

1919.

VICTORIA.

PUBLIC SERVICE COMMISSIONER.

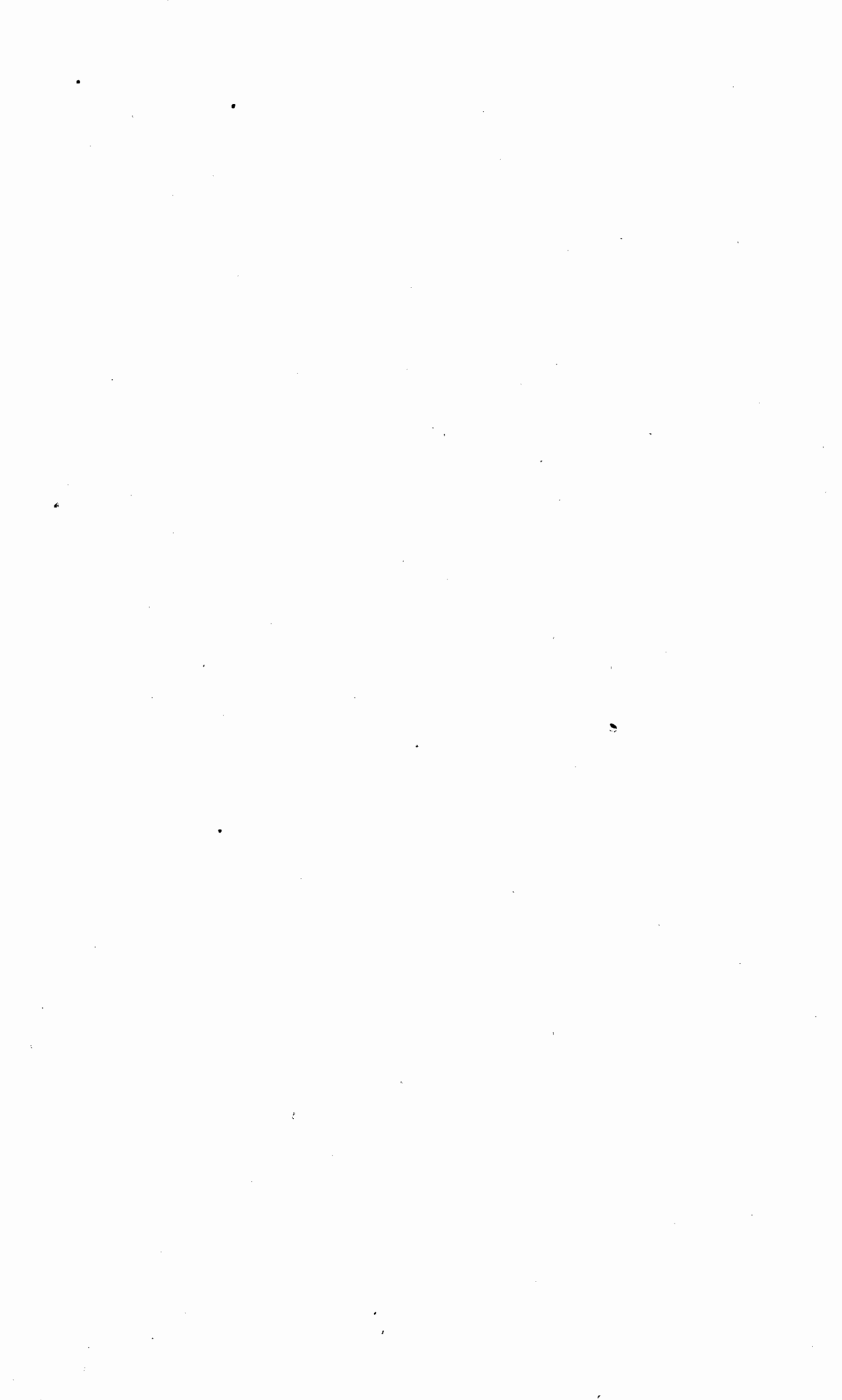
REPORT FOR THE YEAR 1918.

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

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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 1918.

AUSTRALIAN IMPERIAL FORCE.

The undermentioned officers have been killed in action or have died of wounds or from other causes while on active service:—

Department of Chief Secretary (22).

Angell, H. S.	Douglas, J. A.	Latimer, G. E.	Slattery, L. V.
Bailey, F.	Figgis, S. D. J.	McCrickard, R. F.	Smiley, E. J.
Beirne, W.	Hogarth, E. G.	McEllister, J. T.	Swain, J. T.
Catron, W. G. J.	Kelly, H.	Northill, T. J.	Towl, P. G.
Clements, C. E.	Keys, J. C.	Phillips, C. W.	Wicks, H. J.
Desmond, R. D.	Lansdell, H. W.		

Department of Treasurer (22).

Aston, J.	Fromer, H.	Lancaster, J.	Rapley, G. V.
Clark, W. H.	Geddes, W.	Magee, H.	Rusden, A. S. K.
Bonetti, E. C.	Heritage, J. A. G.	Moar, J. H.	Semmens, H. J.
Buckley, H. C.	Jennings, W. H.	McCarthy, D. O.	Vaughan, T. F.
Doupe, H.	Kerr, J. W.	Palling, A.	Williams, H. E.
Fahey, J.	Knight, K. T.		

Department of Public Instruction (inclusive of State School Teachers) (129).

Allen, C. P.	Fenner, T. R.	Manfield, G. S.	Richards, J. T.
Armstrong, W. J.	Filmer, W. S.	Martin, J. H.	Roadknight, J.
Ashmead, C. G.	Fletcher, J. H.	Merlin, W. S.	Robertson, W. F.
Baker, W. F.	Gardiner, R. A.	Miller, A. H.	Robinson, S. L.
Barlow, W. G.	Gear, J. F.	Morrison, C. V.	Rodda, E. E.
Bell, W. B.	Glendinning, A. J.	Morshead, E. D.	Rowe, B. F.
Bourchier, A. P.	Govan, W. J.	Murray, W.	Sangster, L. F.
Brain, E. G.	Graham, N.	Macdonald, R.	Say, L.
Brooks, V.	Green, S. R.	McHarg, W. M.	Scott, G. R.
Brown, H. W.	Green, V.	McKellar, J. G.	Sebire, F. H.
Cameron, E. A.	Hall, F. G.	McKenzie, K.	Skinner, R. H.
Campbell, C. G.	Hauser, E. W.	McLachlan, N.	Smith, E. A.
Campbell, R. W.	Hills, F. T.	Maclaren, W. J.	Smith, E. R.
Carmichael, T. M.	Hodder, A.	Neal, F. M.	Stephens, W. E.
Chester, C. E. W.	Hogan, J. S.	Neave, R. J.	Stevens, L. A.
Christensen, C. P.	Holmes, E. C.	Nicholas, B. F.	Sullivan, C. F.
Clarke, J.	Hughes, R. E.	Nicholas, G. M.	Swinburne, H. L.
Clements, H. G.	Hurley, G. C.	O'Brien, W. P.	Sydes, C. F.
Close, S. R.	James, G. E.	Olle, F. J.	Thompson, J. R.
Cogger, E. E.	Jarrott, W.	Opie, W. S.	Thornell, E.
Collins, A. J.	Jones, E. H.	Ormsby, P. M.	Vine, R.
Collins, F.	Jones, G.	Patton, T.	Walsh, J. F.
Colvin, W.	Kedge, C. A.	Paul, G. G.	Wilcock, A.
Conroy, L. A.	Kelley, P. L.	Pelton, N. G.	Willcox, C. F.
Conroy, W. M.	Kemp, F. W.	Perrin, C. R.	Williams, E.
Cousins, F. L.	Lennon, J. A.	Perry, W. E.	Williamson, A.
Cunningham, P. J.	Lever, S. E.	Peter, C. M.	Willis, H. J.
Daniel, J. M.	Leyland, R. E.	Primrose, L. J.	Wilson, W. G.
Davies, H.	Liddelow, A.	Proffitt, C. W. C.	Woods, R.
Davies, H. W.	Lilburne, A. M.	Reed, C. W.	Wright, H. R.
Dobson, D.	Liston, R. B.	Reed, G. R.	Wrigley, F. R.
Donaldson, H. A.	Lyall, E. R.	Rennie, A. W.	Yung, G. A.
Fairlie, E. R.			

Department of Law (21).

Annear, P. D.	Flanagan, M.	Merralls, A. D.	Saunders, G. W.
Aram, J. T.	Grant, G. M.	Mitchell, C. S.	Simpson, F. N.
Baker, H. J. E.	Groves, K. L.	Morris, H. C.	Thomson, J.
Barber, S. F.	Haddow, A.	McWhinney, N. B.	White, C. M.
Cronin, J. L.	Hutcheson, W. T.	O'Sullivan, P. J.	Zimmer, W. H.
Doolan, W. R.			

Department of Lands and Survey (24).

Allen, G.	Boyd, H. W.	Gibbs, B. O. T.	Larkin, J. V.
Barnard, N. F. W.	Bugg, A. W.	Gray, J. A.	Olive, W. M.
Bell, C. M.	Cormack, J. P.	Greene, J. T.	Olney, R. T.
Berry, R. H.	Currie, H. R.	Hubble, E. J.	Rutherford, H.
Blair, T. H.	Dewsnap, C.	Jaguers, J. D.	Williamson, J. C.
Blore, G. T.	Evans, F. A.	Jenkin, W.	Wilson, H. R.

Department of Public Works (9).

Douglas, J. A.	Mason, T. A.	Neild, C. M.	Slade, T. J.
Dusting, L. A.	Macauley, A.	Pritchard, H. R.	Stonely, S. H.
Fulton, J. A. J.			

Department of Mines (3).

Clifford, E.	Oakley, G.	Whitfield, E. P.
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Department of Agriculture (9).

Allan, D. T.	Gillespie, R. M.	Oliver, J. D.	Rowlands, J. D.
Anderson, A. F.	Laycock, R. S.	Pritchard, L. B.	Turner, R.
Collins, L. J.			

Department of State Forests (2).

Kerr, R. J. L.	Lindsay, R. G.
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Department of Labour (4).

Burge, C. C.	Colwell, J.	Jack, A. J.	Mahony, J. A.
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SUMMARY.

Department.	No.
Chief Secretary	22
Treasurer	22
Public Instruction	129
Law	21
Lands and Survey	24
Public Works	9
Mines	3
Agriculture	9
State Forests	2
Labour	4
Total	245

I desire to express on behalf of the Service generally our heartfelt sympathy for the relatives and friends of these brave men who have given their lives for the Empire.

The following is a list of officers on the permanent staff of the Public Service (exclusive of State School Teachers in the Department of Public Instruction) who—on the 31st December, 1918—were with the Australian Imperial Force :—

Department of Chief Secretary (103).

Adey, J. K.	Ebbs, E. R. H.	Kitson, G. E.	Quin, R. A.
Akeroyd, W. A.	Edwardes, Edith N.	Laidler, W. P.	Ray, J. H.
Allechin, C. H.	Fogarty, J. P.	Landsell, H. W.	Rhodes, J.
Alldersea, G. J.	Foley, T. E.	Leask, F. E.	Richardson, Ethel T.
Anderson, J.	Ford, R. G.	Lee, H. H.	Roberts, J.
Anderson, W. J.	Frazer, E. L.	Lowry, E. N.	Rowe, W. L.
Annis, A. E.	Geddes, T.	Mahony, A. T. M.	St. Ellen, Constantinova
Banks, D. A.	George, E. S.	Makin, J. J.	E. S.
Beckman, L. P. F.	Gilmour, H. M.	Mallon, F.	Scriven, J. E.
Benwell, W. J.	Gordon, J. F.	Maloney, G.	Selleck, F. P.
Billiet, F. M.	Grace, Isabella F.	Martin, H. J.	Semmens, E. J.
Brear, R. H.	Grendon, G. P.	Myers, T.	Semmens, J. H.
Brewster, W. L.	Grigsby, J. E.	McGrath, F. L.	Shaw, P.
Buckley, W. F.	Grundy, M. W.	McKenzie, G.	Skinner, H. S.
Carter, J. C.	Harris, G.	McKinley, E.	Smiley, E. J.
Christensen, J. E.	Hill, W. J.	McKinnon, H.	Sorrell, T. R.
Clarke, J. B.	Hingeley, J.	Macmillan, A.	Stapleton, J.
Colvin, J. P. R.	Horsfield, W. A.	Nelson, V. T.	Stephens, P. J.
Connell, R. C.	Iredale, D.	Neyland, E. C.	Stewart, C. L.
Connellan, T. M.	Irons, W. H. J.	O'Dee, A. H. J.	Trickey, F. V.
Convy, S. B.	Jerram, L. R.	Parkes, A. E.	Tyers, Jane F.
Cooper, G. W.	Kelly, H.	Perry, J. N.	Wallace, D. A.
Crawford, W.	Kennard, A. E.	Peverill, A. J. V.	Walsh, T.
Davis, J. C.	Keys, J. C.	Phelan, F. S.	Warren, R. F. J.
Dawson, A. L.	Kilmartin, J.	Phillips, W. J.	Whyte, J. M.
Dromgoole, J. F.	Kinsman, C. W.	Prowse, F.	Wright, D. A. R.

Department of Treasurer (50).

Baird, C. K.	Doig, A. L.	Kay, C. E.	Phillips, R. R.
Baird, J. L.	Dolling, W. H.	Kent, J. R.	Prime, A. M.
Barr, N. I.	Dunstan, W. E.	Keys, A. E.	Pynor, E. H. C.
Bennett, R. F.	Eabry, J. L.	Lamb, J. L.	Rahilly, T. F. I.
Bodycomb, P. R.	Eastwood, R. A.	Lampard, A. W.	Reilly, W. B.
Broadhurst, P. T.	Edgoose, H. H.	Maddern, W. G. F.	Semmens, P. T. B.
Buller, R. L.	Evans, J. A.	Mann, J. R.	Smith, R. A. W.
Clemens, J. H.	Frolley, J.	Morriss, S. V.	Stafford, R. E. P.
Collins, J. A.	Goldsbury, J. S.	McDowell, G. M.	Tolmie, J. A.
Cooper, W. E.	Heskett, R. W.	McLeod, G. K.	Watts, F. H.
Davies, F. J.	Holland, G. W. F.	Paice, G. C. M.	Williams, D. E.
Dixon, J. B.	Hutcheson, S. M.	Paine, D. D.	
Dodds, W. N.	Ingle, C. A.	Parker, E. A.	

Department of Public Instruction (48).

Allen, W. L.	Don, W. G.	Langley, G. F.	Reid, N.
Anderson, W. W.	Ferguson, N. H.	Lunn, W. J.	Rogers, J. S.
Angwin, J. L. P.	Gale, C. C.	McLaren, J. F.	Rutherford, W. H.
Bateman, W. J.	Haddow, J. D.	McNicoll, W. R.	Simpson, C. J.
Blackman, P. O.	Harris, G. V.	Nicholls, W. H.	Spencer, W. G.
Browne, G. S.	Hart, A. C.	O'Brien, J. T.	Story, C. B. S.
Cameron, R. I.	Hebbard, F. F.	O'Collins, P. F.	Sutton, H.
Cole, H. J. R.	Hewett, H. A.	Parr, W. J.	Trainor, G. T.
Davey, J. H.	Higgins, T. I.	Paterson, W. J.	Tritschler, H. J.
David, T. A.	Isaac, C. E.	Pederick, E. B.	Webster, A. B.
Deeble, A. V.	Johnston, D. I.	Pridgeon, E. D.	Wilkin, H. V.
Dewar, E. N.	Knight, P. A. C.	Purdy, W. O.	Wilson, H. W.

Department of Law (63).

Addison, D. M.	Blair, D. G.	Chipman, H. C.	Forbes, L. O.
Akeroyd, G. W.	Beck, C. J.	Clyne, H. M.	Freeman, G. R.
Anderson, R. B.	Body, S. G. S.	Cooper, H. V.	Gardner, C. J.
Avery, C. S.	Brown, J.	Cronin, J. L.	Griffiths, A. G.
Barns, A. V.	Bush, G. H.	Day, G. L.	Groves, H. W.
Beckerleg, C. R.	Campbell, L. G.	Dimsey, E. E.	Haddow, A.
Bennett, F. H.	Cashman, W.	Duggan, D. J.	Hardy, N. J.
Bieske, R. R.	Chappell, G. J. J.	Flanagan, M.	Hill, A. R.

Department of Law—continued.

Hillard, R. I.	Mohr, R. H.	Normand, R. C.	Short, T. W.
Hollow, S. H. E.	Munro, E. F.	Nunan, P. C.	Smith, T. J.
Jackson, H. L.	McAlister, H. M.	Oakes, R. F.	Strong, B. H.
Jamieson, H. B.	McCallum, A. D.	Orr, T. A.	Taylor, W. H.
Knight, C. F.	McDonald, J. C.	Pardy, M. G. F.	Tuxworth, G. L.
Laidler, G. W.	McFarlane, R. D.	Pollard, J. L.	Warnock, A. E.
Mahony, J.	McLean, C.	Richards, W.	Wood, F. A.
Menzies, F. G.	Newman, J.	Roberts, G. L.	

Department of Lands and Survey (48).

Alexander, A. C.	Gibson, N. H.	Long, W. T.	Price, G. F.
Baird, D. A.	Graham, A. F.	Longton, G. E.	Robertson, L. G.
Bennett, S. H.	Gray, H. R.	Mercer, L. B.	Russell, H.
Bugg, E. H.	Gray, M. H.	Michell, H. E. H.	Singleton, E. F. H.
Carter, S. G.	Griffin, G. F.	Moon, F. H. A.	Somerville, W. M.
Cave, H.	Griffiths, J. T.	Muir, W.	Stafford, G. V.
Crawford, W. M.	Hanslow, R.	McDonald, W. H. L.	Trawin, L. E.
Cronin, M. A.	Howells, R. D.	Neal, R. R.	Tregent, D. A.
Cross, A. R.	Hunter, J. E.	Norton, H. B.	Tung Wai, D. H.
Drew, S. M.	Jennings, S. T.	Olney, R. T.	Wade, H. B.
Edmunds, W.	Kerr, C. J.	Pearson, O. G.	Whiting, H. J.
Ewart, C. M.	Leckie, P. M.	Pollock, C. J. E.	Wood, G. L.

Department of Public Works (32).

Brennan, M. J.	Greenlees, A. M.	Masters, E.	Skelton, A.
Bult, R. B.	Hamilton, A. E.	McLachlan, N. K.	Smart, R. A.
Cooper, E. J. J.	Healy, T.	Neeson, P. J.	Stevenson, D. S.
Cox, F. R.	Jensen, O. V. H.	Nicholls, J. R.	Stirling, J. H.
Fitzgibbon, E. F.	Kennedy, E.	Parr, R. F.	Symonds, H. H.
Fraser, R. G.	Kerin, J. C.	Richards, C.	Urquhart, J. A.
Gay, F. J.	Larkin, J. P.	Sandall, W. A.	Williams, J. R.
Gluth, G. G.	Mason, T. A.	Searle, E. T.	Young, C. W.

Department of Mines (5).

Grose, W. E. C.	Mackenzie, D. C.	Sanders, H. T.	Smith, R. N. M.
Mahony, D. J.			

Department of Public Health (7).

Adam, G. J.	Odgers, W. A.	Robinson, C. W.	Yeatman, L. P.
Allen, A. J.	Osborne, R. A.	Whitlock, J.	

Department of Agriculture (12).

Baker, H. A.	Frazer, C. E.	Kendall, E. A.	Spittal, C. E.
Bennett, W. J.	Hanlon, J. W.	Neal, E. H.	Thynne, J. T.
Carmody, J.	Johnson, H. E.	Parratt, P. T.	Wickham, F. H.

Department of State Forests (2).

King, J. P.	Smith, C. T.
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Department of Labour (17).

Chancellor, C. E.	Empey, V. G.	Mountjoy, F. P.	Walshe, J. J.
Corben, H. L.	Fraser, T. A.	Newton, A.	Weir, W. P.
Clarke, C. A.	Harris, R. F. W.	Oldham, G.	Whitfield, F. J.
Currie, T. F.	Jones, H. J.	Osborne, W. J.	Wheeler, R. H.
Dooley, J. M.			

Office of the Public Service Commissioner (1).

Hambly, H. A.

Department.		SUMMARY.			Number.
Chief Secretary	103
Treasurer	50
Public Instruction	48
Law	63
Lands and Survey	48
Public Works	32
Mines	5
Public Health	7
Agriculture	12
State Forests	2
Labour	17
Office of Public Service Commissioner	1
Total					388

NEW LEGISLATION.

In December last a Public Service Act was passed removing the restrictions imposed by Section 6 of Act No. 2798 in the cases of officers promoted to higher positions without increase in salary.

In the same month an Act relating to State school teachers was passed providing for the raising of the salaries of female teachers.

NEW APPOINTMENTS.

The following table shows the number of new permanent appointments made (from outside the Service) during the year 1918, also the number made in the year 1917:—

Department.	First Division.		Professional Division.		Clerical Division.		General Division.		Total.									
	'18.	'17.	'18.	'17.	'18.	'17.	'18.	'17.	'18.									
Chief Secretary	1	..	17	..	115	117	133	117							
Treasurer	29	..	5	1	34	1							
Public Instruction	11	40	4	15	40							
Law	1	..	3	2	4	2							
Lands and Survey	1	..	4	..	7	2	11	3							
Public Works	8	2	8	2							
Mines	1	..	1	..	2	..							
Public Health							
Agriculture	1	2	..	2	..	4	1							
State Forests	4	..	4							
Labour	1	1	..							
Total										1	12	41	59	..	141	128	212	170

The number of new appointments for the year 1918 was 42 less than the number for the year 1917.

In the First Division, the Chairman of the Closer Settlement Board was appointed to the position of Secretary for Lands rendered vacant by the retirement of Mr. J. M. Reed.

In the Professional Division, 40 appointments were made to fill vacancies in High Schools and Technical Schools in the Department of Public Instruction (8 of these were made from outside the Service and 32 from the State School teaching staff of the Department); and in the Department of Agriculture an Agricultural Science Master at the School of Primary Agriculture was appointed from the teaching staff of the Department of Public Instruction.

There were no appointments to the Clerical Division during the year 1918.

In the General Division, the following appointments were made:—Penal Warder (1); Nurse and Attendant, Neglected Children and Reformatory Schools (2); Junior Messenger, Land Tax Office (1); Female Typewriter (1) and Junior Messenger (1), Department of Law; Junior Gardener, Botanic Gardens (2), Department of Lands and Survey; Deckhand (1) and Labourer (1), Department of Public Works; and Cadet Forester (4). There were also 114 appointments to the Lunacy Branch,

VACANCIES DURING 1918.

The number of vacancies which occurred during the year 1918 was 1 more than in the year 1917 :—

Department.	Vacancies in each Division during the Year 1918.				
	First Division.	Professional Division.	Clerical Division.	General Division.	Total.
Chief Secretary	2	6	131	139
Treasurer	8	8	16
Public Instruction	20	...	1	21
Law	6	5	11
Lands and Survey ...	1	2	9	4	16
Public Works	4	3	32	39
Mines	2	2
Public Health	1	1
Agriculture	1	6	7
State Forests	2	2	4
Labour	1	2	3
Total ...	1	28	36	194	259

In the year 1918, 170 officers resigned, 30 were retired or superannuated, 6 were dispensed with, 1 forfeited office, 21 died, 22 were killed in action, 2 were re-transferred to the State School teaching staff, 1 was transferred to the supernumerary staff of the Printing Office, and 6 to the Commonwealth Public Service.

PROMOTIONS DURING 1918.

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

Professional Division	66
Clerical to Professional Division	3
General to Professional Division	1
Clerical Division—Class II. to Class I.	1
" " Class III. to Class II.	4
" " Class III. (fixed) to Class III. (unfixed)	1
" " Class IV. to Class III.	7
" " Class V. to Class IV.	4
General Division	46
					133

This table does not include promotions in the Lunacy Branch.

There were 558 subdivisational promotions in the Clerical Division during the year, as compared with 685 in 1917, and 767 in 1916.

Since the commencement of the war promotions in cases where salaries of positions were over £204 a year were made without increase in pay.

Section 6 of Act No. 2798 (*Public Service Act 1915*, No. 2) read as follows :—

“Notwithstanding anything in the Public Service Acts—

(1) When any officer in the Public Service (including a State School teacher)—

- (a) is or has been appointed to act temporarily in an office, or
(b) is promoted to an office,

which in either such case is classified in a class or grade higher than that of the class or grade in which such officer is classified, such officer unless with the approval of the Governor in Council—

shall not be entitled to receive the salary of the higher office; and shall discharge the duties thereof without any addition to his salary.

(2) If any officer so appointed refuses to discharge the duties of such higher office he shall be deemed to have waived his right to promotion thereto.

(3) This section shall remain in force during the continuance of the war in which His Majesty is at present engaged and during such further period as the Governor in Council shall determine.”

These conditions were accepted loyally by officers.

In the cases of the Chief Architect in the Department of Public Works, two Police Magistrates, and two minor positions in the Government Printing Office, the Governor in Council granted higher pay.

I pointed out in my last report that an anomaly existed in regard to promotions without increase in pay. Increments had been paid in all Departments of the Service, and the application of the provision of section 6 was, by comparison, operating unfairly in regard to officers who had been selected and promoted to higher positions in the Service.

On the cessation of hostilities the Government gave consideration to the removal of the restrictions imposed by the section under notice, and on the 31st December, 1918, an amending Public Service Act became law providing that an officer promoted without increase in salary should be entitled on and after the 1st January, 1919, to receive the minimum salary of the higher office and thereafter be eligible for subdivisional promotion as provided in the Public Service Acts.

It was further provided that any officer promoted one year or more before the said date might be promoted to the subdivision to which he might have been promoted or be granted the increase of salary which he might have been granted but for the operation of the said section, and thereupon should on and after the said date be entitled to receive the salary of such subdivision or such increased salary accordingly, and should thereafter be eligible for subdivisional promotion as provided in the Public Service Acts and in due course for promotion to the next higher class.

EXAMINATIONS DURING THE YEAR 1918.

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.
54	2nd Dec., 1918, &c.	16	1,700	1,379	Edward C. Mulvany

For Licence as Shorthand Writer under the Evidence Act.

Number of Candidates Examined.	Date of Examination.	Number who passed the Examination.
11	15th June, 1918	9
11	7th December, 1918	6

ENTRANCE EXAMINATION, CLERICAL DIVISION.

The recent Royal Commission on the State Public Service, in dealing with the question of the examination for entrance to the Public Service, recommended that—the present entrance examination prescribed by the Regulations for admission to the Clerical Division should be replaced by the University examination known as the School Intermediate Examination, which has been substituted for the late Junior Public Examination.

I was not consulted in regard to the matter, but this recommendation followed upon evidence given by the Director of Education, and an extract from his evidence is as stated below:—

“ If it were arranged that the Junior Public Examination should be the qualifying examination for the Public Service, the details could be easily worked out. A boy going for this examination would be invited to pay an extra fee in order that he might enter for the Public Service Examination, and he could take it in his stride. I am sure that there would be 500 candidates who would enter, and they would be the best from all types of schools. There would be a more representative competition.”

A conference was subsequently held at my office at which the Director of Education, representatives from the University, from the Council of Public Instruction, and from the Secondary Schools were present, and consequent upon such conference the School Intermediate Examination was prescribed as the entrance examination for the Public Service.

The first examination under the new Regulations was held during December, 1918.

Fifty qualified candidates were called for and a good scale of pay was offered.

Particulars of the examination were advertised, and every secondary school for boys—both State and private—throughout Victoria was informed fully of the examination.

After every effort made from this office, only 54 candidates entered for the examination, and of these only 16 passed.

The result was most unsatisfactory and disappointing, for while 832 male candidates between 16 and 21 years of age entered for the Intermediate Examination, only 54—as stated above—entered for the Public Service Examination.

As it is very desirable that the Public Service should be staffed with a sufficient supply of the best class of youths, I have communicated with the Head Masters of the Secondary and High Schools throughout Victoria, asking them for an expression of their opinion—

- (a) of the reason of the failure to secure an adequate supply of candidates ;
and
- (b) of the means that might be adopted to improve the present unsatisfactory condition.

On receipt of replies and after full consideration, I shall furnish the Honorable the Premier with a report on the matter.

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, viz. :—

In the Professional Division, 19 new offices were created, 69 were abolished. 1 was raised, and 1 lowered in classification.

Of the 19 new offices created, 16 were in the Department of Public Instruction, 1 in the Department of Lands and Survey, and 2 in the Department of Agriculture.

Of the 69 offices abolished, 1 was in the Department of Chief Secretary, 24 were in the Department of Public Instruction, 8 in the Department of Law, 7 in the Department of Lands and Survey, 11 in the Department of Public Works, 12 in the Department of Mines, 1 in the Department of Public Health, and 5 in the Department of Agriculture.

The office raised in classification was in the Department of Public Instruction, and that lowered in the Department of Chief Secretary.

In the Clerical Division,

- 2 2nd class offices were created.
- 4 3rd class offices were created.
- 3 4th class offices were created.
- 19 5th class offices were created.
- 1 2nd class office was abolished.
- 7 3rd class offices were abolished.
- 26 4th class offices were abolished.
- 29 5th class offices were abolished.

One office was lowered from the 3rd to the 4th Class.

In the General Division, 24 offices were created, and 181 were abolished.

APPEALS OF TEACHERS.

(a) Summary of Appeals against the Promotion List of 14th June, 1918.

Class.	MALES.			FEMALES.		
	Appeals, No. of.	Allowed.	Disallowed, &c.	Appeals, No. of.	Allowed.	Disallowed, &c.
1	5	2	3
2	5	3	2
3	10	2	8	3	2	1
4	42	4	38	12	2	10
5	68	6	62	33	1	32
6	17	3	14	30	..	30
	147	20	127	78	5	73

In addition to the above, the names of two teachers in the 4th Class and 13 in the 5th Class, who were on active service, were placed on the Promotion List.

(b) Summary of Appeals against the Triennial Classified Roll of the 26th June, 1918.

Class.	MALES.			FEMALES.		
	Appeals, No. of	Allowed.	Disallowed, &c.	Appeals, No. of.	Allowed.	Disallowed, &c.
2	1	..	1
3	6	..	6
4	3	..	3
5	31	5	26	12	..	12
6	38	4	34	62	11	51
	79	9	70	74	11	63

EVASION OF THE ACT.

During the year a request was made that the salary of the Accountant to the Treasury should be raised to £800 a year. The office is classified in the First Class of the Clerical Division of the Public Service, the salary of the highest subdivision of that class being £720.

As it would be an evasion of the Public Service Act to increase the emolument of an officer of the Clerical Division beyond the maximum salary provided by the Act, I could not see my way to agree to such increase, and advised the Honorable the Treasurer accordingly.

The increase was, however, provided on the Supplementary Estimates.

This action was in contravention of the Public Service Act.

If one officer is in a position to secure a salary higher than that determined in an Act of Parliament, there would appear to be no reason why other officers might not secure a like favorable consideration of their claims for remuneration beyond the scale fixed for them.

FURLOUGH.

Provision is made in the Public Service Act for an officer who has continued in the Public Service of Victoria for at least twenty years, and has not been reduced for misconduct or deprived of leave of absence, being granted by the Governor in Council leave of absence for a period not exceeding twelve months, six months on full pay and six months on half pay.

The section under which such leave may be granted has been a "dead letter" for over 25 years, so far as the State is concerned, but officers who were taken over by the Commonwealth are granted such privilege.

This does not tend to a satisfied State Public Service.

The intention of the legislature in passing the section providing for furlough was that officers, after a lengthy period of service, might have an opportunity of recuperating their health.

In view of the fact that cases of extended leave of absence on account of ill-health are becoming more frequent, it is thought that the Government might very reasonably take into consideration the question of making the provision for furlough again applicable to officers. If such were done it would, no doubt, lead to a more contented Service.

REGULATIONS.

Attendance and Conduct of Officers.

Owing to certain officers in one of the Departments ignoring the permanent head by communicating directly with the Minister in regard to a matter affecting their position in the Service, I found it necessary during the year to amend the Regulations by tightening up the provision as to the manner in which applications of officers are to be made.

The Regulation, as amended, reads as follows :—

The application or communication of any officer upon any matter relating to himself individually or in common with others or in any way affecting his position in the Service shall be made by the officer himself, through the head of his branch, to the permanent head of the Department ; and if it be made through any other person, it will be treated as irregular : Provided, however, that officers may communicate as herein prescribed with the Commissioner, in which case the communication shall be forwarded by the permanent head to the Commissioner with any remarks considered necessary.

RETURNED SAILORS AND SOLDIERS.

The provision made for the appointment of Returned Sailors and Soldiers is as set forth below :—

For the Professional Division there is no entrance examination. In the event of a vacancy, for which there is no qualified permanent officer available, a returned sailor or soldier may make application for the vacant position, and if he be found suitable he will be appointed in priority to other applicants.

In regard to the Clerical Division, he may be appointed permanently on his presenting himself for examination and obtaining the minimum number of marks in the subjects prescribed for same, or on his satisfying the Public Service Commissioner that he has passed some examination which, in the opinion of the Commissioner, is substantially equivalent to the Clerical examination.

A returned sailor or soldier, if competent, may be appointed to the General Division without examination.

He is not required to pay any fee for medical examination by a qualified medical practitioner who is an officer of the Public Service ; and he may also be appointed to any position in the Service without effecting an insurance on his life.

In making appointments to the Service—either permanently or temporarily—the practice of giving preference to returned sailors and soldiers is strictly adhered to. All those who have satisfied me as to their qualifications for appointment to the Clerical Division have been permanently appointed. Forty-three appointments have been made to the permanent staff (in the Professional, Clerical, or General Division), and 611 have been appointed temporarily. In addition, there were, on the 31st December last, 388 permanent officers (exclusive of State school teachers) with the Australian Imperial Force. As their positions have been kept open for them on their return to Victoria, it will be seen that with the numbers referred to above provision has already been made for 1,042 returned sailors or soldiers.

I have fixed salaries as under for returned soldiers on their appointment to the Clerical Division of the Public Service :—

Age at Appointment.	Yearly Salary.
18 years	£84
19 years	£108
20 years	£120
21 years	£144
22 years or over	£156

This scale also applies to returned soldiers who are employed temporarily as clerks.

PERSONS TEMPORARILY EMPLOYED OR EMPLOYED OUTSIDE THE PUBLIC SERVICE ACTS (INCLUDING TEACHERS IN THE DEPARTMENT OF PUBLIC INSTRUCTION) ON 31ST DECEMBER, 1918, AND PERSONS SO EMPLOYED FOR AT LEAST 150 DAYS DURING THE YEAR 1918.

Department.	Professional.		Clerical.		General.		Total.	
	Employed on 31.12.1918.	Employed for 150 days.	Employed on 31.12.1918.	Employed for 150 days.	Employed on 31.12.1918	Employed for 150 days.	Employed on 31.12.1918.	Employed for 150 days.
Chief Secretary ...	11	9	16	17	135	142	162	168
Treasurer	59	50	481	460	540	510
Public Instruction ...	371	389	12	10	3	2	386	401
Law	4	3	17	14	21	17
Lands and Survey ...	1	1	28	20	190	182	219	203
Public Works ...	10	11	5	5	107	92	122	108
Mines ...	3	3	3	3	80	78	86	84
Public Health ...	3	3	1	1	30	29	34	33
Agriculture ...	6	6	11	10	235	221	252	237
State Forests	141	123	141	123
Labour	3	3	2	2	5	5
Total ...	405	422	142	122	1,421	1,345	1,968	1,889

The following statement shows the increase or decrease in the number temporarily employed on 31st December, 1918, as compared with the number employed on 31st December, 1917, in the several Departments, viz.:—

Department.	Professional.	Clerical.	General.
Chief Secretary	Increase 4	Increase 4	Decrease 33
Treasurer	Increase 19	Increase 37
Public Instruction	Decrease 6	Increase 5
Law	Decrease 5	Increase 5
Lands and Survey	Increase 1	Increase 9	Increase 41
Public Works	Decrease 11	Decrease 96
Mines	Decrease 1	Increase 6
Public Health	Increase 1	Increase 1
Agriculture	Increase 2	Decrease 5	Decrease 16
State Forests	Increase 40
Labour	Increase 2	Increase 2

SUMMARY.

Department.	Increase.	Decrease.
Chief Secretary	25
Treasurer	56
Public Instruction	1
Law
Lands and Survey	51
Public Works	107
Mines	5
Public Health	2
Agriculture	9
State Forests	40
Labour	4

There was a decrease in the number of persons so employed on the 31st December, 1918, as compared with the number employed on the 31st December, 1917; of—

- 10 in the Professional Division ;
 13 in the General Division ;
 and an increase of
 39 in the Clerical Division.

TEMPORARY EMPLOYMENT.

The following summary exhibits the number of temporary appointments (including Teachers in the Department of Public Instruction) made in the Professional, Clerical, and General Divisions respectively during the year 1918 :—

Department.	Number of Appointments.			
	Professional.	Clerical.	General.	Total.
Chief Secretary	2	5	24	31
Treasurer	25	159	184
Public Instruction	98	5	1	104
Law	4	23	27
Lands and Survey	1	15	22	38
Public Works	1	...	60	61
Public Health	3	3
Agriculture	4	9	13
State Forests	2	3	5
Total	102	60	304	466

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, 1918 (exclusive of officers with Australian Imperial Force or on military duty in the Defence Department, and State School teachers) :—

Department.	Division.								Total.	
	First.		Professional.		Clerical.		General.		No.	Salaries.
	No.	Salaries.	No.	Salaries.	No.	Salaries.	No.	Salaries.		
Chief Secretary	1	£ 1,000	56	£ 23,522	185	£ 49,746	1,188	£ 156,388	1,430	£ 230,656
Treasurer	1	1,000	3	1,280	175	44,396	204	38,401	383	85,077
Public Instruction... ..	1	1,000	339	92,197	53	13,742	24	4,260	417	111,199
Law	1	900	69	32,426	211	63,900	45	6,204	326	103,430
Lands and Survey... ..	1	800	47	16,024	138	35,180	101	15,846	287	67,850
Public Works	1	900	65	20,590	31	9,120	134	21,176	231	51,786
Mines	1	900	31	10,100	19	5,280	11	2,124	62	18,404
Public Health	10	3,734	10	3,084	14	2,880	34	9,698
Agriculture	1	900	29	10,528	34	7,436	61	11,838	125	30,752
State Forests	5	2,216	7	1,752	61	11,556	73	15,524
Labour	1	800	31	7,140	38	8,352	70	16,292
Totals	9	£8,200	654	£212,617	894	£240,776	1,881	£279,075	3,438	£740,668*
Average Salary for each Division	£911		£325		£268		£148		£215	
Number of Officers in each Division = % of Grand Total	26		19.02		26.00		54.72		100 %	
Salaries in each Division = % of Grand Total. ↓	1.11		28.70		32.51		37.68		100 %	

* Included in this amount is the sum of £5,510 which represents the annual salaries of 20 officers whose services were lent to the State War Council, the Wheat Commission, the Defence Department, &c.

It will be seen that—

- (a) the total amount paid in annual salaries to officers of the Permanent Service during the year 1918 was £740,668 ;
- (b) there were nine officers in the First Division, whose salaries aggregated £8,200, giving an average of £911 to each officer ;
- (c) there were 654 officers in the Professional Division ; salaries, £212,617, or an average of £325 each ;
- (d) there were 894 officers in the Clerical Division ; salaries, £240,776, or an average of £268 each ; and
- (e) in the General Division there were 1,881 officers ; salaries, £279,075, or an average of £148 each.

This table also shows that the number of officers permanently employed on the 31st December last was 3,438. Of this number there were—

In the First Division, 9 officers, or .26 per cent. of the total, whose salaries amounted to 1.11 per cent. of the whole ;

In the Professional Division, 654 officers, being 19.02 per cent. of the total, with salaries representing 28.70 per cent. of the whole ;

In the Clerical Division, 894 officers, being 26.00 per cent. of the total, whose salaries represented 32.51 per cent. of the whole ; and

In the General Division, 1,881 officers, or 54.72 per cent. of the total, with salaries which amounted to 37.68 per cent. of the whole.

In compliance with a request made by the Under-Secretary for Public Instruction Queensland, who has been appointed a Royal Commissioner by the Government to classify the Service of that State, I furnished him with particulars showing in each case the percentage of officers in the Public Service of the State of Victoria (exclusive of officers in the Lunacy Branch and State school teachers) who are in receipt of salaries ranging under the several headings set forth hereunder :—

	Percentage of Officers receiving such Salary.		
	Professional Division.	Clerical Division.	General Division.
£100 and under	·29	7.30	6.80
£200 and over £100	21.65	34.50	68.06
£300 and over £200	43.59	19.62	24.59
£400 and over £300	14.52	25.50	·55
£500 and over £400	6.99	9.47	..
£600 and over £500	6.55	2.66	..
Over £600	6.41	·95	..
	100.00	100.00	100.00

OFFICERS WITH AUSTRALIAN IMPERIAL FORCE OR ON MILITARY DUTY, ETC.

The following summary shows the number of officers in each Department (exclusive of State School teachers) who were on duty with the Australian Imperial Force or on military duty, &c., on the 31st December, 1918, together with the amount of their yearly salaries:—

Department.	Division.						Total.	
	Professional.		Clerical.		General.			
	No.	Salaries.	No.	Salaries.	No.	Salaries.	No.	Salaries.
		£		£		£		£
Chief Secretary ...	2	948	24	3,672	79	10,680	105	15,300
Treasurer	42	5,148	10	1,650	52	6,798
Public Instruction ...	32	8,042	14	1,860	4	516	50	10,418
Law ...	12	2,064	37	6,072	16	1,668	65	9,804
Lands and Survey ...	3	840	30	4,380	17	2,256	50	7,476
Public Works ...	6	2,136	8	1,200	19	2,652	33	5,988
Mines ...	5	1,536	2	264	1	156	8	1,956
Public Health ...	1	144	3	408	3	432	7	984
Agriculture ...	1	516	8	1,332	3	552	12	2,400
State Forests	1	144	1	120	2	264
Labour	16	2,244	1	108	17	2,352
Total ...	62	£16,226	185	£26,724	154	£20,790	401	£63,740

Number with Australian Imperial Force	388
Number on military duty, &c.	13
Total	401

The officers of the Professional and Clerical Divisions (exclusive of those officers with Australian Imperial Force, &c.) were classed as follow:—

Professional Division.

Department.	Class.									Total.
	A	B	C	D	E	F	G	H	I	
Chief Secretary...	10	1	1	7	7	13	2	9	6	56
Treasurer ...	1	2	...	3
Public Instruction ...	1	3	15	17	24	37	66	64	112	339
Law ...	10	20	...	1	2	8	21	6	1	69
Lands and Survey ...	2	...	1	2	8	13	12	8	1	47
Public Works ...	2	...	3	3	1	8	20	23	5	65
Mines ...	1	1	...	1	1	8	12	4	3	31
Public Health	1	...	2	1	...	3	3	...	10
Agriculture ...	1	1	2	1	5	6	6	7	...	29
State Forests ...	1	2	2	5
Labour
Total ...	29	27	22	34	51	95	142	126	128	654

Clerical Division.

Department.	First Class.	Second Class.	Third Class.	Fourth Class.	Fifth Class.	Total.
Chief Secretary	7	13	27	48	90	185
Treasurer... ..	5	6	27	51	86	175
Public Instruction	1	2	6	14	80	53
Law	1	8	39	89	74	211
Lands and Survey	1	3	22	48	64	138
Public Works	1	6	11	13	31
Mines	1	2	8	8	19
Public Health	1	1	4	4	10
Agriculture	2	3	7	22	34
State Forests	1	3	3	7
Labour	2	3	6	20	31
Total	15	39	137	289	414	894

STATEMENT showing number of permanent officers employed in the larger Branches on 31st December, 1918, viz.:—GOVERNMENT PRINTING OFFICE, LUNACY, PENAL AND GAOLS, PORTS AND HARBORS.

Branch.	Division.						Total.	
	Professional.		Clerical.		General.		No.	Salaries.
	No.	Salaries.	No.	Salaries.	No.	Salaries.		
Government Printing Office ..	1	£ 800	11	£ 3,216	197	£ 37,345	209	£ 41,361
Lunacy	15	9,105	24	7,112	898	110,046	937	126,263
Penal and Gaols	1	324	4	1,478	178	30,420	183	32,222
Ports and Harbors	12	3,000	6	1,908	85	13,160	103	18,068
Total	29	£13,229	45	£13,714	1,358	£190,971	1,432	£217,914

The foregoing statement shows that of the 3,438 permanent officers of the Service there were employed in the—

Government Printing Office,

209, whose salaries amounted to £41,361, or 5·58 per cent. of the whole ;

Lunacy,

937, whose salaries amounted to £126,263, or 17·04 per cent. of the whole ;

Penal and Gaols,

183, whose salaries amounted to £32,222, or 4·35 per cent. of the whole ;

Ports and Harbors,

103, whose salaries amounted to £18,068, or 2·43 per cent. of the whole.

It should, however, be pointed out that, in regard to the Lunacy Branch, deductions were made from the Regulation salaries of officers for quarters and other allowances.

NUMBER OF OFFICERS IN THE SERVICE FROM 1904 TO 1918.

The following table shows the total number of permanent officers in the Service on the last day in each year after 1903. It does not include employees in the Railway or the Police Departments, or State school teachers, nor does it include officers of Parliament :—

Department.	On 31st December—														
	1904.	1905.	1906.	1907.	1908.	1909.	1910.	1911.	1912.	1913.	1914.	1915.	1916.	1917.	1918.
Chief Secretary ..	1,011	973	938	1,232	1,272	1,333	1,357	1,435	1,481	1,555	1,633	1,638	1,551	1,551	1,535
Treasurer ..	253	241	238	238	236	261	258	298	300	411	429	427	436	451	435
Public Instruction ...	130	129	106	142	146	168	167	212	167	357	397	406	452	448	467
Law ...	302	298	291	298	302	308	332	356	382	406	428	413	420	401	391
Lands and Survey ...	226	226	236	242	267	279	288	296	323	365	379	389	387	374	337
Public Works ...	186	188	187	193	201	210	213	214	213	342	364	339	320	308	264
Mines ...	93	122	100	100	72	72	63	60	60	72	66	79	75	72	70
Public Health ...	28	27	24	25	26	30	29	37	36	45	45	43	43	42	41
Agriculture ...	69	41	46	50	58	60	69	82	84	131	137	140	141	141	137
State Forests	30	30	28	29	28	87	84	79	80	74	75
Labour	69	66	87
	2,298	2,245	2,166	2,520	2,610	2,751	2,804	3,019	3,074	3,771	3,962	3,953*	3,974†	3,928‡	3,839§

* Of this number 327 were with Australian Imperial Force or on military duty, &c.

† " " 451 " " " " " " " "

‡ " " 428 " " " " " " " "

§ " " 401 " " " " " " " "

PUBLIC SERVICE, 31ST DECEMBER, 1918.

Table giving details as to the number of permanent and temporary officers and amounts paid in salaries by each Department during the year 1918 :—

Department.	Permanent Staff on the 31st December, 1918.		Temporary Staff employed for various Periods during 1918.	
	Number.	Amount of Salaries.	Number.	Amount of Salaries.
		£		£
Chief Secretary ..	1,430	230,656	365	21,274
Treasurer ..	383	85,077	679	25,956
Public Instruction ..	417	111,199	16	1,559
Law ..	326	103,430	38	1,460
Lands and Survey ..	287	67,850	743	41,183
Public Works ..	231	51,786	254*	25,245
Mines ..	62	18,404	339	30,330
Public Health ..	34	9,698	87	3,003
Agriculture ..	125	30,752	721	44,108
State Forests ..	73	15,524	680	26,754
Labour ..	70	16,292	5	696
Totals ..	3,438	£740,668	3,927	£221,568

Total number of officers (permanent and temporary) ... 7,365

Total amount of salaries paid ... £962,236

* The number of persons temporarily employed in this Department as artisans and labourers on Public Works—in respect of which a total amount of £2,650 is included in the larger amount was paid in wages—cannot be stated.

The above statement is exclusive of those officers on the permanent staff who on the 31st December, 1918, were on duty with Australian Imperial Force or on military duty, &c., to the number of 401, whose annual salaries represent a total of £63,740; as these officers have been granted leave without pay whilst they are engaged on such duty, the total amount of their annual salaries has been saved.

The following tables are a comparison between the years 1917 and 1918 of the whole number and salaries of permanent and temporary officers—excluding State school teachers—employed during those years :—

Permanent Officers.

	Number.	Amount of Salaries.
Permanent officers for the year 1917 ..	3,500	£744,482
Permanent officers for the year 1918 ..	3,438	£740,668
Decrease for the year 1918 ..	62	£3,814

Temporary Officers.

			Number.		Amount of Salaries.
Temporary officers for the year 1917	3,627	..	£238,717
Temporary officers for the year 1918	3,927	..	£221,568
				Increase	300
				Decrease	£17,149

It will be seen that although there was an increase of 238 in the number of persons permanently and temporarily employed during the year 1918 as compared with the year 1917, the amount paid in salaries was £20,963 less.

This is accounted for by the fact that many of the persons temporarily employed were engaged for shorter periods during the year 1918.

It was found necessary to employ more hands in the Government Printing Office owing to the large amount of War work done for the Commonwealth, but the number has since been decreased. Additional assistance was also required in the Curator's Office to deal with the estates of deceased soldiers.

In the Department of Lands and Survey the amount of work done on Crown and private lands in connection with the extermination of rabbits during the year 1918 exceeded the amount done during the preceding year on account of the increase of rabbits which took place in the North-Western section of the State particularly. The work is of a very casual character, and many of the labourers employed worked only for a few days.

In the Department of Agriculture the main increase of temporary employees was at the Maffra Beet Sugar Factory, but although more men were engaged they were employed for a shorter period, new men replacing others at more frequent intervals. Temporary hands are employed according to the size of the beet crop.

OFFICERS REPORTED FOR BREACHES OF ACT OR REGULATIONS.

During the year 1918, 16 cases were dealt with, the results being as under :—

Withdrawn	2
Not proved	5
Reduced	2
Fined	1
Allowed to resign	3
Dismissed	2
Forfeited office	1
						16

For minor offences, not dealt with by the Commissioner, Permanent Heads of Departments and Officers authorized found it necessary, during 1918, to exercise the power conferred upon them by inflicting fines, &c., in 22 cases (exclusive of Lunacy Branch).

G. C. MORRISON.

Dated at Melbourne, this 23rd day of May, 1919.