

1915.

VICTORIA.

PUBLIC SERVICE COMMISSIONER.

REPORT FOR THE YEAR 1914.

PRESENTED TO BOTH HOUSES OF PARLIAMENT BY HIS EXCELLENCY'S COMMAND.

By Authority:

ALBERT J. MULLETT, GOVERNMENT PRINTER, MELBOURNE.

No. 14.—[1s.]—6085.

APPROXIMATE COST OF REPORT.

	<u>£</u>	<u>s.</u>	<u>d.</u>
Preparation—No. given.			
Printing (550 copies)	13	0	0

REPORT.

To His Excellency the Governor in Council.

MAY IT PLEASE YOUR EXCELLENCY—

As Public Service Commissioner for the State of Victoria, I have the honour to submit my Annual Report for the year 1914.

EXPEDITIONARY FORCES.

The following is a list of officers on the permanent staff (including Teachers in the Department of Public Instruction) who—up to the 31st March, 1915—had joined the Expeditionary Forces :—

Department of Chief Secretary (89).

Adey, J. K.	Crawford, W.	Hingeley, J.	Richardson, E. T.
Alldersea, G. J.	Davis, J. C.	Jack, A. J.	Selleck, F. P.
Bailey, F.	Desmond, R. D.	Jones, H. J.	Semmens, J. M.
Banks, D. A.	Douglas, J. A.	Latimer, G. E.	Stapleton, J.
Benwell, W. J.	Dromgoole, J. F.	Martin, R.	Stewart, C. L. M.
Blade, R.	Figgis, S. D. J.	McCartney, W. R.	Trickey, F. V.
Brewster, W. L.	Foley, T. E.	Noonan, F. W. S.	Usher, W. I.
Catron, W. G. J.	Fraser, T. A.	Perry, J. N.	Wallace, D. W.
Clark, E. E.	Gregor, R. S.	Peverill, A. J. V.	Wright, D. A. R.
Corben, H. L.	Harris, C.	Richards, H.	

Department of Treasurer (9).

Bennett, R.	Dolling, W. H.	Holland, G. W. F.	Maddern, W. G. F.
Buller, R. L.	Heritage, J. A. G.	Keys, A. E.	Paine, D. D.
Collins, J. A.			

Department of Public Instruction (116).

Adams, J.	Dougheney, C.	Keddie, T.	Peart, H. R.
Bazley, R. H.	Duffy, J. S.	Kemp, F. W.	Peter, C. M.
Blackman, P. O.	Dwyer, A. J.	Langford, P.	Phillips, L. W.
Blackman, W. T.	Edgar, J. M.	Langford, W. R.	Read, C. W.
Bourke, J.	Ellis, A. D.	Lennon, J. A.	Richards, A. E.
Bourke, V. R.	Ellis, R. F.	Lewis, S. C.	Riedle, J.
Bright, E.	Ellwood, W. H.	Leyden, J. M.	Roadknight, J.
Bristow, J. M.	Elmore, S.	Leyland, R. E.	Roadstein, F.
Brook, C. E.	Fairlie, E. R.	Liddel, A.	Rowe, F.
Brookes, L. E.	Fletcher, J. H.	Lightbody, O.	Say, L.
Brookes, V. T.	Forrester, L. R.	Lindsay, D. G.	Scouler, P.
Brookes, V.	Frost, C. W.	Long, G. J.	Slater, R. B.
Campbell, W. B.	Govan, W. J.	Lord, F.	Smith, E. A.
Cantwell, T. R.	Gow, W. B.	Main, J. M.	Somerville, G. D.
Carmichael, T.	Grant, N.	Mills, O.	Sparrow, H. J.
Cathorn, W. J.	Hall, F. G.	Mitchell, C. R.	Stafford, J. S. P.
Clarke, J.	Hamilton, J. B.	McHarg, S.	Starr, L. V.
Cloney, W. J.	Hammill, A. J.	McHarg, W. C.	Story, G.
Close, S. R.	Hauser, E. W.	McIntosh, W. A.	Sullivan, A. M.
Collins, A. J.	Hayman, C. H.	McLaren, J. F.	Sumpton, H.
Colvin, W.	Helms, O.	McLaren, W. J.	Sweeney, D. O.
Conroy, L.	Hill, J. A.	Maclelan, E. F.	Thompson, J. R.
Conroy, W. M.	Hollings, K. B.	McNicoll, W. R.	Trevena, N. S.
Cowell, M. W.	Howlett, A. H.	Neal, F. M.	Vanstan, G. S.
Daniel, G.	Hunter, G. N.	Nicholas, B. F.	Whelpton, F. D.
Davies, H.	Isaac, P. R.	Oliver, L. L.	Wilmot, P. E.
Deeble, A. V.	Jenkin, F. J.	Olle, F. J.	Wilson, H. W.
Denehy, C. A.	Johnson, A. J.	Patterson, W. A.	Wilson, J.
Don, W.	Johnston, G. A.	Patton, T.	Wright, H.

Department of Law (15).

Akeroyd, G. W.	Campbell, L. G.	Grant, G. M.	Rasmussen, A. E.
Annear, P. D.	Cashman, W.	Hall, C. J.	Smith, F. D.
Aram, J. T. H.	Doolan, W. R.	Knight, C. F. K.	White, C. M.
Bush, G. H.	Elsbury, J. R.	Orr, T. A.	

Department of Lands and Survey (15).

Berry, R. H.	Gibbs, B. O. T.	Long, W. T.	Trawin, L. E.
Bugg, A. W.	Gibson, N. H.	Mahoney, J. A.	Walshe, J. J.
Burge, C. C.	Glover, S. A.	Mountjoy, F. P.	Williamson, J. C.
Cormack, J. P.	Jaguers, J. D.	McDonald, W. H. L.	

Department of Public Works (6).

Bolton, W. K.	Kennedy, E. P.	Stonely, S. H.
Fulton, J. J.	Nicholls, J. R.	Turner, W. R.

Department of Mines (3).

Abbott, S. B.	Smith, A. L.	Whitfield, E. P.
---------------	--------------	------------------

Department of Public Health (1).

Robinson, C. W.

Department of Agriculture (4).

Hanlon, J. W.	Neal, E. H.	Tulloch, I. M.	Wickham, F. H.
---------------	-------------	----------------	----------------

SUMMARY.

Department.					Number.
Chief Secretary	39
Treasurer	9
Public Instruction...	116
Law	15
Lands and Survey...	15
Public Works	6
Mines	3
Public Health	1
Agriculture	4
Total	<u>208</u>

In the cases of permanent officers of the Public Service who have joined the Expeditionary Forces, special leave has been granted, and it has been decided by the Cabinet that they shall be eligible for any subdivisional promotion or increment which would have been granted under ordinary circumstances.

As regards applicants for temporary employment it has been provided that any applicant whose name is recorded on the Register who shall have enlisted with any Expeditionary Force—Military or Naval—raised in Victoria for Imperial Service, and who is absent from the State on duty with such Force, shall have his name retained on the Register until such time as he shall return to Victoria, and for one month thereafter.

NEW WORK.

The *Workers' Compensation Act 1914* came into operation on the 7th November, 1914, and a State Accident Insurance Office was constituted. The offices of Insurance Commissioner and Deputy Insurance Commissioner do not come under the operation of the Public Service Acts, but the other members of the office staff are classified on the permanent staff of the Public Service.

The work carried out by the Prices of Food Board necessitated the appointment of additional officers to assist therein.

The establishment of additional Secondary Schools under the Department of Public Instruction, caused increases in the staff of teachers, and the legislation passed during the year making provision for the registration of all shops caused an increase in the work of the Factories Branch of the Chief Secretary's Department, and consequently additions to the staff had to be made to cope with the extra work.

PUBLIC SERVICE EXAMINATIONS.

Section 21 of the *Public Service Act 1912* provides that if, in the opinion of the Public Service Commissioner, any position in the Public Service in the Clerical, Professional, or General Divisions requires qualifications of a special character in the occupant thereof, no person shall be appointed to such office unless by examination or otherwise he satisfies the Commissioner that he possesses the necessary qualifications therefor.

The question of the nature and utility of examinations to qualify for promotion to higher positions in the Public Service was inquired into by me during my visit to Sydney last year.

I had the advantage of conferences with Professor Irvine, Professor of Economics and Commerce at the Sydney University, who was at one time one of the three Public Service Commissioners of New South Wales.

Professor Irvine is specially fitted to advise on this important matter. His long experience as Public Service Commissioner, and his connexion for many years with the University as Lecturer on Economics, enabled him to determine departmental needs in this respect, and how far the University should go in supplying an undoubted want.

The Professor was of opinion that lectures on Economics and Commerce should be given in the evening in order to afford facilities for officers of the various public departments for pursuing a regular and liberal course in this important subject.

With the exception of examinations for Clerks of Courts and Clerk and Draughtsman, the only examinations hitherto insisted on in Victoria for the Clerical Division was the Entrance Examination.

In New South Wales officers attend the University and other lectures, and obtain certificates in Land Laws and Administration, Political Economy and Economic History, Finance and Accounts, Commerce and Commercial Law, &c., and special cognizance is taken by the Public Service Board of officers who have so qualified.

Pending the institution of a chair of Economics and Commerce at the Melbourne University, and night lectures in the city, facilities are lacking for carrying on a similar work in Victoria.

Subjects such as—

Accountancy,
Actuarial Science,
Banking,
Insurance,
Industrial Systems,
Monetary Problems,
Crises and Industrial Depressions,
Problems of Transport, Marketing, and Distribution of Goods,
Modern Devices for Improving Efficiency and Lessening Cost,
Foreign Trade with Australia,
Economics, &c., &c., &c.,

may all come within the scope of the University work as set forth in any modern school of Economics and Commerce.

It is a distinct weakness in our present organization that officers who are to fill the higher positions in the Public Service are with few exceptions lacking in this specialized training.

In order to remedy in some measure the disabilities under which we now labour, I have devised a scheme of Examinations in Accountancy and Actuarial Science which are of a departmental character.

These have been approved of by the Government, and have been embodied in the following regulation :—

Public Service Acts.

Public Service Act 1890, No. 1133, Section 59.

REGULATIONS.—PROMOTION IN THE CLERICAL DIVISION FROM CLASS TO CLASS.

Chapter IV.

3. (1) The Commissioner will hold examinations in Accountancy and Actuarial Science from time to time for officers of the Public Service as follows :—

Accountancy Examinations.

Candidates for a Certificate in Accountancy shall pass two examinations.

At the first examination, candidates shall pass in the following subjects :—

- (a) Arithmetic.
- (b) Algebra, up to and inclusive of quadratic equations.
- (c) Bookkeeping and Accounts, including partnership and executorship accounts.
- (d) Auditing.

At the second examination, candidates shall pass in the following subjects :—

- (a) Advanced Accounting, including partnership, executorship, and Local Government accounts, and income tax.
- (b) Auditing.
- (c) Audit Acts.
- (d) Regulations respecting Public Accounts
- (e) Laws relating to Government Stock and Debentures.
- (f) Principal features of Commonwealth and State legislation with regard to taxation.
- (g) The law relating to contracts, bills of exchange, promissory notes, and cheques.

Candidates who have completed the second examination will receive a Certificate in Accountancy.

Actuarial Examinations.

Candidates for a Certificate in Actuarial Science shall pass two examinations.

At the first examination, candidates shall pass in the following subjects :—

- (a) Arithmetic and Algebra, including the theory and use of logarithms and the elements of the theory of probabilities.
- (b) Elements of the calculus of finite differences, including interpolation and summation.
- (c) Elements of bookkeeping.

At the second examination, candidates shall pass in the following subjects :—

- (a) The theory of compound interest and annuities—certain with construction of monetary tables.
- (b) Probabilities of life and of survivorship.
- (c) Theory of life contingencies, including annuities, assurances, and sickness benefits, with construction of relative tables.
- (d) Distinctive features of mortality and sickness tables now in use in Australasia (excluding methods of construction and graduation)
- (e) Methods of construction and use of monetary and other tables involving the contingencies of life.
- (f) Elementary differential and integral calculus, excluding questions necessitating the use of trigonometry.
- (g) Elementary application of the calculus of finite differences and of the differential and integral calculus to life contingencies.

Candidates who have completed the second examination will receive a Certificate in Actuarial Science.

In determining applications for promotion by officers for positions where skill in accountancy or actuarial science is required, the possession of a certificate as above, or qualifications of a similar character, will be an important factor.

I propose to hold the first examination about Easter, 1916. In order that officers may have ample time to prepare, twelve months' notice is thus given.

It is not proposed to call upon officers in the Service who have reached an age when it would hardly be reasonable to expect them to enter upon a course of study and pass formal examinations.

The junior members of the Service are those primarily concerned. There will be a distinct incentive to improve themselves and to acquire knowledge that will be useful in their official careers and be the means whereby their prospects of advancement in the Service will be improved.

EXAMINATION FOR APPOINTMENT TO THE CLERICAL DIVISION.

The question of raising the standard of examination for appointment to the Clerical Division was considered on a resolution carried by the Council of Public Instruction, on the 11th November, 1913, as follows :—

That as there is now an established system of State high schools and higher elementary schools, the Council is of opinion that the examination for the Clerical Branch of the State Public Service should be raised to meet the standard reasonably to be expected from a pupil of sixteen at one or other of the above class of schools.

The President, Mr. L. A. Adamson, waited upon me on the 15th December, 1913. I approved of the recommendation of the Council, and a committee, consisting of the Chief Inspector of Schools, the Inspector of Registered Schools, and Mr. L. A. Adamson, drew a detailed syllabus, which, on being furnished to me, I submitted to the Honorable the Premier. The standard of the examination recommended by the committee was thereupon approved, and new regulations were made.

The following statement shows a comparison of the standards and of the marks allotted for each subject under the present regulations and the regulations providing for the higher standard:—

PRESENT REGULATIONS.	Full Marks.
1. Handwriting : To be valued for clearness, regularity, simplicity, moderate size, and rapidity ; and to be judged by the writing shown in the dictation paper ...	250
2. Spelling : to be tested by writing from dictation... ..	250
3. English : essay writing, <i>précis</i> writing, correction of grammatical errors, analysis, syntheses, parsing, derivation	500
4. Arithmetic : full course, such as is usually contained in a standard treatise ; and the elements of mensuration	400
5. Geography : outlines of physical and political geography, and the geography of Australasia (particularly Victoria) in moderate detail	200
6. English History and Civics— History from the middle of the eighteenth century to the present time, especially with reference to Australia and other British dependencies. Civics : such a knowledge of the subject as may be gained from any standard elementary treatise	250
Total	1,850

In order to pass the examination a candidate must obtain at least three-fourths of the full marks in handwriting and in spelling, and at least two-thirds of the full marks in English and in arithmetic ; and at least one-half of the full marks in geography and in English history and Civics.

NEW REGULATIONS	Full Marks
1. Handwriting : to be valued for clearness, regularity, simplicity, moderate size, and rapidity (to be judged also by the writing shown in the spelling paper) ...	250
2. Spelling : to be tested by writing from dictation	250
3. English : essay writing, <i>précis</i> writing, correction of grammatical errors, analysis, synthesis, meanings of words, principles of word formation, chief figures of speech, English authors as prescribed from time to time for the Junior Public Examination	500
4. Arithmetic : full course, such as is usually contained in a standard treatise ; and the elements of mensuration	400
5. Geography : as prescribed for the third and fourth years in Victorian High Schools	200
6. English History—Civics : As prescribed for the third year in Victorian High Schools	250
7. Any two of the following :— Mathematics— (a) Algebra, (b) Geometry : as prescribed for the second year in Victorian High Schools	300
Latin or French or German : easy sight translation, easy composition and grammar. Up to the standard prescribed for the second year in Victorian High Schools	300
Elementary Physics : as prescribed for the third year in Victorian High Schools	300
Total	2,450

In order to pass the examination a candidate must obtain (a) at least two-thirds of the full marks in handwriting and in spelling ; (b) at least three-fifths of the full marks in English and in arithmetic ; (c) at least one-half of the aggregate full marks in geography, and English history and civics ; (d) at least one-half of the aggregate full marks in the remaining subjects.

No candidate will be credited with any marks in any subject unless he gains at least 25 per cent. of the full marks allotted for the subject.

- The following optional subjects, viz :—
- (1) Mathematics—
(a) Algebra : (b) Geometry
 - (2) Latin or French or German :
 - (3) Elementary Physics :

have been added to the subjects of examination. Candidates will be examined in any two thereof, and they are required when making application for examination to state in which of the optional subjects they desire to be examined.

The fee for such examination will be Twelve shillings and sixpence,

The new regulations were approved by the Governor in Council on the 30th March, 1914, but, in order that ample notice of the change should be given to intending candidates and others, they are not to take effect until the 1st July, 1915. A circular forwarding copies of such regulations was sent to the Principal of each of the Public Schools in the State.

EXAMINATIONS—GARDENING STAFF.

In order to encourage the acquirement of proficiency and skill and to insure that the positions in the higher grades of gardeners should be filled with the greatest advantage and value to the gardens, it has been decided that qualifying examinations be held in order to test the fitness of officers for promotion, and of applicants for appointment to the lower grades.

The following standard in regard to the several positions has been approved:—

(a) Junior gardener—

- (1) Candidates should be able to pass a test examination in spelling, handwriting, composition, grammar and arithmetic, up to the standard attained by a pupil who has passed through all the classes of a primary school.
- (2) Preference might be given to those candidates who have successfully passed through the course of training prescribed for lads at the School of Horticulture, Burnley.

The examination will take place during the period of probation.

(b) Garden labourer—

Candidates should be required to pass a practical examination in general rough gardening work, including hoeing and raking, digging, draining, trenching and mowing, the grading and levelling of land surfaces, and axe, spade, pick and shovel work of various kinds.

In addition to the above, candidates should be required to pass the examination in English specified for the position of junior gardener.

The examination will take place during the period of probation.

(c) Gardener, 2nd grade—

In addition to the proficiency required by and specified for garden labourers, candidates must possess an elementary knowledge of the following subjects, viz :

- Soils and manures, and their uses :
 - Plants and flowers, their structures and parts :
 - Modes of growth, culture, pruning, propagation and treatment of plants :
 - Insect plant pests, and their treatment.
- They must also know how to form groups of plants and flower beds, and to plant and transplant trees, shrubs, and bedding plants.

(d) Gardener, 1st grade:—

Candidates should be required to pass an examination in the following subjects:—Soils and manures, their constituents and uses: The culture and propagation of plants generally, including conservatory exotics: Elementary knowledge of botany and the names, uses and classification of plants: Life history of the principal insect pests, and how to treat them: Successional and other planting and transplanting of plants: Nursery and conservatory work: Formation of lawns, paths, flower beds, groupings and rock work.

Capability to supervise and control men efficiently to be also taken into consideration.

Arrangements were made for the holding of a qualifying examination in respect to promotion of officers to the positions of gardener, 2nd grade, and gardener, 1st grade, in the Botanic Gardens, Melbourne,

The examination was held on the 5th February, 1915, at the School of Horticulture, Burnley, the examiners being Messrs. Joseph Harris (Chairman), George Brown, and E. E. Pescott. Eight candidates presented themselves for gardener, 2nd grade, and two passed: and for gardener, 1st grade, there were eight candidates, and four passed.

MEDICAL EXAMINATION OF CANDIDATES FOR APPOINTMENT.

In view of the fact that among the persons appointed to the Public Service there were those who shortly after their appointment applied for sick leave on account of some defect in their physical well-being—and this notwithstanding that, before they were appointed, they furnished a medical certificate of an apparently satisfactory character—the Cabinet decided that in future appointees to the Public Service must, before they are permanently appointed, be examined by the Government Medical Officer. The Government Medical Officer pointed out, however, that in view of the increased duties that had been imposed upon him during the past few years it would not be possible for him to examine all the candidates, and it was arranged that the medical officers attached to the Education Department do the medical work for that Department.

It was considered impracticable in the cases of candidates who lived away from the metropolitan area for them to be examined by the Government Medical Officer, and, on my suggestion, it was arranged that such candidates should furnish a certificate of health from a local medical practitioner before being nominated for appointment, and that before their probation has expired they should, if I deemed it necessary, be further examined by the Government Medical Officer.

PROMOTIONS AND TRANSFERS WITHIN A DEPARTMENT.

The action of the Commissioner in recommending the transfer of an officer within a Department on trial in the performance of the duties of a superior position in that Department in order to ascertain whether he was qualified for promotion to the vacant position was questioned in connexion with a nomination made to the position of Assistant Accountant to the Treasury. Applications were invited from officers in the Third Class of the clerical division, and after considering the claims of each of them, the senior applicant was nominated on trial—in view of his merit, his good and diligent conduct, the length of his service, his relative seniority, and the nature of the work performed by him. The officer in question had carried out successfully work of a varied character and of a high quality, he is qualified as an Accountant, and the Commissioner of Taxes had reported very favorably of him.

This recommendation did not, however, meet with the approval of the Permanent Head of the Department, and strong exception was taken thereto, and the opinion of the Honorable the Attorney-General was sought as to whether the Commissioner had the power under section 46 of the *Public Service Act* 1890 to make recommendations for transfer or promotions within a Department. The Attorney-General gave an opinion that the Commissioner could not legally do so.

I pointed out that the procedure in this case was the same as that which had been followed without variation for the last thirty years, and had been acted upon in the Department of the Honorable the Treasurer in many instances. The question arose whether the officer nominated should be pushed aside without a fair trial because he happened to be an officer of the Treasury Department. I could conceive of no more favorable opportunity of testing an officer, as the office had then remained vacant for six months. Quite apart from the procedure which was the subject of discussion, the officer could by a simple direction from the Under Treasurer have been tested, and in view of that fact I pointed out that I was not free to furnish a certificate for the promotion to the position of any other officer until the officer in question had been tried at the work. The question was not one of legal formalities, but of fair play to an able officer who was the senior of all the applicants and five years senior in the Third Class to the officer whom the Permanent Head desired to see promoted.

I therefore suggested that directions be given that the officer recommended by me should be tested in the work of the office, and thus remove the strong feeling that had already been engendered in the Service because no opportunity had been given to him of proving his fitness or otherwise for the office, and which opportunity would have been given had he not had the misfortune to be an officer in the Department of the Treasurer. This suggestion did not, however, meet with the approval of the Department, and was not carried out.

I then invited the attention of the Honorable the Premier to the effect of the opinion of the Honorable the Attorney-General. I gathered from that opinion that there was not sufficient legal authority for the Governor in Council to authorize such a transfer as that recommended by me. The restriction thus placed on the action of the Governor in Council must apply not only to "transfers" but also to "promotions" of certain classes of officers within a Department, as it will be observed on reference to Section 46 of Act No. 1133 that both the words "promote" and "transfer" are used. The section has been construed as the necessary legal authority for the purpose for the last thirty years, and there is no other provision which gives the power. The effect of the opinion appeared therefore to be—

- (1) No officer of the General Division can be promoted in a Department of which he is an officer, but he may be promoted to a position outside of his Department.
- (2) In the Clerical Division no fifth class officer can be promoted in his own Department to a higher class.
- (3) No officer in a Department can be placed on trial in any office within that Department ;

and in view of the position which had arisen, I recommended that Section 46 be at once amended by inserting the words "within any department or" before the words "from one department to another."

Many promotions and transfers within Departments had been held up in consequence of the opinion, and I pointed out to the Premier that before proceeding to fill certain vacancies by the transfer of officers who had been selected for promotion within a Department, I required a statement that the opinion did not bar—

- (1) Transfers on trial within a Department ;
- (2) Transfers or promotions of General Division officers within a Department ;
- (3) Promotion to Fourth Class, Clerical Division, within a Department.

The Attorney-General then advised that he was unable to find either in the Acts or Regulations any provision for transfers on trial within a Department so far as the Commissioner is concerned, but as it had been the practice to make such transfers for many years, so long as this practice did not come into conflict with the express terms of an Act, he thought it could be safely followed. The same practice in regard to General Division promotions within a Department might also safely be followed, and in regard to promotions within a Department to the Fourth Class of the Clerical Division his opinion did not bar them.

INSPECTING OFFICER, AUDIT OFFICE.

A vacancy occurred for the position of Inspecting Officer, Audit Office. The position is classified in the Second Class of the Clerical Division of the Public Service. The Auditor-General, under the powers conferred by section 4 of the *Audit Act 1893*, No. 1323, nominated a Fourth Class officer in the Audit Office to fill the vacant office. As I was not satisfied that the nomination by the Auditor-General was in conformity with law, I communicated with the Crown Solicitor, and asked his advice on the subject. The question which I desired to have determined was whether the nomination of the Auditor-General carried with it the promotion of the officer in question to the Second Class. The Crown Solicitor advised me in the negative. On receipt of a formal requisition from the Under Secretary to fill the vacant second-class office of inspecting officer, I invited applications from third-class officers in the Service who were qualified for such duties, and recommended an officer in that class for promotion.

PAYMENT OF INCREASED SALARY ON PROMOTION.

During the year it was brought under notice that in some instances an officer had been paid before he had commenced duty in such position—the salary of the position to which he had been recommended for promotion by the Public Service Commissioner.

The matter was considered by the Cabinet, and it was decided that an officer should not receive the pay of the superior position until he had taken up the duty thereof.

A circular to this effect was sent to the permanent head of each Department on the 2nd February, 1915.

EQUAL PAY FOR EQUAL WORK.

The question of equal pay for equal work, in regard to male and female teachers in the Department of Public Instruction, was remitted by the Government to me for inquiry and report.

After conferences with the Director of Education and the Chief Inspector, in Victoria, and with the Director of Education and other educational experts in New South Wales—which State I visited for the purpose of making a full investigation in regard to the matter so far as regards the teachers employed in that State—and having considered the views, as recorded, of a number of educational experts who had given consideration to this subject after a study of the conditions obtaining in other countries, I submitted my report thereon to the Honorable the Premier, on the 22nd June, 1914.

In such report I advised the Premier that, after fully considering the question in the light of the information obtained by me, I was of opinion that the services of female teachers, as teachers, were not equal in value to those of male teachers, and also that the salaries of female teachers could not be satisfactorily determined by fixing them on a definite proportion of the salaries paid to male teachers.

PRESS NOTICES.

In connexion with a vacancy that occurred during the year for an Assistant Accountant to the Treasury, in the Second Class of the Clerical Division, an announcement was made in one of the daily newspapers that a certain officer was to be promoted to the vacant office. This notice appeared three days before I was asked by the Permanent Head of the Department to fill the vacancy.

I communicated with the Honorable the Treasurer, inviting his attention to such paragraph, and stated that I did not know whether the statement was supplied to the press by a Treasury officer. I pointed out that statements of the kind produced much unrest in the Service, as officers naturally feel that the matter has been determined before they have had an opportunity of putting forward their claims in the usual way when a vacancy occurs.

SUPERVISION OF OFFICERS.

I have previously drawn attention to the faulty character of some of the buildings used as Public Offices. There are too many small rooms in our public buildings, and effective supervision of officers cannot be carried out. Partition walls should be taken down and corridors lighted up. The staffs, as far as possible, should be concentrated under one roof. By this means increased efficiency can be obtained.

IMPROPER INFLUENCE.

Notwithstanding the warnings that have been given from time to time that officers must not directly or indirectly use or attempt to use any influence in respect to any matter affecting the remuneration or position in the Public Service of either himself or any other person, some officers persist in the practice. In one instance, an officer in the Treasury Department, who had been recommended for promotion by the Head of the Department, but whose case had not been dealt with by me, placed his case before a leading public man in the city in order that he might be induced to use his influence in the matter. This was brought under my notice, with the result that, owing to the action by such officer in committing a breach of *The Constitution Act 1906*, I could not see my way to then promote him, and I suggested to the Head of his Department that he be reprimanded.

If any further cases come under my notice, and are proved to my satisfaction, it will be my duty to exercise the powers imposed on me, and to fine or reduce the officer so offending, or recommend his dismissal or the dispensing with his services.

INSUBORDINATION

A grave case of insubordination on the part of a junior fifth-class officer in the Office of Titles came under my notice. The officer in question became eligible to be recommended for subdivisational promotion from the 1st January last, but was not recommended by the Permanent Head. In accordance with the provisions of Section 10 of the *Public Service Act 1900*, the officer appealed to me against the refusal of the Permanent Head to recommend him for subdivisational promotion. The appeal was heard by me; the officer in charge of the branch and the head of the room in which the aggrieved officer is employed being in attendance. It was pointed

out that the officer in question had wilfully disobeyed certain instructions given to the staff, and on being spoken to in regard to the matter he became insulting and defiant to his superior officer. His conduct was brought under the notice of the head of the branch, and the officer was directed by him to carry out the instructions. This happened in the afternoon of one day, but on the morning of the next it was found that there was a similar breach on the part of the officer, and on his being spoken to he reiterated his intention to ignore the instructions given, and used improper language. After much time had been spent in arguing with him, he reluctantly agreed to obey instructions. In view of his conduct he was not recommended for subdivisional promotion, but I am of opinion that a more serious view of the position should have been taken by his superior officers. His conduct should have been immediately brought under the notice of the Permanent Head of the Department, and a charge preferred against him of a breach of the Regulations (Clause 20), which reads as follows :—

Subordination of Officers. Every officer shall obey promptly all instructions that may be given to him by the officer under whose immediate control or supervision he is placed. If any officer should think that he has ground of complaint arising out of such instructions, or from any other cause whatsoever, he may at all times state the same in writing, through his immediate superior, to the Permanent Head of the Department, who shall, if he think proper, report to the Minister.

If proper deference and respect be not shown by junior officers to their superiors it is impossible for the work of an office to be satisfactorily carried out, and the public must suffer thereby. Had an employé in a private business firm been guilty of such conduct there is no doubt that he would have been dismissed.

The instance proves a want of knowledge on the part of officers of the regulations in regard to discipline and conduct, of which all officers are required to acquaint themselves.

MELBOURNE OBSERVATORY.

At the request of the Government, I caused a special investigation into the work, organization, and utility of the Observatory to be made by the Public Service Inspector. I am convinced that the Observatory, which is doing good work, is a national and not a State institution, and as such that the expense of its upkeep should be borne by the Federal Government. There would appear to be a consensus of opinion amongst the astronomers of the various States that it would be well to hand Observatories over to Federal control.

The present annual cost of maintenance, and the value of equipment, library, &c., together with the value of the land and buildings, are here shown.

1. Present annual cost	£4,151
2. Value of equipment, library, &c.	£24,250
3. Value of land	30,000
4. Value of buildings	15,800
Total values	£70,050

The work of the Observatory as a State institution was undertaken and continued in the State of Victoria during the pre-Federation period.

The taking over of the Observatory by the Federal Government would effect a saving to the State of Victoria in expenditure of over £4,000 per annum.

ACCOUNTS BRANCH, DEPARTMENT OF LANDS AND SURVEY.

Having made an inquiry into the working of the Department of Lands and Survey, I made a request to the Under-Treasurer on the 20th February, 1914, that he would give directions that I should be furnished with a report on the Accounts Branch of that Department, under the following heads :—

1. The work done—volume and character.
2. The manner of the keeping of the books and records.
3. Whether any unnecessary work is done.
4. Whether any simplification or improvement of the work is practicable.
5. The number of persons employed in the branch, and the status and salary of each.

A report was forwarded to me on the 4th November, but it did not meet my requirements, and I asked for a further report, but up to the present this has not been supplied.

DEPARTMENT OF MINES.—GEOLOGICAL SURVEY BRANCH.

The question as to whether members of the Geological Survey Branch of the Department of Mines should be placed on the permanent staff, or whether they should be retained as "exempt" officers with continuous employment during good behaviour, was remitted to me by the Government, to whom I furnished a report.

The members of the Geological Survey Branch are now on the permanent staff.

ELECTION OF A TEACHERS' CLASSIFIER.

A vacancy occurred for a Teachers' Classifier by the retirement of Mr. James Lewis, on the 22nd February, 1914. I was appointed by the Governor in Council on the 4th March as returning officer for the election of a teacher in the first class to be a member of the Committee of Classifiers under the *Teachers Act 1905*.

Owing to other duties I was unable to carry out the work, and I appointed Mr. J. D. Merson to be my substitute. The election was held on the 3rd April, Messrs. D. Chessell, D. C. Lear, and R. Scott having been duly nominated. Mr. Scott, having, on the first count, obtained a majority of the votes polled, was declared duly elected.

There were 3,797 electors, and 2,296 valid ballot papers (60 per cent. of the total number of electors) were received. Besides these there were 32 invalid ballot papers, and 73 votes were invalid on account of no signature, no postage, or in consequence of being enclosed in envelopes other than the printed ones. In addition, no less than 134 envelopes were received after the poll had closed.

NEW APPOINTMENTS.

The following table shows the number of new permanent appointments made (from outside the Service) during the year 1914, also the number made in each of the years 1911, 1912, and 1913 :—

Department.	Professional Division.				Clerical Division.				General Division.				Total.			
	'11	'12	'13	'14	'11	'12	'13	'14	'11	'12	'13	'14	'11	'12	'13	'14
Chief Secretary ..	2	4	3	5	12	17	29	23	212	177	175	185	226	198	207	213
Treasury ..	1	25	15	35	20	15	6	93	11	41	21	128	31
Public Instruction ..	43	9	184	52	6	7	13	7	2	3	1	..	51	19	198	59
Law ..	18	3	1	7	12	21	12	6	6	17	12	10	36	41	25	23
Lands and Survey ..	7	..	8	..	19	25	20	12	8	7	34	23	34	32	62	35
Public Works ..	1	3	24	6	6	5	5	4	21	15	108	27	28	23	137	37
Mines	2	6	..	2	2	1	1	3	..	7	..	5	4	14	1
Public Health	5	..	3	..	1	2	2	1	5	1	5	1	11	3
Agriculture ..	5	1	15	2	6	1	7	7	5	5	37	5	16	7	59	14
State Forests	2	..	1	4	2	..	1	..	56	..	2	4	60	..
Total ..	77	22	248	72	92	97	125	82	275	231	528	262	444	350	901	416

NEW APPOINTMENTS DURING 1911, 1912, 1913 AND 1914 OF TEACHERS IN THE DEPARTMENT OF PUBLIC INSTRUCTION.

	1911.	1912.	1913.	1914.
Teachers—To Class VI. ...	—	51	26	59
" " VII. ...	45	—	—	—
Junior Teachers ...	494	416	315	395
Sewing Mistresses ...	66	58	64	82
Total ...	605	525	405	436

VACANCIES DURING 1914.

The number of vacancies which occurred during the year 1914 was less than in the year 1913 :—

Department.	Vacancies in each Division during the Year 1914.				
	First Division.	Professional Division.	Clerical Division.	General Division.	Total.
Chief Secretary	4	8	123	135
Treasury	13	6	19
Public Instruction	10	5	...	15
Law	3	2	8	13
Lands and Survey	1	1	7	2	11
Public Works	1	...	12	13
Mines	1	2	1	4
Public Health	2	1	3
Agriculture	3	3	3	9
State Forests	1	2	3
Total	1	23	43	158	225

In the year 1914, 187 officers resigned, 15 were retired or superannuated, 3 were dispensed with, 16 died, 1 joined the staff of the Legislative Assembly, and 3 were transferred to the Commonwealth Public Service.

PROMOTIONS DURING 1914.

The following table shows the number of promotions which took place during the year :—

Professional to First Division	1
Professional Division	97
Clerical to Professional Division	2
General to Professional Division	2
Clerical Division—Class II. to Class I.	1
" " Class III. to Class II.	3
" " Class IV. to Class III.	5
" " Class V. to Class IV.	9
" " General Division to Class V.	6
General Division	67
					193

This table does not include Asylum promotions.

There were 864 subdivisional promotions in the Clerical Division during the year, as compared with 158 in 1913, and 342 in 1912; and 1,365 teachers were promoted one subdivision during 1914.

EXAMINATIONS DURING THE YEAR 1914.

Clerical Division.

Number of Candidates examined.	Date of Examination.	Number who passed as Qualified Candidates.	Highest possible Number of Marks.	Highest Number of Marks obtained.	Name of the first in Order of Merit.
249	28th February, 1914	60	1,850	1,543	Edward J. Credlin
234	25th July, 1914	60	1,850	1,627	William K. Wallis

EXAMINATIONS DURING THE YEAR 1914—*continued.**General Division.*

Number of Candidates examined.	Date of Examination.	Number who passed as Qualified Candidates.	Highest possible Number of Marks.	Highest Number of Marks obtained.	Name of the first in Order of Merit.
89	25th July, 1914	25	600	519	Sydney M. Hutcheson

For Licence as Shorthand Writer under the Evidence Act 1890 (No. 2).

Number of Candidates Examined.	Date of Examination.	Number who passed the Examination.
16	20th June, 1914	9
20	12th December, 1914	8

APPEALS OF TEACHERS.

Summary of Appeals against the Promotion List of 24th June, 1914.

Class	MALES.			FEMALES.		
	Appeals, No. of.	Allowed.	Disallowed, &c.	Appeals, No. of.	Allowed.	Disallowed, &c.
1	9	...	9
2	11	1	10
3	16	2	14	4	...	4
4	34	4	30	13	...	13
5	63	3	60	28	1	27
6	26	2	24	44	2	42
	159	12	147	89	3	86

RECLASSIFICATION OF OFFICES AND CREATION OF NEW OFFICES.

Investigations were made into the work in several of the Departments during the year on applications for creating, abolishing, raising, and lowering offices, with the result that the following changes were made in the Clerical Division, viz:—

- 4 3rd class offices were created.
- 1 4th class office was created.
- 23 5th class offices were created.
- 1 5th class office was abolished.

Of the fifth class offices created, 10 were in the Department of Chief Secretary, 1 in the Law Department, 10 in the Department of Lands and Survey, and 2 in the Department of Public Works.

In the Professional Division, 79 new offices were created, one was abolished, 10 were raised, and 3 were lowered in classification.

Of the 79 new offices created, 3 were in the Department of Chief Secretary, 58 in the Department of Public Instruction, 10 in the Law Department, 1 in the Department of Lands and Survey, 5 in the Department of Public Works, and 2 in the Department of Agriculture.

One office in the Department of Public Instruction was abolished.

Of the 10 offices raised in classification, 2 were in the Department of Chief Secretary, 3 were in the Law Department, 1 each in the Departments of Public Works and Mines, and 3 in the Department of Public Health.

One office in each of the Departments of Public Instruction, Lands and Survey, and Public Works was lowered in classification.

In the General Division, 85 new offices were created, and 19 were abolished.

PERSONS TEMPORARILY EMPLOYED OR EMPLOYED OUTSIDE THE PUBLIC SERVICE ACTS
(INCLUDING TEACHERS IN THE DEPARTMENT OF PUBLIC INSTRUCTION) ON 31ST
DECEMBER, 1914, AND PERSONS SO EMPLOYED FOR AT LEAST 150 DAYS DURING
THE YEAR 1914.

Department.	Professional.		Clerical.		General.		Total.	
	Employed on 31.12.1914.	Employed for 150 days.	Employed on 31.12.1914.	Employed for 150 days.	Employed on 31.12.1914.	Employed for 150 days.	Employed on 31.12.1914.	Employed for 150 days.
Chief Secretary ...	2	2	16	22	81	79	99	103
Treasury	44	35	538	548	582	583
Public Instruction ...	287	368	1	1	7	6	295	375
Law ...	1	...	3	3	5	1	9	4
Lands and Survey ...	5	5	5	6	273	271	283	282
Public Works ...	33	32	6	6	214	135	253	173
Mines ...	21	21	3	3	73	82	97	106
Public Health ...	2	2	2	2	62	43	66	47
Agriculture ...	2	2	13	12	201	204	216	218
State Forests	297	110	297	110
Total ...	353	432	93	90	1,751	1,479	2,197	2,001

The following statement shows the increase or decrease in the number employed on 31st December, 1914, as compared with the number employed on 31st December, 1913, in the several Departments, viz.:—

Chief Secretary	decrease	14
Treasury	increase	15
Public Instruction...	decrease	81
Law	increase	6
Lands and Survey	increase	50
Public Works	increase	93
Mines	decrease	11
Public Health	increase	6
Agriculture	decrease	21
State Forests	increase	210

TEMPORARY EMPLOYMENT.

The following summary exhibits the number of temporary appointments made in the Professional, Clerical, and General Divisions respectively during the year 1914:—

Department.	Number of Appointments.			
	Professional.	Clerical.	General.	Total.
Chief Secretary ...	6	12	38	56
Treasury	15	186	201
Public Instruction ...	129	2	5	136
Law	15	15
Lands and Survey	3	19	22
Public Works ...	7	3	87	97
Mines ...	1	1
Public Health	2	...	2
Agriculture	2	15	17
State Forests
Total ...	143	39	365	547

The number of temporary appointments made during the year 1914 was less than the number for the year 1913 by 275.

PERMANENT OFFICERS.

The following tables show the number and distribution of permanent officers in the Public Service, and the yearly salaries payable on 31st December, 1914 (exclusive of teachers in the Department of Public Instruction) :—

Department.	Division.								Total.	
	First.		Professional.		Clerical.		General.		No.	Salaries.
	No.	Salaries.	No.	Salaries.	No.	Salaries.	No.	Salaries.		
		£		£		£		£		£
Chief Secretary	1	1,000	58	24,867	235	55,293	1,339	173,810	1,633	254,970
Treasury	1	1,000	3	1,206	213	45,415	212	36,307	429	83,928
Public Instruction... ..	1	1,000	303	84,172	66	12,557	27	4,636	397	102,365
Law	1	900	90	33,738	279	65,740	58	6,698	428	107,076
Lands and Survey... ..	1	900	53	16,672	204	43,469	121	15,910	379	76,951
Public Works	1	900	84	24,820	45	8,928	234	36,388	364	71,036
Mines	1	900	25	8,279	29	8,003	11	2,108	66	19,290
Public Health	12	3,998	14	2,928	19	3,096	45	10,022
Agriculture	1	900	31	11,324	33	6,300	64	11,788	137	30,312
State Forests	5	2,134	11	2,277	68	11,550	84	15,961
Totals	8	£7,500	667	£211,210	1,134	£250,910	2,153	£302,291	3,962	£771,911
Average Salary for each Division		£937		£316		£221		£140		£194
Number of Officers in each Division = % of Grand Total		·20		16·84		28·62		54·34		100 %
Salaries in each Division = % of Grand Total...		·98		27·36		32·50		39·16		100 %

It will be seen that—

- (a) the total amount paid in annual salaries to officers of the Permanent Service—exclusive of teachers—during the year 1914 was £771,911.
- (b) there were eight officers in the First Division, whose salaries aggregated £7,500, giving an average of £937 to each officer ;
- (c) there were 667 officers in the Professional Division, salaries, £211,210, or an average of £316 each ;
- (d) there were 1,134 officers in the Clerical Division, salaries, £250,910, or an average of £221 each ; and
- (e) in the General Division there were 2,153 officers, salaries, £302,291, or an average of £140 each.

This table also shows that the number of officers—exclusive of teachers—permanently employed on the 31st December last was 3,962. Of this number there were—

In the First Division, eight officers, or ·20 per cent, of the total, whose salaries amounted to ·98 per cent. of the whole ;

In the Professional Division, 667 officers, being 16·84 per cent. of the total with salaries representing 27·36 per cent. of the whole ;

In the Clerical Division, 1,134 officers, being 28·62 per cent. of the total, whose salaries represented 32·50 per cent. of the whole ; and

In the General Division, 2,153 officers, or 54·34 per cent. of the total, with salaries which amounted to 39·16 per cent. of the whole.

The officers of the Clerical Division were classed as follow :—

Department.	First Class.	Second Class.	Third Class.	Fourth Class.	Fifth Class.	Total.
Chief Secretary ...	7	16	26	57	129	235
Treasurer... ..	5	6	25	51	126	213
Public Instruction ...	2	1	6	15	42	66
Law	1	8	44	100	126	279
Lands and Survey ...	2	3	27	59	113	204
Public Works	1	6	10	28	45
Mines	1	1	2	14	11	29
Public Health	1	1	4	8	14
Agriculture	2	2	7	27	38
State Forests	1	1	2	7	11
Total	18	40	140	319	617	1,134

It will thus be seen that the percentage in the first class was 1·59, in the second class 3·52, in the third class 12·35, in the fourth class 28·13, and in the fifth class 54·40.

STATEMENT showing number of officers employed in the larger Branches of the Public Service on 31st December, 1914, viz.:—HOSPITALS FOR THE INSANE, PENAL, PORTS AND HARBORS.

Branch.	Division.						Total.	
	Professional.		Clerical.		General.		No.	Salaries.
	No.	Salaries.	No.	Salaries.	No.	Salaries.		
Hospitals for the Insane ...	18	£ 10,372	26	£ 6,694	966	£ 114,491	1,010	£ 131,557
Penal and Gaols	1	444	8	2,455	212	35,165	221	38,064
Ports and Harbors	18	5,056	12	1,968	181	28,498	211	35,522
Total	37	£15,872	46	£11,117	1,359	£178,154	1,442	£205,148

The above statement shows that of the 3,962 permanent officers of the Service, there were employed in the—

Hospitals for the Insane,

1,010, whose salaries amounted to £131,557, or 17·04 per cent. of the whole;

Penal and Gaols,

221, whose salaries amounted to £38,064, or 4·93 per cent. of the whole;

Ports and Harbors,

211, whose salaries amounted to £35,522, or 4·60 per cent. of the whole.

It should, however, be pointed out that, in regard to the Hospitals for the Insane Branch, deductions were made from the salaries of officers for quarters, allowances, &c.

The following table gives details as to the total increase of 191 in the number of officers on the permanent staff :—

Department.	Vacancies during 1914.	New Appointments during 1914.	Increase in Staff.
Chief Secretary	135	213	78
Treasury	19	31	12
Public Instruction	15	59	44
Law	13	23	10
Lands and Survey	11	35	24
Public Works	13	37	24
Mines	4	1	3
Public Health	3	3	...
Agriculture	9	14	5
State Forests	3	...	3
Total	225	416	191

TEACHERS UNDER THE DEPARTMENT OF PUBLIC INSTRUCTION ON 31ST DECEMBER, 1914.

	Male.	Female.	Total.
Head Teachers and Assistants ..	1,789	1,862	3,651
Relieving Teachers	18	38	56
Junior Teachers and Sewing Mistresses	241	1,598	1,839

These figures show an increase for the year of 147 Head Teachers and Assistants, a decrease of 7 Relieving Teachers, and of 38 Junior Teachers and Sewing Mistresses.

The average attendance of State School pupils for the calendar year is not available, but the average attendance for the financial years ended 30th June, 1913 and 1914, was as follows:—

	Boys.	Girls.	Total.
Year 1912-13	80,004	796	152,600
Year 1913-14	82,536	75,646	158,182

NUMBER OF OFFICERS IN THE SERVICE FROM 1897 TO 1914.

The following table shows the total number of permanent officers in the Service on the last day in each year after 1896. It does not include employes in the Railway or the Police Departments, or State School teachers, nor does it include officers of Parliament, nor, after 1900, officers of the Departments transferred to the Commonwealth:—

Department.	On 31st December.																	
	1897.	1898.	1899.	1900.	1901.	1902.	1903.	1904.	1905.	1906.	1907.	1908.	1909.	1910.	1911.	1912.	1913.	1914.
Executive Council ...	2	2	2	2
Chief Secretary ...	940	996	1,035	1,102	1,144	1,164	1,092	1,011	973	938	1,232	1,272	1,333	1,357	1,435	1,481	1,555	1,633
Treasury ...	276	273	270	268	275	265	257	253	241	238	238	236	261	258	298	300	411	429
Public Instruction ...	96	95	96	135	152	146	136	130	129	106	142	146	168	167	212	167	357	397
Law ...	299	300	306	317	320	315	302	302	298	291	298	302	308	332	356	382	406	428
Lands and Survey ...	233	232	240	251	264	281	235	226	226	236	242	267	279	288	296	323	365	379
Public Works ...	99	101	99	187	196	194	188	186	188	187	193	201	210	213	214	213	342	364
Trade and Customs	397	404	407	304
Post and Telegraph	2,157	2,292	2,311	2,401
Mines & Water Supply	98	98	103	104	99	100	94	93	122	100	100	72	72	63	60	60	72	66
Defence ...	28	28	29	31
Public Health ...	19	19	20	27	31	32	30	28	27	24	25	26	30	29	37	36	45	45
Agriculture ...	28	28	28	37	39	40	68	69	41	46	50	58	60	69	82	84	131	137
State Forests	30	30	28	29	28	87	84
	4,702	4,868	4,946	5,166	2,520	2,537	2,402	2,298	2,245	2,166	2,520	2,610	2,751	2,804	3,019	3,074	3,771	3,962

NUMBER OF TEACHERS UNDER THE DEPARTMENT OF PUBLIC INSTRUCTION FROM 1898 TO 1914.

	On 31st December—																
	1898.	1899.	1900.	1901.	1902.	1903.	1904.	1905.	1906.	1907.	1908.	1909.	1910.	1911.	1912.	1913.	1914.
Head Teachers	1,683	1,768	1,845	1,960	1,907	1,846	1,826	1,838	1,828	1,810	1,845	1,782	1,837	1,932	2,107	2,034	2,151
" " Un-classified	36	26	3	3	1	1	1	...	1
Assistants ...	713	760	942	985	981	988	956	927	970	997	995	1,105	1,118	1,386	1,499	1,470	1,500
Relieving Teachers	31	33	28	48	47	37	33	32	27	52	25	62	75	70	77	63	56
Pupil Teachers or Junior Teachers	1,553	1,593	1,457	1,506	1,456	1,371	1,338	1,288	1,390	1,465	1,460	1,559	1,542	1,425	1,495	1,494	1,447
Monitors ...	212	214	275	261	282	261	226	232
Sewing Mistresses ...	406	429	415	428	420	417	393	395	351	363	372	392	372	372	374	383	392
	4,636	4,821	4,965	5,191	5,094	4,921	4,773	4,712	4,567	4,687	4,697	4,900	4,944	5,185	5,552	5,444	5,546

PUBLIC SERVICE, 31ST DECEMBER, 1914.

Table giving details as to the number of permanent and temporary officers and amounts paid in salaries by each Department during the year 1914 :—

Department.	Permanent Staff on the 31st December, 1914.		Temporary Staff employed for various Periods during 1914.	
	Number.	Amount of Salaries.	Number.	Amount of Salaries.
		£		£
Chief Secretary	1,633	254,970	274	16,325
Treasurer	429	83,928	726	28,695
Public Instruction	397	102,365	11	1,242
Law	428	107,076	16	841
Lands and Survey	379	76,951	425	38,478
Public Works	364	71,036	2,934*	140,579†
Mines	66	19,290	153	17,913
Public Health	45	10,022	126	6,996
Agriculture	137	30,312	857	35,809
State Forests	84	15,961	608	23,340
Totals	3,962	£771,911	6,130	£310,218
State School Teachers	5,546	759,697	1,348	43,023
Totals	9,508	£1,531,608	7,478	£353,241

Total number of officers (permanent and temporary) ... 16,986
Total amount of salaries paid ... £1,884,849

* The number of persons temporarily employed in this Department as artisans and labourers on Public Works—in respect of which a total amount of £23,570 is included in the larger amount was paid in wages—cannot be stated.
† Included in this amount is a sum of £51,200 paid to 2,036 men employed in fitting up troopships.

OFFICERS REPORTED FOR BREACHES OF ACT OR REGULATIONS.

During the year 1914, 13 cases were dealt with under sub-section (2) of Section 124 of Act No. 1133, as amended by Section 13 of Act No. 1779, the results being as under :—

Not proved	1
Service dispensed with	4
Reduced	6
Charge withdrawn	1
Allowed to resign	1
	13

For minor offences, not dealt with by the Commissioner, Permanent Heads of Departments, and Officers authorized under the provisions of Section 130 of the *Public Service Act 1890*, found it necessary, during 1914, to exercise the power conferred upon them by sub-section (1) of Section 124 by inflicting fines, &c., in 27 cases (exclusive of Asylums).

I am indebted to Messrs. A. Barlow, D. Berriman, E. N. Moore, and V. Tanner (Police Magistrates) for acting as Chairmen of Boards of Inquiry; and to Messrs. G. Clowser, W. P. Heathershaw, A. T. Lewis, H. E. Macdowell, F. Rae, and J. Shea, for acting as Members of such Boards.

All which matters are submitted for Your Excellency's consideration.

G. C. MORRISON.

Dated at Melbourne, this 20th day of May, 1915.