

First Clerk-Assistant, during Session—Attends Committees of the whole House and records the proceedings, transcribing the same in detail in the Committee proceedings; furnishes the Chairman of Committees with corrected copies of Bills and resolutions for report to the House.

During Recess—Completes the record of Committee proceedings.

Second Clerk-Assistant, during Session—Writes the Journals of the House from the Clerk's notes, also all orders of reference for Select Committees, and orders of the House for returns, &c.; supervises the work of the Committee Clerks; keeps the office books.

During Recess—Assists in the printing of the Journals and Appendices, and prepares the indices and tables connected therewith; prepares accounts for payment.

Reader—Examines and corrects the proofs of all Bills and papers printed during the session; keeps tabular statements of proceedings on Bills, and schedule of Select Committees, and the business transacted by each, &c.; reprints Bills as amended in the House for transmission to the Council; assists the Clerk of Parliaments in the final printing of Bills for the Royal assent, and assists generally in the work of the office. His services are available for ten days prior to and after the session.

Record Clerk—Has charge of the printed papers and Bills, and the issue thereof during the session, and assists generally in the work of the office.

During Recess—Assists in reading proofs of Journals, &c., and generally in the business of the office.

Sergeant-at-Arms—General supervision of House during session, and inspects committee-rooms, &c.; gives notice of House going to prayers to all Committees; takes strangers into custody, if in parts of the House appropriated to members; introduces Legislative Councillors and Judges when attending to be examined; attends with mace when prisoner is in custody at bar of the House to be examined; also issues tickets of admission to the strangers' galleries in the House; keeps custody of members adjudged guilty of contempt; keeps account of members' honoraria, and pays advances to members; appoints extra messengers, charwomen, &c., and is responsible for payment of the same; regulates duties of extra messengers, Armed Constabulary, and charwomen; and acts as Speaker's executive officer.

Committee Reporters—Take shorthand notes of all evidence given before Select Committees, and write out reports of same for witnesses' signatures; assist Committee Clerks when not occupied in reporting evidence.

Chief Messenger—Has immediate charge of Messengers during session; keeps attendance roll of members; has charge of stationery, &c.; is employed as Messenger to the department during recess.

Committee Clerks—Attend Select Committees, and keep a record of proceedings; take night duty in rotation; assist generally with clerical work of the office.*

Copying Clerk—Makes copy of Journals for printer; copies other documents if required.

Chief of Hansard Staff—Has control of *Hansard* staff during the session; reports debates in Legislative Council and House of Representatives, and supervises printing and indexing of the same.

Hansard Reporters—Report debates in Legislative Council and House of Representatives, and assist in supervising printing and indexing of the same.

Examiner of Standing Orders on Private Bills.—Receives and examines petitions for and against all private Bills; supervises the initiation and passage of private Bills through all their stages in both Houses; attends Committees dealing with the same, and keeps a record of their proceedings; attends Committees of Selection, Standing Orders on Private Bills, and Joint on Bills; also acts as Clerk to Local Bills Committee of the House of Representatives.

Custodian—Has immediate charge of Parliament Buildings, and grounds, and property thereon, throughout the year. During the session performs the duties of steward and providore to Bellamy's, and has control of waiters and other servants. Has charge of wines and other stores belonging to House Committee, and keeps account of the same during recess.

Night-watchman—Is intrusted with sole charge of Parliament Buildings and grounds at night throughout the year. Looks after the charwomen employed during the session.

(c.) List of Rooms connected with the House of Representatives (referred to in Mr. Cosgrave's Evidence).

—	No. of Rooms	Description.	—	No. of Rooms	Description.
South wing—			Centre— <i>contd.</i>		
Ground-floor	3	Mr. Speaker's rooms.	Ground-floor	1	Interpreters' room.
" ..	2	Major Campbell's rooms.	" ..	1	Bill and Paper Office.
" ..	1	Mr. Otterson's room.	" ..	1	Messengers' room.
First floor	3	Committee rooms.	First floor	3	Committee rooms.
" ..	1	Mr. Hamlin's room.	" ..	1	Press reporters' room.
" ..	1	Mr. Friend's "	" ..	1	Private Bill Office.
" ..	1	Mr. Barron's "	" ..	2	Ladies' rooms.
Top floor	4	Committee rooms.	North wing	4	Committee rooms.
" ..	1	Record room.	" ..	2	Whips'
" ..	1	Temporary clerks' room.	Ministers' rooms	1	Mr. Ballance's room.
" ..	1	Committee reporters' room.	" ..	1	Mr. Richardson's room.
Centre—			" ..	1	Mr. Larnach's "
Ground-floor	2	Cabinet rooms.	" ..	1	Mr. Reynolds's "
" ..	1	Sir Julius Vogel's, " private."	" ..	1	Chamber of the House.
" ..	2	Waiting rooms.			
" ..	2	Sergeant-at-Arms' rooms.	Total ..	48	
" ..	1	Press reporters' room.			

* *Vide* also memorandum on page 21.