessary. Her salary, however, will be much less than the amount that would have to be paid to additional cadets, which would be necessary in dealing with the work under the old system.

A comparative return of the cost of overtime worked by the Head Office during the years ended the 30th April, 1913 and 1914, these dates being taken to include the annual balance for each year, shows that the net saving effected in the amount of overtime for one half-year is £79. Under the present staff conditions the annual saving may therefore be safely estimated at £150 a year. This decrease is due to the new system of checking the ledgers by the use of machines.

The new system of preparing the classification-book and cash-book by machine process is working satisfactorily. The work is better done, and more expeditiously. The saving effected is estimated at, say, £100 a year.

#### PUBLIC WORKS DEPARTMENT.

One combined typing and adding machine has just been installed in the Accountant's office.

As to the new forms of registers of expenditure, liabilities, &c., I have to advise you that the Accountant reports as follows: "The new arrangement was brought into operation on the 1st April last. In respect to the registration of vouchers, one officer (female), with very little assistance, now records all the necessary information, whereas under the old system, with the assistance of another officer at a salary of £115, the work could not be got up to date. A further saving of at least £30 per annum is effected on the manufacture of registers." The Accountant is certain that, even apart from the amount of money saved, the work is quite as efficiently done at present as it was hitherto, and the officers who are carrying out the work appear to be well pleased with the change. Individual reports have been called for from the officers concerned, and the opinions expressed go to show that the card system is a decided improvement.

#### REGISTRAR-GENERAL'S OFFICE.

The following machines have been introduced to this office: One computing-machine, one adding and listing machine, and one adding non-listing machine.

The computing-machine has been used in working out percentages, allocations, averages, &c., required in the compilation of the Statistics and Year-book, and the construction of mortality tables from the census results. The adding and listing machine has been employed in the additions of various statistical tables with large money-columns, particularly *re* local bodies and building societies, but more advantage could have been taken of it had a competent machinist been available on the staff. The adding non-listing machine was little used except in the compilation of the agricultural statistics, owing to the want of a competent operator.

I estimate that by using the computing and the adding and listing machines the office has been able to extend and improve the statistics in several directions without increasing the staff. Without these machines the new work undertaken could not have been done without the addition of a junior clerk to the staff. The adding non-listing machine (with another borrowed from the Marine Department) enabled the agricultural statistics to be compiled for £7 3s. 6d., as against £41 10s. last year.

For the year 1914-15 considerable additional work is being undertaken by the office—the construction of price index-numbers from returns now being collected, and the reorganization of the agricultural and pastoral statistics. In regard to both of these, it is proposed to utilize extensively all three machines, provided a competent operator is available. The additional work which it is anticipated can be overtaken by the machines would require two more clerks if the machines were not available.

#### STAMP DEPARTMENT.

Four book-typing and adding machines are used for recording deeds in Register-books. One typewriter is used for recording deeds per medium of loose-leaf registers.

The economy effected by the use of these machines is the difference between the salaries paid to the operators, ranging from £78 to £160, totalling £998, and the amount that would be payable to recorders for the same quantity of work—viz., £1,390 17s. 1d.—a saving of £392 17s. 1d., plus ordinary typewriting duties which are not accounted for in the returns from which the foregoing figures are compiled.

The economy expected to be effected during the current year is estimated at, say, £400, plus about £100 on each new machine installed, the need for which exists at Christchurch and Auckland. They will be installed when accommodation permits.

#### STATE FIRE INSURANCE DEPARTMENT.

One typewriter and one day-book attachment are used largely, but not altogether, in connection with the multiple system as applied to renewal notices; and one cyclostyle for the writing of circulars generally.

The introduction of the above machines and methods has resulted in a saving of, say, £50 up to 31/3/14.

The estimated economy resulting from the use of these machines is likely to amount to, say, £150 during the current year.



## NEW ZEALAND STATE ADVANCES DEPARTMENT.

The adding and listing machine has been used since it was first installed in the preparation of the annual balance. Last year it was utilized in the classifying of receipts, and the resultant saving may be estimated at the difference in salaries of the persons doing this work, £220-30 and £120—say, £100.

When the multiple scheme is in full swing, and the combined typing and adding machine is used in the preparation of instalment notices, I think that three officers could be released from that particular portion of the Department's work. With this and the consequent changes effected in the Department's books, I hope that in future the yearly balance may be obtained without calling upon the staff for any work at night, as has always hitherto been necessary.

An exact estimate in pounds sterling of the further amount that will be saved it is not possible to give just now.

[NOTE.—Subsequently the Permanent Head reported that the amount was £1,950 per annum.]

## DEPARTMENT OF TOURIST AND HEALTH RESORTS.

An adding and listing machine driven by motor-power was introduced during the year ended 31/3/14.

A considerable amount of overtime has been saved as a result of its introduction.

The probable increase in the passenger-booking business that will result in 1914-15 will be met without any addition to staff.

## TREASURY DEPARTMENT.

Two combined typing and adding machines and one adding and listing machine were introduced, and were used for typing schedules of paid vouchers (in duplicate) and imprest schedules, and advices of remittances to the credit of local bodies' accounts.

The economy effected during the year ended 31/3/14 by the introduction of the machines was £670.

It is difficult to estimate the economy likely to arise during 1914-15, as most of the work in the Treasury will be entirely new, owing to the intended change in the mode of payment and the keeping of the public accounts.

## VALUATION DEPARTMENT.

The machines introduced into the Department were one adding and listing machine and eight Brief typewriters. The adding-machine was obtained to enable the totals of valuation rolls to be extracted, to assist in the compilation of returns, and for general use. A machine of larger capacity and more suitable for the Department's requirements is on order, and better results are expected next year. The typewriters were obtained late in 1913 to perform by multiple process the work of preparing new rolls, notices, and tickets for districts undergoing revaluation, and are satisfactorily performing the work required of them. The results achieved this year, considering that the scheme is in an experimental stage, can only be regarded as highly satisfactory. The yearly amount chargeable against the purchase and hire of typewriters is set off by the reduced cost of stationery consequent upon the introduction of the new scheme.

The services of four temporary typistes have been obtained, while if the work had been performed under the old system the temporary services of sixteen extra clerks would have been required to perform the volume of work. Concurrently with the saving in cost a considerable saving in time has been effected, as a result of which local rating authorities and the Land-tax Department will receive their rolls at a much earlier date than would have been possible under the old system.

I have to confirm the estimate of £1,300 for the cost of performing this work under the old system for the year ending 31/3/15. The estimated cost under the new system, based on the results obtained to date, is £600, an estimated saving of £700. The use of typewriters for other branches of the Department's work will, I estimate, effect a further saving of £100—a total saving of £800 for the year ending 31/3/15.

## APPENDIX I.

REPRODUCTIONS OF SOME SELECTED FORMS ILLUSTRATING MULTIPLE SCHEMES,  
CARBON PROCESSES, ETC.

PLATE I.

| 1911-1912.     |                                                                     |           |           |            |       |               |               |                |               |         |                  |          |
|----------------|---------------------------------------------------------------------|-----------|-----------|------------|-------|---------------|---------------|----------------|---------------|---------|------------------|----------|
| Date.<br>1911. | Particulars.                                                        | Ordinary. | Mortgage. | Graduated. | Rate. | Debit.        |               |                |               | Credit. | Dr.<br>or<br>Cr. | Balance. |
|                |                                                                     |           |           |            |       | Ordinary Tax. | Mortgage Tax. | Graduated Tax. | Ten per Cent. |         |                  |          |
|                | <i>Brown Adam B Farmer Kairanga Line Palmerston North</i>           |           |           |            |       | 11            | 11            | 3              |               |         |                  |          |
| 2              | <i>Brown Alexander Farmer Eltham</i>                                | 353       |           | 5902       | 7/6   | 19            | 5             |                | 110           | 9       |                  | 2/3      |
| 3              | <i>Brown Mangatoki T</i>                                            |           |           |            |       |               |               |                |               |         |                  |          |
| 4              | <i>Brown Tuckland</i>                                               |           |           |            |       |               |               |                |               |         |                  |          |
| 5              | <i>Brown Dunedin</i>                                                |           |           |            |       |               |               |                |               |         |                  |          |
| 6              | <i>Brown Napier</i>                                                 |           |           |            |       |               |               |                |               |         |                  |          |
| 7              | <i>Brown</i>                                                        |           |           |            |       |               |               |                |               |         |                  |          |
| 8              | <i>Brown Dargaville</i>                                             |           |           |            |       |               |               |                |               |         |                  |          |
| 9              | <i>Brown Eleanor Weld St Blenheim</i>                               | 58        | 1175      |            |       | 11            | 10            | 5              | 13            | 5       |                  | 3/183    |
| 10             | <i>Brown Eliza per Pappill &amp; Conlan Solicitors Christchurch</i> | 1705      | 24        | 214        |       | 7             | 2             | 1              | 75            | 13      | 5                | 82/156   |

**THIS ACCOUNT TO BE PRESENTED WHEN PAYMENT IS MADE.**

**1912-1913.**

**NEW ZEALAND.**

**LAND AND INCOME TAX DEPARTMENT.**

WELLINGTON, 8th November, 1912.

Register No. 1

Mr. *Adam B. Brown*  
*Kairanga Line Palmerston North*

**LAND-TAX** under the Land-tax and Income-tax Act, 1912 (charged on land and mortgages owned at 31st March, 1912), will be due and payable by you at this office, GOVERNMENT BUILDINGS, WELLINGTON, on Monday, the 2nd day of December, 1912.

**G. F. C. CAMPBELL,**  
Commissioner of Taxes.

NOTE.—Tax may be paid at any Money-order Post-office. Remittances may be made to the Tax Office, Wellington, by cash, post-office order, postal note, bank cheque, or draft. To cheques drawn on a branch bank other than one in the town to which they are remitted, exchange must be added as follows: For £20 or under, 6d.; for every additional £10, or fraction of £10, 3d. extra.

|                                               |   |
|-----------------------------------------------|---|
| Land-tax on £ <u>2775</u> at 1d. in the £ ... | £ |
| Land-tax on mortgages on £ ...                | £ |
| Graduated land-tax on £ ...                   | £ |
| 25 per cent. additional on £ ...              | £ |

Ten per cent. additional, if not paid on or before the 16th day of December, 1912 ...

**IMPORTANT.—Ten per cent. additional is charged on all tax remaining unpaid after the close of 16th December, 1912, and the law provides no authority for its remission when once incurred.**

**Received the above amount.**

CREDIT: *A.B. Brown* 1912-1913.

Land-tax: £ 11.11.3

Ten per centum: £

Total: £

Receiver: 1

Office Stamp: 1

Receiver: 1

Plate illustrating old method of preparing land-tax accounts and registers. The old method necessitated three distinct operations.

## PLATE II.

1913-1914.

| Name and Address                                                                      | Reg. No. | Particulars | Ref. | Taxable Amount | Tax      | Amount payable | Ten per cent | CP. | De Cr | Balance. |
|---------------------------------------------------------------------------------------|----------|-------------|------|----------------|----------|----------------|--------------|-----|-------|----------|
| Mr. Adam B. Brown,<br>Farmer,<br>Kairanga Line,<br>PALMERSTON NORTH                   | 1        |             | L    | 2775           | 11.11. 3 | 11.11. 3       |              |     |       |          |
| Mr. Charles Brown,<br>Teacher,<br>George Street,<br>DUNEDIN                           | 5        |             | L    | 1000           | 4. 3. 4  | 4. 3. 4        |              |     |       |          |
| Miss Eleanor Brown,<br>Weld Street,<br>BLENHEIM                                       | 91       |             | L    | 58             | 0. 4. 10 |                |              |     |       |          |
|                                                                                       |          |             | M    | 1175           | 3.13. 5  | 3.18. 3        |              |     |       |          |
| Mr. Alexander Brown,<br>Farmer,<br>ELTHAM                                             | 2        |             | L    | 353            | 1. 9. 5  |                |              |     |       |          |
|                                                                                       |          |             |      |                | 1.10. 9  | 3. 0. 2        |              |     |       |          |
| Mr. Charles A.<br>Per Messrs.<br>and                                                  |          |             |      |                |          |                |              |     |       |          |
| Mrs. Eliza B.<br>Per Messrs.<br>Solic<br>CI                                           |          |             |      |                |          |                |              |     |       |          |
| Mr. Alexan<br>Farmer,<br>MANGATOKI, T.                                                |          |             |      |                |          |                |              |     |       |          |
| Mrs. Charlotte Brown,<br>15 Worcester Street,<br>CHRISTCHURCH                         | 7        |             | L    | 4310           | 17.19. 2 |                |              |     |       |          |
|                                                                                       |          |             | M    | 1962           | 6. 2. 8  |                |              |     |       |          |
|                                                                                       |          |             | G    | 8310           | 4. 6. 6  | 28. 8. 4       |              |     |       |          |
| Mr. Thomas Brown,<br>Farmer,<br>MASTERTON                                             | 11       |             | L    | 1795           | 7. 2. 1  | 7. 2. 1        |              |     |       |          |
| Trustees of Bertram<br>Brown,<br>Per Mrs. Janet Brown,<br>Wynyard Street,<br>AUCKLAND | 4        |             | M    | 505            | 15.12.10 | 15.12.10       |              |     |       |          |
| Mr. David Brown,<br>13 Devon Street,<br>Sydenham,<br>CHRISTCHURCH                     | 8        |             | M    | 440            | 1. 7. 6  | 1. 7. 6        |              |     |       |          |

Plate illustrating the new method of preparing by carbon process, and in one operation, the same information as in Plate I (including ledger). As a result of the introduction of this method the posting in twenty-eight ledgers was rendered unnecessary. The same method is also adopted in respect of the income-tax accounts.

The benefits accruing to the Department as the result of the method is set down (as per departmental report, Appendix E) at close on £4,000 per annum.

| OVERVIEW WITH THE MASTHEAD OF THE DISTRICT ACT, 1908 |               |                     |         | OVERVIEW AND NOTIFICATION of Assessment |                       |       |                               |
|------------------------------------------------------|---------------|---------------------|---------|-----------------------------------------|-----------------------|-------|-------------------------------|
| Number on Roll                                       | Full Name     | Trade or Occupation | Address | Section of Subdivision                  | Section of Assessment | Block | Survey District or Street Ac. |
| 254                                                  | Smith, Robert | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 255                                                  | Robert        | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 256                                                  | James         | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 257                                                  | John          | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 258                                                  | Robert        | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 259                                                  | James         | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 260                                                  | John          | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 261                                                  | Robert        | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 262                                                  | James         | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 263                                                  | John          | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 264                                                  | Robert        | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 265                                                  | James         | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 266                                                  | John          | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 267                                                  | Robert        | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 268                                                  | James         | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 269                                                  | John          | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 270                                                  | Robert        | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 271                                                  | James         | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 272                                                  | John          | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 273                                                  | Robert        | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 274                                                  | James         | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 275                                                  | John          | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 276                                                  | Robert        | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 277                                                  | James         | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 278                                                  | John          | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 279                                                  | Robert        | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 280                                                  | James         | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 281                                                  | John          | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 282                                                  | Robert        | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 283                                                  | James         | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 284                                                  | John          | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 285                                                  | Robert        | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 286                                                  | James         | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 287                                                  | John          | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 288                                                  | Robert        | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 289                                                  | James         | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 290                                                  | John          | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 291                                                  | Robert        | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 292                                                  | James         | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 293                                                  | John          | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 294                                                  | Robert        | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 295                                                  | James         | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 296                                                  | John          | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 297                                                  | Robert        | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 298                                                  | James         | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 299                                                  | John          | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |
| 300                                                  | Robert        | Farmer              | Kumerow | Johnston                                | William Farmer        | XXV   | Taborate S.D.                 |

**No. 1.**  
**NOTICE.**

|                                                |          |  |                            |  |  |             |  |          |  |
|------------------------------------------------|----------|--|----------------------------|--|--|-------------|--|----------|--|
| Occupier within the meaning of the Rating Act. | Surname. |  | Christian Name (Occupier). |  |  | Occupation. |  | Address. |  |
|                                                | Smith,   |  | Robert,                    |  |  | Farmer,     |  | Kumeroa. |  |
| House.                                         | Surname. |  | Christian Name (Owner).    |  |  | Occupation. |  | Address. |  |
|                                                |          |  | Occupier.                  |  |  |             |  |          |  |

  

| Valuation No.                   | Description.                             | Area. |    |    | Capital Value. | Unimproved Value. |         | Value of Improvements. |         |
|---------------------------------|------------------------------------------|-------|----|----|----------------|-------------------|---------|------------------------|---------|
|                                 |                                          | A.    | R. | P. |                | Owner.            | Leases. | Owner.                 | Leases. |
| 2/ <sup>51</sup> / <sub>1</sub> | Secs. 12, 22, 33, E11. XIV.<br>Tahoraite | 259   | 1  | 18 | 2913           | 2007              |         | 906                    |         |

This valuation takes effect as at 1st March, 1911.

This valuation takes effect as at 1st March, 1914.

No. 2.  
Revised  
Land-tax Ticket.

|                                                |               |                                          |                         |    |             |                |                   |        |                       |        |
|------------------------------------------------|---------------|------------------------------------------|-------------------------|----|-------------|----------------|-------------------|--------|-----------------------|--------|
| Occupier within the meaning of the Rating Act. | Surname.      |                                          | Robert,                 |    | Occupation. |                | Address.          |        |                       |        |
|                                                | Smith,        |                                          | Christian Name (Owner). |    |             |                |                   |        |                       |        |
|                                                | Surname.      |                                          | Occupier.               |    |             |                |                   |        |                       |        |
| Owner.                                         | Valuation No. | Description.                             | Area.                   |    |             | Capital Value. | Unimproved Value. |        | Value of Improvement. |        |
|                                                |               |                                          | A.                      | R. | P.          |                | Owner.            | Lease. | Owner.                | Lease. |
|                                                | 2/51<br>1     | Secs. 12, 22, 23, Blk. XIV,<br>Tahoraite | 259                     | 1  | 18          | 2913           | 2007              |        | 908                   |        |
| REVISED, 1914-15.                              |               |                                          |                         |    |             |                |                   |        |                       |        |

REVISED, 1914-15

No. 2c.  
Land-tax Roll.

107

2/1

|                                                |                                          |                              |                            |                   |                        |         |
|------------------------------------------------|------------------------------------------|------------------------------|----------------------------|-------------------|------------------------|---------|
| Occupier within the meaning of the Rating Act. | Surname.                                 | Christian Name (If Grouped). | Farmer,                    | Kumeroa.          |                        |         |
|                                                | Smith,                                   | Robert,                      |                            |                   |                        |         |
| Owner.                                         |                                          | Occupier.                    |                            |                   |                        |         |
| Valuation No.                                  | Description.                             | Area.                        | Capital Value.             | Unimproved Value. | Value of Improvements. |         |
|                                                |                                          | A. R. P.                     | Owner.                     | Lessee.           | Owner.                 | Lessee. |
| 2/51<br>1                                      | Secs. 12, 22, 23, Blk. XIV,<br>Tahoraite | 259 1 18                     | 2913                       | 2007              | 906                    |         |
|                                                |                                          |                              | Occupation.                |                   | Address.               |         |
|                                                |                                          |                              | Christian Name (Occupier). |                   |                        |         |
|                                                |                                          |                              | Farmer,                    |                   | Kumeroa.               |         |

**No. 3.**  
**Local Roll.**

|                                                             |          |                                          |                            |          |             |                |                   |                        |  |
|-------------------------------------------------------------|----------|------------------------------------------|----------------------------|----------|-------------|----------------|-------------------|------------------------|--|
| 2/51<br>1                                                   |          | Secs. 12, 22, 23, Blk. XIV,<br>Tahoraite |                            | 259 1 18 |             | 251            |                   | Address.               |  |
| Occupier:<br>within the<br>meaning<br>of the<br>Rating Act. | Surname. |                                          | Christian Name (Occupier). |          | Occupation. |                | Address.          |                        |  |
|                                                             | Smith,   |                                          | Robert,                    |          | Farmer,     |                | Kumeroa.          |                        |  |
| Owner.                                                      | Surname. |                                          | Christian Name (Owner).    |          | Occupation. |                | Address.          |                        |  |
|                                                             |          |                                          | Occupier.                  |          |             |                |                   |                        |  |
| Valuation No.                                               |          | Description.                             |                            | Area.    |             | Capital Value. | Unimproved Value. | Value of Improvements. |  |
| 51                                                          |          | Secs. 12, 22, 23, Blk. XIV,<br>Tahoraite |                            | 259 1 18 |             |                |                   |                        |  |
|                                                             |          |                                          |                            |          |             |                |                   | Address.               |  |

No. 4.  
District Roll.

|                                                |          |                                          |                            |  |             |  |                |  |                   |  |                        |  |
|------------------------------------------------|----------|------------------------------------------|----------------------------|--|-------------|--|----------------|--|-------------------|--|------------------------|--|
| Occupier within the meaning of the Rating Act. | Surname. |                                          | Christian Name (Occupier). |  | Occupation. |  | Address.       |  |                   |  |                        |  |
|                                                | Smith, . |                                          | Robert,                    |  | Farmer,     |  | Kumeroa.       |  |                   |  |                        |  |
| Owner.                                         | Surname. |                                          | Christian Name (Owner).    |  | Occupation. |  | Address.       |  |                   |  |                        |  |
|                                                |          |                                          | Occupier.                  |  |             |  |                |  |                   |  |                        |  |
| . Valuation No.                                |          | Description.                             |                            |  | Area.       |  | Capital Value. |  | Unimproved Value. |  | Value of Improvements. |  |
|                                                |          |                                          |                            |  | A. R. P.    |  |                |  | Owner. Lessee.    |  | Owner. Lessee.         |  |
| 2/51<br>1                                      |          | Secs. 12, 22, 23, Blk. XIV,<br>Tahoraite |                            |  | 259 1 18    |  | 2913           |  | 2007              |  |                        |  |
|                                                |          |                                          |                            |  |             |  |                |  | DRAINAGE.         |  | CLEARING.              |  |
|                                                |          |                                          |                            |  |             |  |                |  | Grass             |  | Other Improvements.    |  |
|                                                |          |                                          |                            |  |             |  |                |  | Value             |  | Description.           |  |

107

[illegible]

110

THE VALUATION OF LAND ACT,  
NOTICE TO OWNER,  
OCCUPIER



1908, AND ITS AMENDMENTS

**TAKE NOTICE** that I propose to enter your name on the District Valuation Roll for the \_\_\_\_\_ as owner (occupier) of the land described on the back hereof, at the valuation there stated, \_\_\_\_\_, in the Valuer-General, Wellington, so that it may be received not later than \_\_\_\_\_, the \_\_\_\_\_ of the above district and the valuation number clearly stated on the \_\_\_\_\_ money-order office, or at the \_\_\_\_\_

Official form, which may be obtained at any postal money-order office, or at the office of the Value-General, Wellington, so that it may be received not later than \_\_\_\_\_ of the valuation there stated.

| Valuation No. | Secs.   | Blk. | Lot | Area     | Remarks   |
|---------------|---------|------|-----|----------|-----------|
| 2/51/3        | 33, 35, | XIV, |     | 264 0 35 | Tahoraite |

F. W. FLANAGAN, Valuer-General

112

| Valuation No. |                                      | The Valuator. Offices at Auckland, Wellington, Christchurch |   |    |  |  |  |  |  |  |  |
|---------------|--------------------------------------|-------------------------------------------------------------|---|----|--|--|--|--|--|--|--|
| 2/51/3        | Secs. 33, 35, Blk. XIV,<br>Tahoraite | 264                                                         | 0 | 35 |  |  |  |  |  |  |  |

Illustrating new method by which the whole of the same information as on Plate III is prepared by carbon process in one operation. The economy resulting from the adoption of the new method has exceeded £800 per annum.

## PLATE V.

No. of Certificate: 5814 to 5820 (Machinery—1.)

INSPECTION OF MACHINERY DEPARTMENT.  
12 FEB 1914

To The Wellington Gas Co  
Wellington

THE Certificate for your 3 boiler and machinery will be delivered to you on payment of the fee (in cash) of £ 6 to the POSTMASTER at Wellington

If the fee is paid on or before 4 p.m. on 12 MAR 1914, a rebate of £ 1 will be allowed.

A. E. Macindoe Inspector of Machinery.  
WELLINGTON, District, per M. C. R.

NOTE.—Any person working a boiler or machinery without a certificate is, in accordance with the provisions of the Inspection of Machinery Act, 1908, liable to a penalty not exceeding one hundred pounds.

Water tube - Hauling - Wellington  
2 Water tubes - Pumping - Courtenay Place

OF MACHINERY DEPARTMENT. (Machinery—1.)  
12 FEB 1914

machinery will be delivered to you on payment of the fee (in cash) of £ 6 to the POSTMASTER at Wellington

If the fee is paid on or before 4 p.m. on 12 MAR 1914, a rebate of £ 1 will be allowed.

A. E. Macindoe Inspector of Machinery.  
WELLINGTON, District, per M. C. R.

NOTE.—Any person working a boiler or machinery without a certificate is, in accordance with the provisions of the Inspection of Machinery Act, 1908, liable to a penalty not exceeding one hundred pounds.

Water tube - Hauling - Wellington  
2 Water tubes - Pumping - Courtenay Place

Last day upon which lesser fee can be received: 12 March/14.

If any unclaimed Certificates remain in your possession six months from date of issue, they are then to be returned to the Chief Inspector of Machinery, Wellington.

Schedule No. 595.

Schedule of Boiler Certificates FORWARDED to the Postmaster at Wellington  
by the Inspector of Machinery for the Wellington District.

| No. of Certificate. | Official No. | Name.              | Address.   | Date of Certificate. | Fee to be collected if within one month from date of issue of Certificate. | Fee to be collected if not paid within one month from date of issue of Certificate. | Remarks. |
|---------------------|--------------|--------------------|------------|----------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------|
| 5814                | 13199        | Wellington Gas Co. | Wellington | 12th Feb.            | 20/-                                                                       | 30/-                                                                                |          |
| 5819                | 270          | "                  | "          | "                    | 40/-                                                                       | 45/-                                                                                |          |
| 5820                | 8279         | "                  | "          | "                    | 40/-                                                                       | 45/-                                                                                |          |

A. E. Macindoe,  
Inspector of Machinery,  
10th February, 1914.  
Wellington District.  
Per M. C. R.

A duplicate of the above form made by carbon process was supplied to the Audit Department, and a presscopy retained for departmental purposes.

| Schedule No. | Post-office    | Certificate No. | Last Day for Receipt of lesser Fee. | Date of Payment | Amount of Fee received. | Payment Reference. | Remarks. |
|--------------|----------------|-----------------|-------------------------------------|-----------------|-------------------------|--------------------|----------|
| 595          | Wellington. B. | 5814            | 12/3/14                             | 27/2/14         | 1                       | 46                 |          |
|              |                | 5819            | "                                   | "               | 2                       | "                  |          |
|              |                | 5820            | "                                   | "               | 2                       | "                  |          |
| 596          | Orepuki.       | 5836            | "                                   | 24.3.14         | 1                       | 43                 |          |
| 597          | Riverton.      | 5831            | "                                   | 18.3.14         | 2 5                     | 47                 |          |
|              |                | 2               | "                                   | "               | 1 10                    | "                  |          |
| 598          | Invercargill.  | 5821            | "                                   | 12.3.14         | 2                       | 46                 |          |
|              |                | 2               | "                                   | "               | 2                       | "                  |          |

The above plate illustrates the old method of preparing notices to owners, Postmasters, Audit Department, and also providing departmental records, necessitating four distinct operations

| INSPECTION OF MACHINERY DEPARTMENT.       |  |  |  | INSPECTION OF MACHINERY DEPARTMENT.       |  |  |  | INSPECTION OF MACHINERY DEPARTMENT.       |  |  |  | INSPECTION OF MACHINERY DEPARTMENT.       |  |  |  | INSPECTION OF MACHINERY DEPARTMENT.       |  |  |  |
|-------------------------------------------|--|--|--|-------------------------------------------|--|--|--|-------------------------------------------|--|--|--|-------------------------------------------|--|--|--|-------------------------------------------|--|--|--|
| Name and Address.                         |  |  |  | Name and Address.                         |  |  |  | Name and Address.                         |  |  |  | Name and Address.                         |  |  |  | Name and Address.                         |  |  |  |
| The Secretary,<br>Gas Co.,<br>Wellington. |  |  |  | The Secretary,<br>Gas Co.,<br>Wellington. |  |  |  | The Secretary,<br>Gas Co.,<br>Wellington. |  |  |  | The Secretary,<br>Gas Co.,<br>Wellington. |  |  |  | The Secretary,<br>Gas Co.,<br>Wellington. |  |  |  |
| Certificate No. 5814                      |  |  |  | Certificate No. 5814                      |  |  |  | Certificate No. 5814                      |  |  |  | Certificate No. 5814                      |  |  |  | Certificate No. 5814                      |  |  |  |
| Date of Notice 12/2/14                    |  |  |  | Date of Notice 12/2/14                    |  |  |  | Date of Notice 12/2/14                    |  |  |  | Date of Notice 12/2/14                    |  |  |  | Date of Notice 12/2/14                    |  |  |  |
| Fee if paid by 4 p.m. on 12 March/14      |  |  |  | Fee if paid by 4 p.m. on 12 March/14      |  |  |  | Fee if paid by 4 p.m. on 12 March/14      |  |  |  | Fee if paid by 4 p.m. on 12 March/14      |  |  |  | Fee if paid by 4 p.m. on 12 March/14      |  |  |  |
| Official No. 13199                        |  |  |  | Official No. 13199                        |  |  |  | Official No. 13199                        |  |  |  | Official No. 13199                        |  |  |  | Official No. 13199                        |  |  |  |
| 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  |
| 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  |
| £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  |
| £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  |
| 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  |
| 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  |
| 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  |
| 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  |
| £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  |
| £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  |
| 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  |
| 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  |
| 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  |
| 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  |
| £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  |
| £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  |
| 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  |
| 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  |
| 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  |
| 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  |
| £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  |
| £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  |
| 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  |
| 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  |
| 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  |
| 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  |
| £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  |
| £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  |
| 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  |
| 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  |
| 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  |
| 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  |
| £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  |
| £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  |
| 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  |
| 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  |
| 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  |
| 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  |
| £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  |
| £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  |
| 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  |
| 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  | 13199                                     |  |  |  |
| 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  | 270                                       |  |  |  |
| 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  | 8279                                      |  |  |  |
| £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  | £5                                        |  |  |  |
| £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  | £8                                        |  |  |  |
| 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  | 12 March/14                               |  |  |  |
| 13199                                     |  |  |  | 13199                                     |  |  |  |                                           |  |  |  |                                           |  |  |  |                                           |  |  |  |

PLATE VII.

STATE COAL DEPOT,  
WELLINGTON.

A

No. 36101

15.5.1914

Received from *W. Smith*

the sum of *two* pounds *twelve* shillings

and pence for

Tons cwt grs.

*1* State Coal @ *33/-* *1* *13*

*5* Slack @ *20/-* *5* *13*

*3* Coke @ *1/-* *4* *6*

Charcoal @ *10* *4* *6*

*Cut* Wood @ *10* *4* *6*

*2* *12* *6*

*7.28* Depot Agent.

*2* *12* *6*

*7.28* Depot Agent.

*2* *12* *6*

*7.28* Depot Agent.

*2* *12* *6*

*7.28* Depot Agent.

*2* *12* *6*

*7.28* Depot Agent.

*2* *12* *6*

C

WELLINGTON.

16.5.1914

Received from

NEW ZEALAND STATE COAL DEPOT.

good order and condition

Account of.

*W. Smith*  
*Dorking Rd Brooklyn*

3002

Tons

*12*

*5*

*3*

*10/-*

State Coal

Slack

Coke

Wood

*Cut*

Signature

*W. Smith*

Tons

*1*

*5*

*10*

*10*

*10*

*10*

*10*

*10*

*10*

*10*

*10*

*10*

*10*

*10*

*10*

| B     |             |                 |        |   |   |          |         |    |   |
|-------|-------------|-----------------|--------|---|---|----------|---------|----|---|
| No.   | Name        | Address.        | Weight |   |   | Quality. | Amount. |    |   |
| 36101 | W. Smith    | Dorking St.     | 1      | " | - |          | 1       | 13 | - |
|       |             | Brooklyn.       | 5      | " |   | slack    |         | 5  | - |
|       |             |                 | 3      | " |   | coke     |         | 4  | 6 |
|       |             |                 |        |   |   | Cut      |         | 10 | - |
| 36102 | H. W. Jones | Featherston St. | 10     | " |   |          |         | 17 | 6 |
| 36103 | W. R. Scot  | Minal Row       | 5      | " |   |          |         | 9  | - |

Illustrating the old methods followed by the State Coal Depot in dealing with cash orders. An official receipt (marked "A") was handed to the customer on payment of the money. The same particulars were then transcribed in a counter-book (marked "B"). The information necessary to enable the foreman to make out the carter's delivery tickets (marked "C") was extracted from this book. In addition to the above, the Official Receiver's cash-book was posted up in detail from the official receipt-book referred to above.



NEW ZEALAND STATE COAL DEPOT

001 44 WELLINGTON

Received Amount Shown by Printed Figures

AC 1T 1.13 .0A - 0005 MAY 14 - 14 COAL

AC 2T -.5 .0A - 0006 MAY 14 - 14 SLACK

AX 3C -.4 .6A - 0007 MAY 14 - 14 CONE

AW + -.10 .0A - 0008 MAY 14 - 14 WOOD

Signature \_\_\_\_\_

Delivered By \_\_\_\_\_

001 44

AC 1T 1.13 .0A - 0005  
AC 2T -.5 .0A - 0006  
AX 3C -.4 .6A - 0007  
AW + -.10 .0A - 0008

|                                        | TONS | CWT. | QRS. | S. | D. |
|----------------------------------------|------|------|------|----|----|
| AC 1T 1.13 .0A - 0005 MAY 14 - 14 COAL | 1    | -    | -    | 13 | -  |
| AC 2T -.5 .0A - 0006 MAY 14 - 14 SLACK |      | 5    |      | 5  | -  |
| AX 3C -.4 .6A - 0007 MAY 14 - 14 CONE  |      | 3    |      | 4  | 6  |
| AW + -.10 .0A - 0008 MAY 14 - 14 WOOD  |      |      |      | 10 | -  |
| TOTAL                                  |      |      |      | 28 | 6  |

DELIVERY ORDER

NEW ZEALAND STATE COAL DEPOT

Wellington 15-5-1914

Name W. Smith

Address Dorking Rd Brooklyn

Date Delivered 16/5/14

001 44

Illustrating the new method now adopted. A specially built cash-register has been provided, and as a result the work has been considerably simplified, and more efficiently carried out. The carter's delivery order is prepared at the same time as the receipt, thus eliminating the old form of counter-book and delivery tickets. The information for posting up the cash-book is now obtained in summary form from the adding counters of the cash-register.

RECEIVED FROM

NEW ZEALAND STATE COAL DEPOT

IN GOOD ORDER AND CONDITION

THE GOODS BELOW

Signature W. Smith

Delivered By J. W. Jones

Date 16/5/14

001 44

|       | TONS | CWT. | QRS. | S. | D. |
|-------|------|------|------|----|----|
| COAL  | 1    | -    | -    | 13 | -  |
| SLACK |      | 5    |      | 5  | -  |
| CONE  |      | 3    |      | 4  | 6  |
| WOOD  |      |      |      | 10 | -  |
| TOTAL |      |      |      | 28 | 6  |

CARTER'S DELIVERY TICKET

NEW ZEALAND STATE COAL DEPOT

Wellington 15-5-1914

Name W. Smith

Address Dorking Rd Brooklyn

001 44

PLATE IX.

# PUBLIC WORKS DEPARTMENT.

[P.W.—11.]

Public Works Office,

WHANGAREI,

Requisition No. 1196

6th January, 1914

The Under-Secretary for Public Works,

WELLINGTON.

AUTHORITY is requested for the expenditure of £ 197 : 2 : 4, on the works specified below:—  
Vote No. 110, Item No. 70. Name of item: Whangape to Mangonuiwae (via Rotokakahi Block)  
Work to be done:

The unexpended balance of the previous authority No. A 6527 is £ 1 : 2 : 10, but liabilities have already been entered into for the expenditure of £ 1 : 2 : 10 of this amount, leaving an unencumbered balance of £ : : , which at the present rate of expenditure will last until 191

| Item. | Description of Proposed Works and Explanation of Necessity for undertaking same. | Amount required. |
|-------|----------------------------------------------------------------------------------|------------------|
|-------|----------------------------------------------------------------------------------|------------------|

Dray-road formation, 90 chains

Urgent to improve access to Crown tenants

196 7 2

TOTAL £ 198 17 2

The sum herein asked for will cover expenditure up to

JOHN WOOD,

Resident Engineer.

|                     |   |                               |  |                           |  |               |  |
|---------------------|---|-------------------------------|--|---------------------------|--|---------------|--|
| State of Vote       |   | Hon. Minister of Public Works |  | Approved                  |  | Authority No. |  |
| Appropriation       | £ | I recommend that              |  | Subscribed in favour      |  | A             |  |
| Expenditure to      | £ |                               |  | Secretary of Public Works |  |               |  |
| Cash balance        | £ | be authorized                 |  | In addition               |  | Total to      |  |
| Expenditure at date | £ | Under signature               |  | Approved                  |  | on            |  |
| Balance             | £ | 191                           |  | 191                       |  | 191           |  |
| Amount              |   | 191                           |  | 191                       |  | 191           |  |

NOTE.—In the case of buildings it must be distinctly stated whether the expenditure is required in connection with a new building, addition, or improvement, or repair. In the case of railways the nature of the work must be given, or, if services are yet determined, the mileage points between which the proposed expenditure will take place. The rate and item mileage, as well as the name of work according to the appropriation, must in all cases be given.

13/1454

Vote 110, P.W. Fund, Back-Block Roads &c.  
Item (70) Whangape to Mangonuiwae (via Rotokakahi Block)

AUTHORITY No. 6527

Accountant's Office, Public Works Department,  
WELLINGTON.

2nd February 1914.

The Resident Engineer,  
P.W., Whangarei.

Your requisition No. 1196 of the 6th ultimo  
£ 198: 17: 2 is authorized to be expended on  
Dray road formation, 90 chains, -

F. P. Manson

For Accountant, Public Works

presented to the authority.

Illustrating the old method of issuing authorities for works by the Public Works Department.

| PUBLIC WORKS DEPARTMENT.                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                 | P.W.—11.         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------|
| Requestion No. 1196                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                 |                  |
| WHANGAREI,                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                 |                  |
| Public Works Office,                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                 |                  |
| 8th January, 1914                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                 |                  |
| The Under-Secretary for Public Works,<br>WELLINGTON.                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                 |                  |
| Authority is requested for the expenditure of £ 197 : 2 : 4, on the works specified below:—<br>Vote No. 110, Item No. 70. Name of item: Whangape to Mangonuiowae (via Rotokakahi Block)                                                                                                                                                                                                                                                       |                                                                                 |                  |
| Work to be done:<br>The unexpended balance of the previous authority No. A 6527 is £ 1 : 2 : 10, but liabilities have already been entered into for the expenditure of £ 1 : 2 : 10 of this amount, leaving an unencumbered balance of £ :                                                                                                                                                                                                    |                                                                                 |                  |
| which at the present rate of expenditure will last until , 191                                                                                                                                                                                                                                                                                                                                                                                |                                                                                 |                  |
| Item.                                                                                                                                                                                                                                                                                                                                                                                                                                         | Description of Proposed Work and Explanation of Necessity for undertaking same. | Amount required. |
|                                                                                                                                                                                                                                                                                                                                                                                                                                               | Dray-road formation, 90 chains<br>Urgent to improve access to Crown tenants     | 198 17 2         |
| Urgent to improve access to Crown Tenants<br>Dray Road formation                                                                                                                                                                                                                                                                                                                                                                              |                                                                                 |                  |
| Total.                                                                                                                                                                                                                                                                                                                                                                                                                                        | £                                                                               | 198 17 2         |
| JOHN WOOD, Resident Engineer.                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                 |                  |
| The sum herein asked for will cover expenditure up to                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                 |                  |
| Date of Vote                                                                                                                                                                                                                                                                                                                                                                                                                                  | How Minutes or Public Works Committee considered                                | Authority No.    |
| Appropriation .. £                                                                                                                                                                                                                                                                                                                                                                                                                            | Approved.<br>Referred to Committee                                              | A                |
| Expenditure to date .. £                                                                                                                                                                                                                                                                                                                                                                                                                      | Recommend that                                                                  |                  |
| (See below)                                                                                                                                                                                                                                                                                                                                                                                                                                   | In favour of Public Works                                                       |                  |
| Commitments as date .. £                                                                                                                                                                                                                                                                                                                                                                                                                      | In (which),                                                                     |                  |
| Balance .. £                                                                                                                                                                                                                                                                                                                                                                                                                                  | be authorized                                                                   | 191              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                               | Approved                                                                        |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                               | (In witness whereof)                                                            |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                               | Dated this .. day of .. 191                                                     |                  |
| Next.—In the case of tenders it must be distinctly stated whether the expenditure is required in connection with a new building, addition, repair and renewal, or in the case of buildings existing and being repaired, whether the work is of a capital or revenue character, and if of a capital character, whether it is of a permanent or temporary nature. The value of work according to the appropriation, must in all cases be given. |                                                                                 |                  |

Illustrating the new method by which the original form of requisition, by a slight alteration in the forms, is made to answer the double purpose of a requisition and authority form. As several thousands of these authorities are annually issued, it will be seen that this simple method has effected a considerable saving in work.

*Approximate Cost of Paper.*—Preparation, not given; printing (2,250 copies), £145.

By Authority : JOHN MACKAY, Government Printer, Wellington.—1914.

