

Bearing in mind the difficulty of obtaining stocks of paper and stationery, it is necessary that the greatest care be exercised by all Departments in ordering printing and stationery, and the work of each Department should be carefully reviewed by its head, so that there may be no over-ordering. No order should be given for more than twelve months' supplies.

The sizes of forms should be cut down to a minimum consistent with usefulness, which will result in a valuable saving of paper.

Envelopes and paste-boards are more difficult than ever to obtain. Last year the position was bad in this respect, but it is still worse to-day, and is not likely to improve for some time.

The English Royal Commission on Paper made a strong appeal to the public on the question of the necessity for economy in paper, and I quote the last paragraph of their appeal: "The Commission hope that all classes of the community will, *in the national interest*, do whatever may be possible to minimize the grave inconvenience which must follow the necessary interference with the paper trade of the country." Since this appeal was made the position has become still more acute.

*Departmental Reports.*—The condensation of the departmental reports has resulted in a large saving of paper, and this condensation should continue till the paper market grows easier. Statistical tabulated statements should not be printed with reports unless absolutely necessary.

*Accommodation.*—The new building is now complete, and when the maximum advantage is taken of the extra accommodation afforded a great improvement will take place by reason of the better facilities available for dealing with the work.

A rearrangement of the office is being carried out so that the best economic use may be made of the extra accommodation. Those branches that are associated are being brought closer to one another, which should result in economy and efficiency. When the work is completed the advantage gained will more than repay the amount expended.

The machine printing-room has long been unfitted for its purpose, and advantage was taken as soon as possible to move the machines to the new building. So that the work of the office need not be interrupted this was effected gradually—only one machine being out of action at a time. Twelve printing-machines have been moved, and have been changed from steam to electric power. This work has been carried out by our own staff of engineers and assistants. Our new machine printing-rooms are well lighted, and the conditions of work ideal; I do not know, and cannot conceive, better machine printing-rooms in the southern hemisphere.

*Machinery.*—Since my last report a rotary printing-machine has been ordered from Home, which will be far in advance of any machine at present in the Department. It will print from reel or from the flat, and deliver either folded or in flat sheets. It will be a great advantage for printing *Hansard*, Railway Time-table, *Agricultural Journal*, and other publications of which big numbers are run.

Four new monotype casters have been added to our plant, and when set up in their new quarters will be a great acquisition. When these casters are in working-order we should be able to keep pace with demands without the necessity of working two shifts.

A Monometer furnace for melting metal into ingots for the casters and linotypes has also been added to our plant.

The operating-power for the printing machinery has been changed from steam to electricity, and this alteration is being made in all branches of the establishment. Seventeen electric motors were obtained from the Electric Motors (Limited), Manchester, of which thirteen are already working; the balance are being put into operation as the various moves are effected.

We have on order an up-to-date disc ruling-machine and an additional perforator, and these are expected to arrive any day.

Sixteen combined frame and case cabinets were manufactured by the Public Works Department for the jobbing-room during the year. These cabinets (which reflect credit on the Government workshops) are capable of holding nearly a thousand cases, and will, I am confident, prove to be of great value to the Department from the point of view of saving labour.

Further labour-saving machinery should be acquired, though I do not propose to recommend other than urgently needed machinery till the war is closed. The question of new binding machinery must, however, be faced in the near future. It is poor policy to work with antiquated and expensive machinery when up-to-date labour-saving devices can be secured.

*The Staff.*—Again I have pleasure in testifying to the valuable services rendered by all those in responsible positions in the Department. The staff has had a strenuous year, and has worked exceedingly well.

I have, &c.,

MARCUS F. MARKS,

Government Printer.

Hon. Mr. Russell, Minister in Charge.