

SESS. II.—1884.
NEW ZEALAND.

GOVERNMENT PRINTING DEPARTMENT

(REPORT ON) FOR 1883.

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

SIR,— Government Printing Office, Wellington, 12th August, 1884.
I have the honour to submit the following report on the operations of the Printing and Stationery Department for the year 1883.

DEPARTMENTAL RETURNS.

The following returns will be found appended to this report: (1) Balance-sheet of the department for the year 1883; (2) return of the printing and binding executed; (3) the number and classification of the employes; (4) the quantity and value of paper and parchment consumed; (5) the number and value of printers' accounts examined; (6) the value of printing and binding executed at the Lyttelton Gaol.

The balance-sheet is given in detail, and affords full information under the respective heads of expenditure. It shows a satisfactory balance of £6,041 11s. 7d. to the credit of the department. The receipts from *Gazette* advertisements and subscriptions, and from sale of Government publications, amounted to £2,297 18s. 7d.

The return of employes shows the number engaged in the department during each month in the year. It will be seen that the number fluctuates considerably, the highest being 156 in August, and the lowest 97 in December last. The average per month was 130, as compared with 113 for the previous year.

PUBLICATION OF HANSARD.

Since the number of free copies placed at the disposal of members has been increased, the subscribers to *Hansard* have gradually diminished. In 1881 there were 261 subscribers; in 1882, 258; in 1883, 161; and in 1884, 109. Members were formerly supplied with only two free copies, the number being afterwards increased to eight, then to twelve, and in July, 1883, to twenty. Even with that number many of the members complain that they are unable to supply all the demands made upon them by their constituents.

The rate of subscription at present is 10s. per session. I am, however, inclined to think that greater facilities should be offered to induce the public generally to take in *Hansard*, and that, if the subscription were reduced to 3s. for the session—that is, about 1s. per month—and the free issue to members discontinued, hundreds of people would be induced to subscribe. All Postmasters throughout the colony could be made agents for receiving subscriptions and forwarding the names and addresses to the Printing Office, while every opportunity should be embraced for making the fact publicly known and widely circulated.

The number of bi-weekly parts into which *Hansard* is divided is of course regulated by the length of the session; the average for the past four years has been 30; therefore the price above named is at the rate of 1½d. per number, and would about pay the cost of the paper on which *Hansard* is printed; but even that is better than no return at all, which present indications point to as the ultimate result.

THE STEREOTYPE BRANCH.

The manufacture of rubber stamps has been carried on for the past two years in connection with the stereotype branch, and the department is now prepared to supply all requirements of the public service in the shape of seals or departmental or autograph stamps. The number supplied to the various departments during the past year was 455.

The order for the new series of beer-duty stamps was completed last year. They were entirely of local manufacture, and both in design and execution were alike creditable to those engaged in their production.

The number of railway tickets printed and issued under the supervision of the stereotyper was 2,470,975, which were distributed to 503 separate stations.

THE EXAMINATION OF PRINTERS' ACCOUNTS.

The department is charged with the duty of examining all accounts for printing and advertising before being passed by the Audit. The number examined for the past year was 5,195, representing a total value of £19,284 0s. 11d., from which deductions to the amount of £133 14s. 11d. were made, being at the rate of 6d. off each account, or about 13s. 9d. per cent. During the two previous

years the numbers examined were—in 1881, 4,480, and in 1882, 4,790; the average deductions being 8d. and 7½d. respectively; so that the much lower average of 6d. during the past year shows an improvement as regards charges and accuracy of computations.

MACHINERY.

Some important additions to the plant, in the shape of machinery, have been made during the past year, the most noticeable being one of Dawson and Son's four-feeder "Wharfedale" printing machines, imported originally for the *Christchurch Telegraph*, but which was never unpacked or used. Hearing that it was for sale, I offered £450 for it on behalf of the Government, and, as it cost £850 landed in Lyttelton, an undoubted bargain was thus secured. A shed was erected for its accommodation adjoining the one built for the electric light, steam power being obtained from the electric-light engine. The machine will print a sheet 44 inches by 32 inches, and can work at the rate of 5,000 per hour.

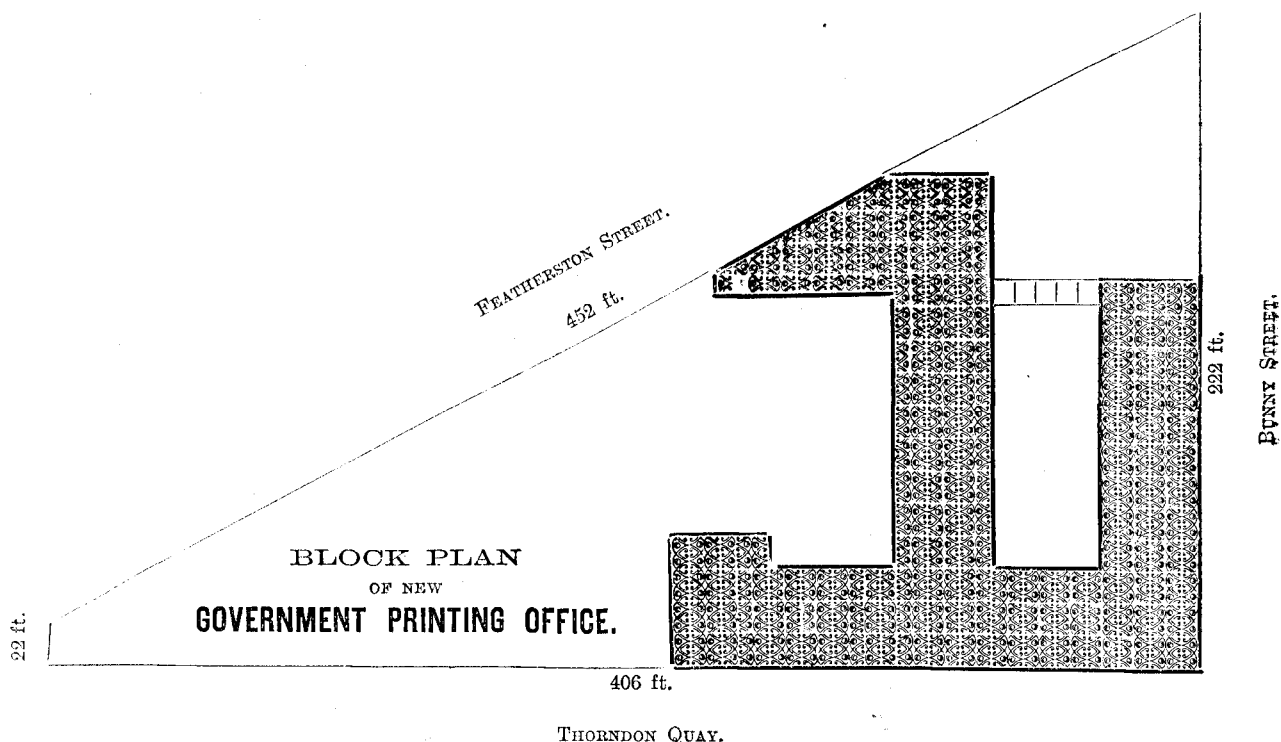
In the binding branch, one of Brehmer's wire-sewing machines has recently been introduced for sewing stationery and account-books, &c. It is worked by steam power, and the results obtained from it are very satisfactory. It is, I believe, the first of its kind introduced into this colony. A new backing machine has also been added to the binding plant.

One of the celebrated American double-ruling machines, made expressly to order, by W. O. Hickok, of Pennsylvania, has recently been erected, and is now in full working order. It is worked by steam power, and not only rules both sides of the paper at one operation, but performs mechanically what formerly required two or three operations by the ordinary ruling machines. It also possesses the advantage of requiring a less number of hands to work it, one man and a boy being all that is necessary.

THE NEW PRINTING OFFICE.

The site secured for the new printing office on the reclaimed land, immediately opposite the present building, is in every respect a most suitable one for the purpose. The plans have been prepared by Mr. C. E. Beatson, Architect of the Public Works Department, and provide ample accommodation for present and future requirements. The building is to consist of three stories, to be built of brick, and heated throughout by steam-pipes. The proposal to dispense with fireplaces, combined with the isolated position of the proposed new office, will greatly lessen the danger from fire. The absence of staircases within the building is a noticeable feature, access being obtained to the different floors by means of two circular iron stairs at each end of the courtyard, while a couple of lifts are provided for raising and lowering heavy goods. The boiler-room and furnace is placed outside of the main building. The front elevation, with principal entrance, will be to Thorndon Quay, having a frontage of 185 feet; and the side elevation to Bunny Street, with a frontage of 144 feet.

The following block plan shows the size and shape of the ground, and the portion to be taken up by the new office:—



THE PRESENT BUILDING.

I am glad to be able to report that the unsafe condition of the present building, caused by the annually-increasing weight of the printing and lithographic plants, has received attention, and after inspection by the architect, has been strengthened where found necessary. The employés are, however, looking forward to the time—which I trust is not far distant—when the present dark,

damp, and over-crowded rooms will be replaced by more commodious and healthy premises. In the machine, press, cutting, and engine rooms gas lights have to be kept almost continually burning to enable the men to perform their duties, while the damp arising from the springs in the bank at the rear of the stationery store is a source of annoyance and damage to the stock.

The freedom hitherto experienced from accidents by fire is remarkable, considering the construction of the building, the number of fireplaces in use, and the various operations carried on within it which necessitate the constant use of gas. The risk incurred by allowing the building and plant to remain totally uninsured should not be lost sight of, and I trust that prudential considerations will lead to steps being taken to effect an insurance without delay. The valuable machinery and printing material comprised in the plants of the printing and lithographic offices, and the extensive stock of stationery and printing papers stored on the premises, would cost many thousands of pounds to replace; and I think the risk incurred is too great without being partially, at least, covered by insurance so long as the present premises are occupied.

THE STATIONERY DEPARTMENT.

The operations of the stationery store have been satisfactorily carried on during the past year. The number of requisitions received show an increase of 725, and the number of items dealt with 7,938, over those of last year, being 10,860 against 10,135, and 51,196 against 43,258, respectively. The receipts from the sale of Government publications amounted to £1,489 15s. 11d., or about £10 under the estimate. The quantity of waste paper exported shows a slight decrease, 36 tons having been shipped against 40½ tons last year. Arrangements have lately been made for disposing of most of the waste paper to the Otago paper-mills, instead of exporting it to England as hitherto.

The wrapping papers manufactured at Dunedin and Maitaia mills are gradually being introduced, and will in time almost entirely supersede the imported article. I have likewise much pleasure in reporting favourably on the Dunedin manufactured parchment. The specimens submitted for inspection were of good even quality, free from spots, and quite equal to the parchment usually supplied under contract from England. When the manufacturers are prepared to turn out a regular supply, I propose to exclude the item from the annual order sent Home. The parchment is offered at a slight reduction on English contract prices, which is also a recommendation in its favour. It costs about £500 to meet the annual requirements of the Government for this article.

Messrs. Bowron Bros., of Christchurch, have also submitted some very fair samples of binding and upholstering leathers, which are offered at slightly below English prices. The overseer of the binding branch, who at my request reported on these leathers, remarks: "Nearly all the skins are cut away at the shoulder; and, consequently, when used for bookbinding, cut to waste. An average skin of roan or skiver should furnish six octavo covers, whereas most of these only cut five; hence a loss. This, I think, is the fault of bad butchering. In the operation of glazing, the skins are scratched, and in one instance cut. The colour and grain are good, and quite equal to the imported article, except the 'hard grain' samples, which are not suitable for bookbinding. The prices per dozen average about the same as English."

The supply of twine is still obtained from the manufactory of Mr. R. Gould, of Christchurch, and that item is entirely omitted in the Home order.

Reference was made in my report last year to the fact that a substantial saving could be effected by purchasing stationery direct from some respectable house, instead of submitting the same to competition through the Agent-General's Office in London. I have obtained price-lists, accompanied by samples, from three or four firms of high standing, and was struck with the favourable character they bore as compared with prices paid under contract. In a memorandum dated the 11th February last I submitted a schedule of these offers to the Government, and recommended the acceptance of one which appeared to be the most favourable, and under which, in the first division of the order—for printing and writing papers, &c.—the prices are about 18 per cent. lower than the present contract, or, in other words, would effect a saving of about £986 on the annual order.

The order, accompanied by the memorandum referred to, was sent to the Agent-General to be dealt with at his discretion; and on the 19th April he reported as follows: "With regard to Mr. Didsbury's suggestion that the first division of the stationery order should be obtained from Messrs. James Spicer and Sons, I think it will be well to give it a trial. Indeed, I am disposed to think that in the matter of stationery it will always be best to procure that part of your annual supplies by direct order, and without a contract. The system of tenders, whether by invitation to certain firms or by public notice, is not, in my opinion, suited to stationery; and, as Mr. Didsbury is not only satisfied with the samples submitted to him by Messrs. Spicer, but is of opinion that a saving of 18 per cent. over the present contract prices can be made, I see no reason why that firm should not get the order." The Agent-General has therefore decided to dispense with the usual inspection on that side, and retain 10 per cent. of the invoice price pending the receipt from the Government of a report certifying that the papers supplied are in accordance with samples submitted, and not injured by improper packing; and concludes his report by hoping that this shipment of stationery may prove successful in its results, as in that case it would favour the adoption of a system under which the expense and trouble of an inspection on that side could be entirely dispensed with, and the responsibility of executing orders to the satisfaction of the department in the colony could be thrown upon the contractors, who, of course, under such a system, must be firms of tried reputation.

The value of the last annual order sent to England for stationery, &c., was £8,685, being £2,283 less than for the preceding year.

I have, &c.,

GEORGE DIDSBURY,
Government Printer.

The Hon. the Colonial Secretary.

Table No. 2.

RETURN of the VALUE of PRINTING and BINDING executed in the GOVERNMENT PRINTING DEPARTMENT during the Year ending 31st December, 1883.

Department	Printing.				Binding.	Totals.
	No. of Copies.	No. of Pages.	Authors' Corrections.	Value.		
			Hours.	£ s. d.	£ s. d.	£ s. d.
Audit	18,733	303	..	84 3 0	36 12 9	120 15 9
Colonial Architect	2,618	33	..	14 13 6	0 8 2	15 1 8
Colonial Secretary—						
<i>Gazette</i>	713,118	1,820	821	2,723 16 3	738 16 0	3,462 12 3
Stock	76,040	17	..	30 12 3	22 12 6	53 4 9
Miscellaneous	53,636	147	10	62 15 9	64 0 1	126 15 10
Constabulary	62,844	248	12	391 19 6	44 17 3	436 16 9
Customs	152,590	66	..	77 12 6	105 14 9	183 7 3
Marine	55,186	149	..	90 5 6	47 13 0	137 18 6
Crown Lands	112,502	717	84	534 15 6	110 9 8	645 5 2
Crown Law	785	143	33	65 3 6	14 11 5	79 14 11
Defence	83,821	205	42	123 17 9	131 10 0	255 7 9
Education	168,843	253	64	173 5 3	71 13 8	244 18 11
General Assembly—						
House of Representatives—						
Order Paper	45,346	499	36	336 19 6	24 18 2	361 17 8
Papers	237,578	2,807	1,660	3,457 2 9	583 16 7	4,040 19 4
Journals	275	385	164	282 16 0	30 5 3	313 1 3
Miscellaneous	27,685	206	45	64 2 0	19 8 9	83 10 9
Legislative Council—						
Order Paper	31,562	106	17	80 1 6	3 9 8	83 11 2
Journals and Papers	6,607	287	111	203 15 2	28 14 10	232 10 0
Miscellaneous	2,191	21	..	7 16 0	5 18 7	13 14 7
Joint Account	154,379	192	17	84 1 6	212 15 3	296 16 9
Bills	102,860	1,391	3,159	1,116 5 10	92 2 9	1,208 8 7
<i>Hansard</i>	106,520	2,071	1,823	1,838 13 6	808 15 2	2,647 8 8
Statutes	48,510	696	..	467 4 9	357 17 5	825 2 2
Geological	6,350	303	62	123 18 6	60 8 0	184 6 6
Gold Fields	19,733	45	..	31 1 0	7 17 0	38 18 0
Governor's Establishment	2,675	26	..	6 4 6	16 13 8	22 18 2
Insurance	54,800	57	2	39 7 6	15 5 0	54 12 6
Justice	238,694	239	24	196 16 0	179 15 0	376 11 0
Land Transfer	77,917	45	..	67 7 0	113 17 6	181 4 6
Lunatic Asylums and Hospitals	110,309	83	3	66 2 3	55 18 6	122 0 9
Miscellaneous	47,053	381	190	217 17 9	237 2 1	454 19 10
Native	235,662	293	41	285 2 6	64 15 6	349 18 0
Post and Telegraph	3,499,163	1,102	25	1,400 12 9	523 14 6	1,929 7 3
Money Order and Savings Banks	1,242,710	245	2	326 11 9	203 5 3	529 17 0
Printing	44,722	31	..	20 4 0	8 9 0	28 13 0
Property-Tax	772,245	165	21	224 8 0	368 6 3	592 14 3
Public Trustee	69,850	88	17	57 8 0	23 3 6	80 11 6
Public Works	73,631	402	133	256 9 0	70 7 10	326 16 10
Railways	159,480	126	5	110 13 3	253 18 5	364 11 8
Registrar-General	171,740	430	81	698 13 0	168 1 8	866 14 8
Stamp	165,074	46	4	64 16 6	22 14 3	87 10 9
Stationery Store	92,583	30	..	37 17 3	682 5 3	720 2 6
Survey	33,320	21	..	21 13 3	83 19 3	105 12 6
Treasury	882,994	259	7	330 19 11	340 9 3	671 9 2
Totals	10,264,934	17,179	8,715	16,896 2 5	7,062 8 4	23,958 10 9

Table No. 3.

RETURN of the NUMBER and CLASSIFICATION of the EMPLOYEES in the GOVERNMENT PRINTING OFFICE for each Month during the Year ended 31st December, 1883.

	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.
Overseers	3	3	3	3	3	3	3	3	3	3	3	3
Readers	2	2	2	2	3	4	5	5	5	4	2	2
Compositors	34	33	34	35	44	53	62	65	53	44	18	14
Machinists, pressmen, paper-wetters, cutters, and engineer	9	9	9	9	7	7	7	7	7	7	7	6
Bookbinders, including one overseer	10	10	10	10	11	11	12	12	12	12	11	12
Females in Binding Branch	17	22	21	21	22	20	18	18	18	18	18	18
Apprentices, machine and errand-boys	37	42	40	41	41	43	41	41	41	40	37	36
Assistants	3	3	3	3	3	3	3	3	3	3	3	4
Stereotypers	2	2	2	2	2	2	2	2	2	2	2	2
Totals	117	126	124	126	136	146	153	156	144	133	101	97

Table No. 4.

RETURN showing VALUE and QUANTITY of PRINTING PAPER, &c., consumed in the GOVERNMENT PRINTING OFFICE during the Year 1883.

Quantity.	Description.	Amount.	Quantity.	Description.	Amount.
Reams.	Demy—	£ s. d.	Reams.	Foolscap— <i>continued.</i>	£ s. d.
213	Yellow wove, printing ..	162 8 3	4	Double, copying ..	1 4 0
181½	Hand-made ..	272 12 6	3,957	" yellow wove, printing	1,665 4 9
320½	Toned, double ..	112 12 9	1,790	" blue wove ..	902 9 2
125½	Buff ..	62 17 7	7½	" coloured blue ..	17 8 10
10	Imitation hand-made ..	10 0 0	29½	" yellow ..	464 14 6
	Royal—		641	" cream wove ..	
1,441	Yellow wove, printing ..	655 9 2		Demy—	
76	Coloured ..	52 5 0	76	Coloured ..	46 4 8
17	Hand-made ..	49 14 6	266½	Blue laid ..	169 17 10
53½	Superfine, hand-made ..	186 16 6	12	Imitation, hand-made ..	20 14 0
34½	" imitation hand-made ..	62 19 3	17½	Imperial, imitation hand-made	50 1 10
5	Medium, hand-made ..	11 10 0	8½	Cartridge, royal ..	6 7 6
9	Imperial ..	42 15 0	39	Double crown, coloured ..	19 10 0
	Cartridge—		1	" royal for maps in colours	0 12 6
30	Imperial ..	36 15 0	20 gross	Pasteboard ..	11 0 0
39	Double demy, glazed ..	39 0 0	119 rolls	Parchment ..	499 10 0
11½	Imperial brown ..	14 19 0	37 rms.	Foolscap, double glazed buff ..	21 14 9
15	Blotting, demy ..	10 10 0			
	Cards—				£5,918 12 10
7,000	Double large ..	3 3 0			
5,000	" small ..	1 10 0		Envelopes—	
	Large post—		700	Cartridge, 15 x 10 ..	1 7 3
¾	Cheque ..	1 2 6	2,300	" 14 x 5 ..	2 11 9
25	Hand-made ..	36 5 0	200	" 13 x 6 ..	0 4 9
53	Double, cream wove ..	53 0 0	250	" 13 x 6, lined ..	0 16 3
62	" for money-orders ..	37 4 0	43,000	Demy, cream laid ..	25 19 7
21	Svo. cream laid ..	3 3 0	238,000	Foolscap, cream laid ..	95 4 0
	Foolscap—		442,500	Note, cream laid ..	94 0 7
5	Cream laid, 15lb. ..	2 0 0	55,000	Large note ..	31 12 6
6	" 18lb. ..	3 0 0	15,000	Note, buff glazed ..	3 3 9
29½	" hand-made ..	27 0 6	71,000	Foolscap, buff glazed ..	28 8 0
23	Turkey mill ..	20 14 0			
166	Double, buff ..	45 13 0			£6,202 1 3
11	" bank ..	4 19 0			

Table No. 5.

SUMMARY of VOUCHERS EXAMINED, DEDUCTIONS MADE, and TOTAL VALUE, during 1883.

Month.	Number.	Deductions.	Total Value.
		£ s. d.	£ s. d.
January	415	2 15 8	1,220 16 5
February	327	2 10 2	1,181 9 0
March	491	46 6 8	2,777 5 10
April	685	6 18 6	2,291 1 10
May	618	22 4 3	3,036 17 5
June	470	11 4 8	1,992 16 1
July	245	6 7 10	667 1 6
August	488	18 0 6	1,637 0 11
September	354	3 7 6	1,309 8 3
October	436	5 15 6	1,208 2 11
November	344	5 1 7	1,055 2 9
December	322	3 2 1	906 18 0
Totals	5,195	133 14 11	19,284 0 11

Table No. 6.

RETURN of the VALUE of PRINTING and BINDING executed at the LYTTELTON GAOL during the Year ending 31st December, 1883.

Department.	Value.
	£ s. d.
Railway Department	366 3 2
Government Printing Department	539 15 0
Prisons Department	189 2 6
Total	£1,095 0 8