

THE
STATE SAVINGS BANK
OF VICTORIA

Progress

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State Savings Bank of Victoria



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Christmas Messages

I wish to extend to all officers of the Bank and to their families through the medium of this, the initial Christmas issue of *Progress*, my sincere and best wishes for a Merry Christmas and a Happy New Year. I have greatly appreciated the loyalty, co-operation and enthusiasm which has been displayed by all members of the Staff during the past year. The individual and collective effort displayed has enabled the Bank to not only resist the challenge of competition, but has enabled us to successfully thrust forward into new fields of endeavour and public service. The resultant expansion has and will continue to create opportunities for all, and continued co-operative endeavour will ensure mutual satisfaction and benefit to the State, the people and yourselves. My fellow Commissioners join me in expressing their good will and good wishes.

W. L. Moss.

CHAIRMAN OF COMMISSIONERS



To my mind, the spirit of good will and consideration for others, which prevails at Christmas time in Christian countries and which is gradually extending to peoples of all faiths throughout the world, indicates that the lasting and satisfying joy of selflessness has a fundamental appeal to all men. If each of us were to carry that "Christmas" spirit into our everyday relationships throughout the year, the satisfaction would be certain and the reward incalculable. It is with sincerity that I thank all members of the staff for their support during what has been a most momentous year in the history of the Bank and wish you and your dear ones A Merry Christmas and a Happy New Year.

C. J. Allen

GENERAL MANAGER



Progress

Published solely for the Staff of The State Savings Bank of Victoria

EDITOR:

Mr. Trevor Craddock, Public Relations Officer to the Bank.

With Christmas Day drawing near, it is fitting that we should take time off during this busy period to reflect upon the origin and meaning of Christmas.

In all the long history of mankind, there has never been a more significant event than the humble birth of the Child on a winter's night nearly two thousand years ago.

It is true that the message of peace and good will the angels brought that night has been heeded only in part. Nonetheless, this Christmas millions of people will remember with joy that it is the anniversary of that birth they celebrate, and for a little while at least they will live their lives in the spirit of good will.

My sincere wish is that the spirit of Christmas will live with all of you throughout the coming year, bringing you the happiness you desire.


The Editor

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● Cover: Even here in Australia we associate snow with Christmas. This view of our Corryong branch, taken during the winter by the then acting manager Mr. O. Rodda, might be a scene from the Old World. Reproduced in colour, this illustration has been used on the Bank's Christmas card.

● Mr. Murray Darbyshire of our Publicity Department is responsible for the art work in this issue, including the sketch of Mr. John Morrison. We are again indebted to Mr. Bill Gardiner of the Mortgage Loans Department for most of the photography in this issue.



THE SENSIMATIC

by Don Ross



DURING the current Test fever epidemic, mention of Nottingham, for many of us, conjures up memories of bodyline. Before long, we will have a much more personal contact with that city when Sensimatic accounting machines from Nottingham begin to appear in our branches. Machines for our pilot installations were manufactured in Burroughs' Detroit plant but those ordered in June last are being custom-built in the English factory of the organisation. Since Mr. Burroughs introduced some degree of automation to figure work in 1886, his firm has made great progress until, today, it operates on a world-wide basis with 24 plants and more than 24,000 employees.

The Sensimatic can be classified as a "war baby." It was designed and manufactured in America as a completely new conception of accounting mechanisation about the time of Pearl Harbour and not only were units immediately purchased for the Armed Forces but the makers were encouraged by the authorities to carry on and intensify their developmental programme. The chief distinctive feature which makes the Sensimatic family of machines unique is the control panel or brain, pictured on the right, which actuates the "sensing" mechanism of the unit. This panel has four positions, all capable of being pre-set with a different programme which, in effect, gives each machine a fourfold capacity.

The Sensimatic is one of many products of the company, varying from simple adding and listing machines (which also will be a familiar sight in many of our branches in the New Year) to Electronic Digital Computers which are coming off the production line at a cost of £25,000 each. During a recent demonstration of one of these computers, it was very interesting to observe

that a Sensimatic, looking just like ours, was incorporated in this most elaborate electronic machine which is capable of reducing calculating times from days to minutes. The Sensimatic keyboard and control panel are also used for the Sensitronic Book-keeping Machine, a semi-electronic unit of advanced design which is capable of recording electronically, on a magnetic strip on the reverse side of the ledger card, the account number, the balance and the position for the next ledger entry — and of subsequently "reading" these notations automatically. However, neither the Computer nor the Sensitronic has any Savings Bank application at the moment and, for our work, the Sensimatic remains the most modern equipment available.

Deliveries from Nottingham will commence in January, 1959, and will continue at the rate of about 10 each month. Already several branches are preparing for them and thousands of new-type passbooks have been issued as a prerequisite of branch mechanisation. This change-over of passbooks was considered to be one of the most formidable problems, but experience to date indicates that a gradual replacement of books, commenced up to six months before the actual date of conversion to mechanisation, affords a satisfactory solution. The Conversion Teams provide assistance for the branch staffs during this time and an attractive card of explanation is handed to each depositor issued with a new book. To date, staff and depositor reaction has been excellent.

Another considerable task is the preparation of

ledger cards and, initially, this is also being tackled on a gradual basis over a period of months. Of course, the actual transfer of balances from loose-leaf sheets to cards must be a last minute job but, in the light of their recent experience with the Elizabeth Street Agency Department ledgers, the Conversion Teams feel confident that this aspect will not prove too difficult. Using Sensimatics, the transfer to cards of nearly 40,000 Elizabeth Street Agency balances, including reconciliation of totals, was accomplished in little more than a day.

The issue of new-type passbooks and the preparation of ledger cards is proceeding at 10 branches, all of which have one thing in common, new open-type fittings — and this is the most important consideration when priorities are being arranged. Machines cannot be introduced until the fittings and lay-out of the office are suitable and, as branches in Class 2 and above are re-built or re-fitted, the Sensimatics of Nottingham will be installed to complete the picture of branch modernisation.



The "brain" of the Sensimatic.



Green Fingers

ANYBODY who remembers the proud day he moved into his new home and then recalls being brought back to reality by his wife's query, "What are we going to do about the garden?" can appreciate the feelings of the Springvale staff that July day in 1955 when they opened for business. They had a building that was an architect's delight — and a backyard that was a mass of rubble concealing sandy soil soured from years of winter floods.

However, Alan Livingston put the first bush-fire through, Bill Roach and Stan Scates heaved rubble over the fence, and Jack McPhee turned the first sod in a patch that was soon to yield lettuces and tomatoes for the lunch-room.

From utility, the boys turned to beauty. They "tossed in" to buy gladioli bulbs, and in good time Springvale branch proudly displayed its own first home-produced bowl of flowers.

By this time Jack McPhee had laid paths through the front portion of the yard, which was soon lush with carrots, parsnips, lettuce, tomatoes, pumpkins and onions — as reward for the back-aches — plus gladioli, fuchsia and hydrangeas, and various shrubs grown from cuttings.

Next, with Bill Roach the driving force and Steve Mason's muscles the source of power, the drainage problem at the rear of the yard was tackled. The initial engineering schemes — digging of a seepage pit fed by smaller drains and

building up of beds around the fences — failed to overcome the seepage from surrounding blocks.

Unperturbed, the staff stayed back to 7 p.m. for days until a drain was dug around the Bank's block to carry the seepage water to a drain some three hundred feet away. It was at this stage



that Kel Haslett's engineering skill astounded all.

With equipment lent by a friendly depositor many barrowloads of soil were carted from the adjoining block. More soil was obtained when Steve Mason lowered the level of the paths, with Jack Revell as builder's labourer shifting load after load of screenings on to the paths.

With the drainage at last effective, the

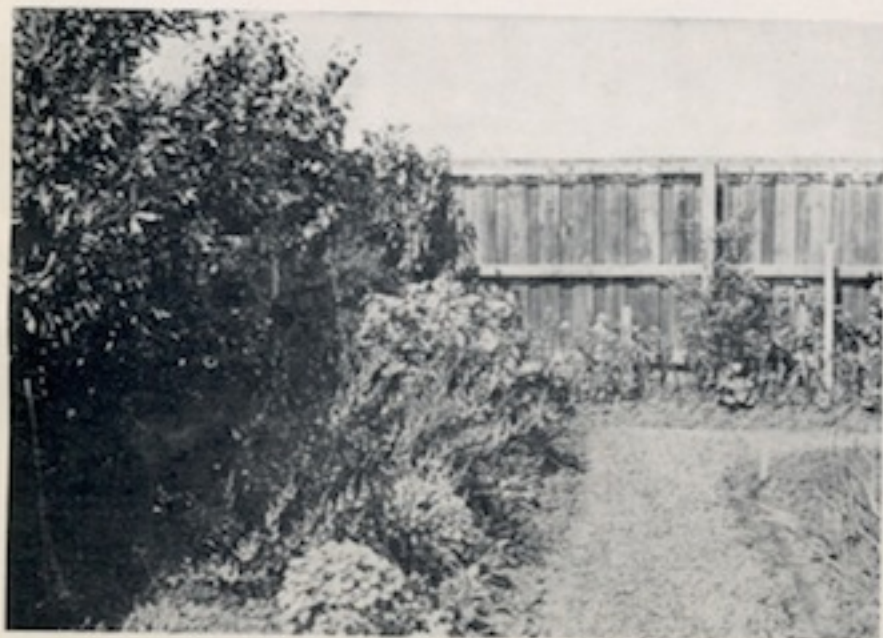
soil was quick to show its appreciation of being allowed to breathe for the first time in many years.

Mr. Inspector K. Elder, delighted with the work done, authorised advances to purchase shrubs. Mr. E. Potter helped further, and the staff themselves continued to contribute both funds and cuttings.

Bill Roach planted a good variety of geraniums along the front of the Bank. The success of this display inspired the townspeople to come in and talk gardening, and even to contribute cuttings from their own gardens. In return, the staff cultivated a nursery bed to return the local generosity.

This interest in the Bank garden has had its effect on business. Regularly Chief Curator Bill Roach conducts depositors on a tour of the back garden. In that pleasant setting, with Bill and the customer ensconced on the seat constructed from discarded plants, business is conducted most amicably.

The garden "strength" is now some 500 gladioli, almost as many daffodils and numerous dahlias. There are at least 70 shrubs, all flourishing, and soon to obscure the fences completely. Now, the garden supplies add colour to the beautiful interior of the Bank the whole year round. The display has won the branch many friends and much new business. Indeed, the garden is an evergreen tribute to the hard work, enthusiasm and planning of Bill Roach and his staff.



The back garden — once a quagmire.



Melbourne goes gay for Christmas



AUSTRALIA'S largest street decoration scheme was erected in Melbourne late in November to highlight the Christmas festive season. Sponsored by the City Development Association, the decorations cover twelve blocks of the central city area, and its cost was met from contributions received from most property owners and occupiers in the decorated area.

Last year's scheme caused heavy traffic jams in central city streets as thousands of families toured the decorated area.

This year emphasis has again been placed on night illuminations designed to give the city a fairyland effect. In addition, hundreds of specially manufactured decoration motifs were suspended

from tramway wires and feature reindeers, Christmas lanterns, Father Christmas heads, holly motifs, silver baubles, candy stick poles and Christmas wreaths.

Large illuminated Christmas candles decorate street intersections, together with reindeers cunningly animated with chaser lights.

Thousands of fairy-lights, strung along the kerb lines add to the vista effect in the decorated streets.

On the lawns of St. Paul's Cathedral a nativity crib has been erected, complete with cut-out figures and back drop scenery. On Mondays, Wednesdays and Fridays during December augmented church choirs will render Christmas carols from 7.30 to 8.30 p.m. in front of the crib.

The world's largest Father Christmas has been erected on a city store front, while many other buildings have produced their own decoration effects on the facades. Banks, insurance and office buildings are floodlit for the period.

Little Collins Street's "Hub," between Swanston and Elizabeth Streets, has been given special decorative treatment, including the brilliantly lighted hub wheels and the erection of dozens of stars strung across the roadway.

Three churches have erected huge Christmas trees at vantage points.

Months of work by a special committee representative of property occupiers, display and illumination experts precedes the erection of the decorations.

Meet the Contributors

- Officer-in-charge of Savings Group activities, Mr. Neil Pugsley ("Our Friends in the Factories" — p. 7), is a keen crusader for the idea of taking the Bank to industry. In a future issue, he will discuss Special Savings Accounts.
- The photographs that illustrate "Green Fingers" (p. 5) were supplied by Mr. Bill Roach, Manager of Springvale branch.

Mr. Steve Mason, now of Victoria Market branch, helped us with the copy.

- We have the assurance of Mr. Mal Hall of Elizabeth St. branch that the article "Knights of the Surf" p. 14 is free from technical errors. In "vetting" the article, Mal made a comment which surprised us — there is no such thing as "undertow" on any Victorian surf

beach; the "drag" in our beaches is a "run-out."

- Mr. Don Ross estimates that 500 country members of the staff and at least 600 from the metropolitan area have seen the audio-visual presentation "New Horizons" and joined in the discussions that followed. We believe his article on p. 4 of this issue will be a valuable follow-up to these sessions.

OUR FRIENDS IN THE FACTORIES

IN a clothing factory in Richmond, there is a young man — call him Len — who is looking forward to this Christmas more eagerly than any other since he started work five years ago. Len has not really enjoyed his annual holidays in past years. His holiday pay saw him through the first week, but the rest of the time was a period of aimless boredom until he was glad to get back to work. This year Len and his mate have a booking at a Lorne guest-house. He has to his credit in the Employees' Savings Group at the factory over a hundred pounds. A year ago, a hundred pounds was to Len an unattainable fortune. When the factory re-opened last January, Len was talked into joining the Savings Scheme by the group secretary — one of the hundreds of men and women in factories all over Victoria, who conduct savings groups with the object of helping their work-mates.

Len's story is a true one, and typical of the many human interest stories that lie behind the prosaic E.S.G. return the branches forward each year. In another

factory — this one is in Brunswick — an elderly lady ran the group for nine years. Most of the members were teenage girls who found it hard to keep a pound in their purse from Friday to Monday. To the girls, this lady was "Auntie" and Auntie had first call on the pay envelopes as soon as they were distributed. And once the money was banked in the group account, the girls had to tell her a convincing story to get any of it back before the Christmas distribution. Those girls who would not look twice at the most enticingly-worded advertisement urging them to save, always had money for holidays and, in many cases, a healthy bank-balance when they married. They thought so much of what Auntie's savings scheme had meant to them that they presented her with a refrigerator when she retired.

In his session, "Melbourne Diary," well-known radio commentator Norm Banks referred to another sidelight to the operation of the groups. At the Victory Manufacturing Co. — a city firm — George Pye has looked after the group

for 15 years. George had let the interest on the account — which he could well regard as his personal reward for the work he does — accumulate to £118. He

and the members donated that sum last winter to the Blanket Appeal.

These E.S.G. secretaries who do so much for their fellow workers, and incidentally create a lot of goodwill for the Bank, do not conform to any type. Sometimes the boss himself does the job, or a foreman, at times a girl in the office, and sometimes one you would not expect to have the clerical ability to do the work necessary. Secretary of one of our larger groups until it was changed to Special Savings accounts was a girl who machines button-holes on shirts. She collected and recorded the deposits of 180 employees, and handled



(continued on page 8)





John Hugh Morrison

IT seems appropriate to begin this series of profiles of Bank identities with Mr. Jack Morrison, one of the best known and most respected officers in the service.

Since 1947, Mr. Morrison has had the onerous responsibility of accountant at Elizabeth Street and that position has brought him in working contact with a large cross-section of the staff. From junior clerks up, those who have worked under his direction have been inspired by his own enthusiasm and capacity for work.

Mr. Morrison has a reputation for scrupulous fairness, and it was no surprise when his fellow-officers elected him as their representative on the newly constituted promotions appeals board.

Mr. Morrison joined the service at Colac in 1910. After spells of duty at Abbotsford, the Accountant's Department, and South Melbourne, he enlisted with the A.I.F. and served in France with 110th Battery. On discharge from the Army, he served as teller at Balaclava, and in 1924 was appointed a relieving manager. He served on the

"stir-about" staff until 1945, when he was appointed accountant at Swanston Street. From there he went to his present position in Elizabeth Street in 1946. Despite a lifetime of service to the Bank, the years sit lightly on his shoulders.

Outside the Bank, what manner of man is Mr. Jack Morrison? Probably even many who know him well will be surprised to learn that he is a skilled exponent of that difficult musical instrument, the bagpipes. His services in this regard are in keen demand at Caledonian functions, particularly on New Year's Eve.

Mr. Morrison is a keen gardener and, unlike most of us, keeps his lawns and flower beds immaculate. He likes to fish, but claims no great skill at the sport. In his younger days he was an active oarsman with the Banks' Rowing Club.

When he retires next July, he will leave behind a standard of service and consideration for his fellow-officers which could well serve as a model for young men joining the service as he leaves.

(continued from page 7)

more than £9,000 each year. The goodwill that girl built up for the Bank would be hard to calculate.

This theme of goodwill runs through all the E.S.G. story. It is doubtful if the Bank has a warmer admirer than a man who had his first experience of regular saving through one of the many groups at the Victorian Railways. Left to himself, this man could not save money, but through the group he saved enough to put a deposit on a house which he bought through Credit Foncier.

That, incidentally, confirms a point which is not always appreciated by the staff. The fact that money standing to the credit of the group is usually withdrawn at Christmas, does not mean that the money is lost to the Bank. Certainly, some is spent on the things for which the contributors have been saving, but a lot is transferred into accounts. Letters are sent to group secretaries in November enclosing authority forms for this to be done. In other cases, contributors receive their share of the group account in cash, spend portion and bank the rest into their own accounts.

These groups are big business. Last financial year 1,300 groups paid more than a million pounds into accounts at our branches. The secretaries do not expect from us any recognition of their work, but it might be a happy thought for as many of our Branch Managers as possible to make *personal contact* with the local group secretaries this Christmas.

The Crystal Ball

It is planned to open the following branches in the near future: 115 Collins Street, Ballan and Oakleigh South. Frankston staff will move to their new premises within the next couple of weeks.

At the time of writing, the Bank's overall staff numbers 2,562. The popular Mickey Mouse Club Show on TV is now proving a valuable aid to staff recruitment. As an added incentive on the Friday night session, attractive Miss Jill McInnes from our Publicity Department tells of conditions for female staff in the Bank. Her charming personality, together with Uncle Doug's salesmanship, has attracted a steady flow of applicants.

An item for those who keep a little black book.

During 1959, fourteen male staff and one female member are due to retire.

The public continues to show growing appreciation of the service the Bank renders by receiving payment of electric

light and gas bills. In the first quarter of this financial year, accounts collected by all branches totalled 459,974. On that basis the full year's figure should be close to two million. Last year's figure was 1,238,719.

After extensive research into colour and design, the Bank has decided upon a new style of passbook similar in size to the old but with a distinctive new cover featuring the map of Victoria symbol and containing a new internal layout.

Due to investigation by Mr. I. M. Nichol a new type letterhead has been designed for Head Office correspondence.

The new amenities block in Butchers Lane for use of Elizabeth Street staff is almost complete. The block provides toilet and cloak room facilities, a sick bay, and a general recreation room where morning tea will be served. It should be available for use towards the end of this month.

PROGRESS IN PREMISES



Syndal Branch Interior.



Balwyn Branch.



Merlynston Branch.



Footscray Branch.



Malvern East Station Branch.

Some Aspects of THE PROVIDENT FUND

by Arch Andrew



At lectures given in the Staff Training School the following questions are frequently asked:—

- (i) What will be my annuity at the normal retiring date?
- (ii) May a contributor to the Provident Fund retire on an annuity before normal retiring date?
- (iii) What amount is payable from the Provident Fund when a contributor dies while in the service of the Bank?
- (iv) What amount is payable to a contributor who resigns from the service of the Bank?

It is comparatively easy to answer these questions in the conference room by quoting figures applicable to the officers present, but my readers will appreciate the impossibility, because of the diversity of ages and the wide range of salaries to be covered, of giving in this article figures which will have general application to all officers. However, it is possible to give a number of examples relating to male contributors which will be helpful to those readers in the age groups most likely to be concerned.

Before doing so, however, it is perhaps desirable to consider briefly the provisions in the Provident Fund rules relating to retirements.

Readers are aware that the normal retiring date for a male contributor is the 65th anniversary of the date of his birth, and the annuity payable on that date is 1/40th of the average annual salary for the 15 years preceding the normal retiring date multiplied by the number of his years of service up to a maximum of 25 years.

Provided therefore that a male officer was in the service of the Bank and became a contributor to the Fund before attaining the age of 40 years, his annuity would be 25/40th (or 5/8th) of his average annual salary for the period from his 50th birthday to his 65th birthday.

The prospective annuity, in the table set out below, is calculated therefore on the basis that the contributor on his 65th birthday will have completed at least 25 years' service in the Bank and on the assumption that no further increase in the present salary quoted is received. It includes, where applicable, the increased amount of annuity payable to a contributor whose normal retiring date is prior to 1st July, 1963 (vide rule 4D of General Order No. 53).

Special conditions are provided in the Provident Fund rules for employees who become contributors to the Fund after attaining the age of 40 years for males and 35 years for females.

The provisions relating to retirement on an annuity before the normal retiring date are set out in sub-rules 1 and 2 of Rule 9 of General Order No. 43 and are summarised as follows:—

- (a) Provided that the contributor has completed 25 years' service in the Bank, a male contributor on attaining the age of 60 years or a female contributor on attaining the age of 55 years has the right to retire on a reduced annuity.
- (b) A contributor (male or female) who has attained the age of 50 years and has completed 25 years' service in the Bank may retire on a reduced annuity only with the consent of the Commissioners.
- (c) A contributor who has completed 12 years' service in the Bank and is suffering from ill-health or other disability may retire on a reduced annuity only with the consent of the Commissioners.

The annuity payable to a contributor who retires before the normal retiring date without making any additional contribution under sub-rule 3 of Rule 9 of General Order No. 43 is less than the annuity that would have been payable had the contributor remained in the service of the Bank until attaining the age of 65 for males and 60 for females. The amount of such reduced annuity (referred to in the rules as the actuarial equivalent) is determined by the Actuary to the Fund and varies according to the age and the salary of the contributor at the date of retirement. The figures quoted in the examples given are, therefore, approximate amounts only.

The provisions relating to additional contributions to the Fund to obtain an increased annuity are set out in Sub-rules 3 and 4 of Rule 9 of General Order No. 43 and may be made only with the consent of the Commissioners, who shall also determine the amount of any such additional contribution that may be made.

A contributor who is retired on the grounds of ill-health or other disability, as in (c) above, and who elects not to accept an annuity shall be paid, within three months of the date of his retirement, a sum equal to twice the amount of his contributions with compound interest at 5 per centum per annum.

Approximate annuity applicable to a male contributor retiring before the normal retiring date:—

Present Age Years	Present Salary £
64	2,045
63	2,045
62	2,045
61	1,870
60	1,870

Prospective Annuity at 65 years of age £	Reduced Annuity if retirement at age stated in Column 1 £
860	765
915	730
955	690
930	590
955	540

NOTES ON ABOVE:

- (a) The prospective annuity for a contributor aged 63 years is more than for a contributor aged 64 years on equal present salary because of a higher average salary for the 15 years preceding the normal retiring date.
- (b) The reduced annuity for the same comparison is less because (inter alia) —
 - (i) a greater deduction is made in respect of further contributions that would have been made had the contributor remained in the service and retired at the normal retiring date;
 - (ii) there is a longer expectation of life for a younger contributor.

Contributors who retire on an annuity are entitled to deal with the proceeds of their matured Life Assurance policies and, where applicable, the contributions paid to the Fund in lieu of insurance, as provided for in sub-rule 4 of Rule 21. When a contributor retires before a Life Assurance policy, taken out under the Provident Fund rules, matures, the Bank will continue to pay one-half of the amount of the premiums payable in respect of that policy until it matures.

The questions relating to the death of a contributor, before or after retirement, and resignations will be dealt with in the next issue.

BRANCH OCCASIONS

EDENHOPE



Edenhope guests show interest following opening.

Edenhope branch opened on Monday, 13th October. Sir William McDonald, Speaker of the Legislative Assembly, who is a property owner in the district, made the 265 mile trip from Melbourne in order to open the branch. He was received by Mr. D. A. Henry, the branch Manager, and by Mr. H. E. Williams, the Chief Inspector.

In declaring the branch open, Sir William McDonald traversed the historical evolution of the State Savings Bank of Victoria and its place and purpose in the State.

Led by the official party most of the guests inspected the branch and subsequently adjourned to the nearby Mechanics' Institute, where morning tea was served by the Edenhope Ladies' Hospital Auxiliary. Mr. H. E. Williams welcomed all guests on behalf of the Commissioners of the Bank. Mr. S. C. Hobbs, the Shire President, responded, and concluded a successful function, the major portion of which was subsequently broadcast over Station 3HA.

MOORABBIN



Informality was the keynote at Moorabbin.

On the 10th November, surrounded by all the atmosphere of a "rags to riches" story, the Moorabbin branch was transformed from its old shop premises in Nepean Highway to its no less than sumptuous new home at 427 South Road, Moorabbin, right in the heart of the civic centre.

The occasion was marked by a reception at the new branch at 4.30 p.m. on the opening day.

The guests were received by the General Manager, Mr. O. R. Carlson, and Mr. and Mrs. T. B. Mardling.

The Mayor of Moorabbin, Councillor R. Butler, was the guest of honour. Mr. T. F. Timson, M.H.R., and Mr. R. H. Suggett, M.L.A., were also present.

Following an introduction by Mr. T. B. Mardling, the Manager of the new branch, Mr. Carlson, in a delightfully informal address of welcome, set the keynote of the subsequent proceedings.

The Mayor, Councillor Butler, responded on behalf of all guests, being ably supported by Mr. R. H. Suggett, M.L.A. The guests then mingled informally with such happy results that an occasion planned to end at 6.30 p.m. in fact lasted until 8 p.m.

PIANOLA ROLL TO PUNCHED CARD

by P. A. Burke



ONE each of the following types of machine make up the Bank's punched card installation:—

Key Punch, Verifier, Sorter, Interpreter, Collator, Reproducing Punch, Electronic Calculating Punch and Accounting Machine, each of which will be briefly described.

Operation of the *Key Punch* was referred to previously and it may be remembered that it is keyboard operated for punching the cards with original information taken from a written source.

After punching, the accuracy of the new cards must be established and this is the function of the *Verifier*. The operator feeds the cards from the punch into the Verifier which is almost identical with the Key Punch and, working from the same source, information goes through exactly the same procedure as the punch operator. The Verifier, instead of cutting holes in the cards, checks to see that there is a hole in the correct position to correspond with the key depressed. A discrepancy will cause the machine to stop feeding the card and indicate that there is an error.



Key Punch punches original holes. Cards are checked by Verifier and arranged by Sorter



The *Interpreter* is a relatively simple machine with the sole function of reading the punched holes and translating their meaning into print on the top of the card itself, making visual reference to the punched data easy. Cards are interpreted at a constant speed of 60 per minute.

When punched, verified and interpreted, the cards provide a basic record and the next requirement is usually to arrange them in some particular sequence which, in our case, is normally C.F. account

number order. This is the work of the *Sorter*. Most sorting is done numerically, though at a sacrifice of speed alphabetical sorting is possible. The machine has one brush which may be set to read any column on the card. According to the number read, the cards are deposited into one of thirteen pockets—one for each of the twelve punched positions and an additional pocket for cards with no punching in the column.

Sorting by account numbers of five digits requires five passages through the machine, but as cards pass at 650 per minute it is a fast operation. While they are being sorted the cards can also be counted.

The functions of the *Collator* depend

ing to instructions given to it by control panel wiring. Two separate files of cards can be fed through it at the same time. These can be associated and merged into one file—one card with another of the same account number—and, if desired, cards in either file which do not have a corresponding card in the other may be selected into separate pockets. Cards in one file can be compared with those in the other without being merged if it is necessary to know that the cards in each file match.

The machine can also be made to separate or select from a file cards containing particular information. In addition, while any of these processes are going on the numerical sequence of the cards can be checked.

It is, of course, a necessity that once original data has been punched manual operations are kept to a minimum. But we are constantly being required to carry information from one card to another. For this we use the *Reproducing Punch*. This machine can read from one set of cards and punch the information into the same or different columns of another set, automatically checking the reproductions as they are made by reading what it has punched and comparing this with what it originally read. An example of its use is the quarterly reproduction of a new Instalment card for each account. The machine reads the static data and the new balance of principal from the old card and reproduces it into the new. The new cards are produced at a constant speed of 100 per minute.

The development within the past few years of the *Electronic Calculating Punch* has been responsible for the extension of punched card methods into many accounting systems. The machine can add, subtract, multiply and divide and perform combinations of these operations at high speed, punching the results either into the same cards from which it reads the factors of a problem, or into other cards. One of its tasks is to do the erstwhile tedious clerical job of calculating and checking instalments.

This is quite a complicated operation for the machine, which is required to

read from each card the balance of principal, rate of interest, time (three months), fixed quarterly instalments, and extra interest on a previous late payments

(if any). Using the $\frac{P.R.T.}{100} = \text{Int. for}$

mula the machine calculates and punches the quarter's interest. It then subtracts this from the fixed instalment to get the principal payment which is also punched. Then any extra interest is added to the ordinary interest and punched as Total Interest. Total Interest and Principal are then added to arrive at Total Instalment due which is punched. The principal portion of the instalment is subtracted from the opening balance of principal and the amount punched into the closing balance (balance after payments) field of the card.

The Principal, Total Interest, Total Instalment, and closing Balance fields are subsequently read by the account machine and printed by it on the instalment notice. During the calculating process the interest is worked twice at different stages and the two results compared. The machine will indicate any differences. It is also required to warn us if the principal portion of the calculated instalment exceeds the actual balance of principal owing—a condition which occurs when the final instalment on a loan falls due and the borrower must be sent a special quotation for its repayment.

The instructions to the machine for an operation such as this are, of course, given to it by means of the control panel—wired by our own staff.

The machine calculates at electronic speed—the individual pulses that perform the additions or subtractions are generated at the rate of 10,000 per second—but card feeding and punching are mechanical functions and therefore require most of the time. The machine can, however, do the instalment calculations, check them and punch the results at the rate of about 600 accounts an hour. Many other types of calculations can be done on the Calculator. It may, for instance, be used for a posting operation where it is required to read amounts from a transaction card and punch this information together with the new balance on a following card.

The work of the machines so far described is mainly directed towards the *Accounting Machine*. This is the largest and most expensive in the installation and by its aid all final results in a permanent printed form are produced. It uses paper rolls or fanfold stationery, or separate cards such as are used for instalment notices. It can read a card and print up to 100 characters in one line. As it prints a whole line at a time and its printing speed is 100 lines a minute, it has a maximum capacity of 10,000 characters a minute (a typist at 50 words a minute would probably do about 300).

The machine can add, subtract, cross-add and cross-subtract and accumulate totals in up to 19 separate registers while



A view of the interior of the Electronic Calculating Punch.

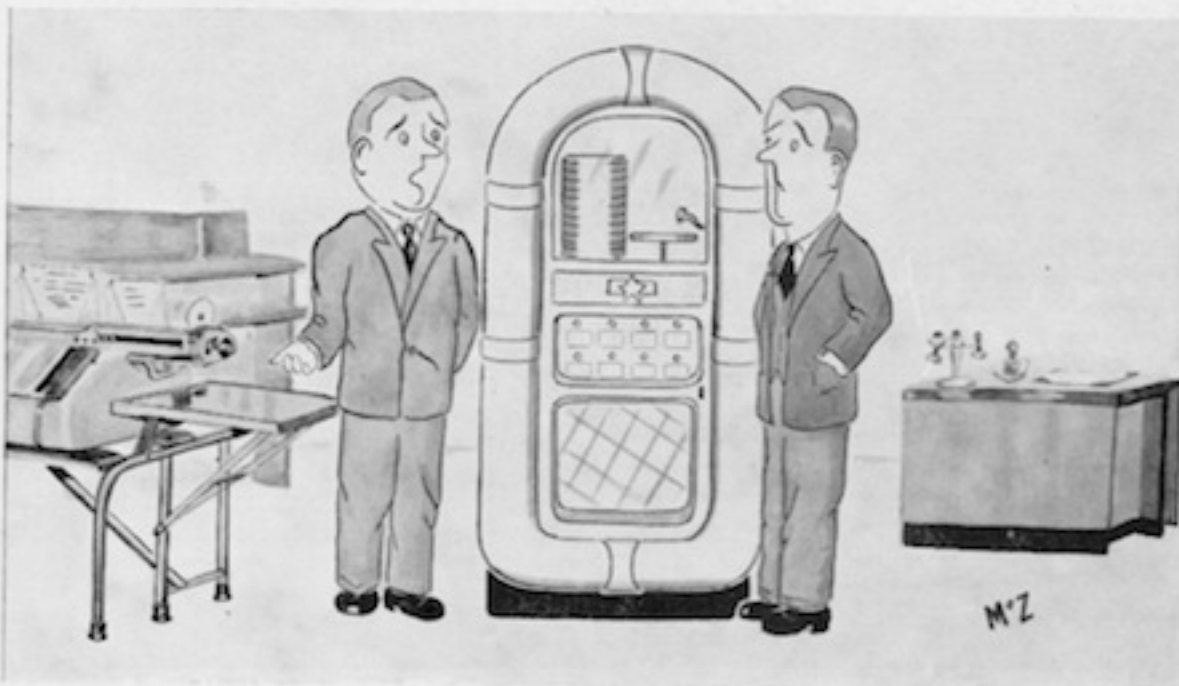
it is listing the data. Sub-totals can be printed as desired and by connecting the two machines it is possible for the Accounting Machine when it arrives at certain summary totals (e.g. of a group or class of accounts) to cause the Reproducer to punch these totals automatically into cards. This is one method used for posting debits and credits to a loan account. The transaction card containing the debit or credit can first be merged with the relative account balance card in the Collator. Both cards can then be fed into the Accounting Machine which will read them and, after calculating the new figures, cause the Reproducer to punch a new card.

The quarterly instalment notices are printed on the Accounting Machine. The cards, carrying the detail information having been previously merged for each account, are fed into the machine. This then compares the account numbers on the detail cards with account numbers

which have previously been punched into blank notice cards, and prints the notices at the rate of about 600 per hour. One of the most satisfying results to be obtained from the Accounting Machine is a balance extraction. Most of us know only too well what this involves when done manually. The machine will list and add debits, credits, and balances at a speed of 6,000 accounts an hour.

I would mention here, however, that great caution is necessary in the acceptance of theoretical machine speeds.

If cards are warped or mutilated in any way they may not feed properly and it can cost hours of time to repair the damage caused in a second or two by a card jam in a machine. This, of course, is the reason for the oft repeated injunction one sees on most punched cards that go through the hands of the public that they be not pinned, stabbed, folded or otherwise maltreated.



"I don't know. It came in with a lot of these machines about a year ago."

KNIGHTS OF THE SURF

THIS summer, on past records, 150 Victorians will get into difficulties in the surf around our coast — and not one will drown. Throughout the holiday season, watchful eyes will scan the water at every one of our popular surf resorts from Portland to Lakes Entrance. Those eyes will belong to the young men of our surf life saving clubs, who love the surf and are dedicated to keeping it safe. Many officers of the State Savings Bank are connected either actively as rescuers or as auxiliary workers with these clubs.

This article aims to tell something of the history of the surf clubs, their difficulties and aims for the future. It is printed in tribute to our own "Knights of the Surf."

The Surf Life Saving Association of Australia was founded in 1907, five years after Mr. Henry Gocher of Manly defied the existing laws on bathing in the open and entered the surf in broad daylight. With the popularity of surf bathing which immediately followed, arose the necessity for providing some measure of protection for the public against the danger of drowning. For this reason, various groups of young, public-spirited citizens formed the Association.

In 1910 the first Surf Bronze Medallion Examination—the prerequisite of every active surf life saver—was conducted at Bondi. In 1914 the first Surf Championship Carnival was held, but it was not until 1938 that the initial All-Australian Surf Championships were staged—in Sydney.

Whilst surf bathing in Victoria has been popular for many years, it was not until 1947 that a Victorian branch or "State Centre" of the Surf Life Saving Association of Australia was inaugurated in Melbourne with the support of the Victorian State Government and various other interested organisations.

Then there were only three surf life saving clubs affiliated with the Victorian State Centre, whereas today the State boasts sixteen clubs dotted around the coast-line from Portland in the Western District to Lakes Entrance in East Gippsland. Total active membership amounts to well over a thousand, making Victoria the second biggest surfing State in Australia.

Victoria's surf beaches are amongst the best in Australia, making up for its slightly cooler climate with wide, expansive beaches backed by picturesque sand hills and cliffs untouched by the commercialism so prevalent in other States. Victoria's surf life saving record of "Never a life lost by drowning whilst a beach patrol is on duty" is unequalled in the rest of Australia.

The State Government makes a grant of £3,000 each year to the Victorian State Centre, but this is used for loans to clubs newly formed and for administration expenses, leaving nothing for the majority of clubs. So each year, every club must set about raising anything up to £1,000 by its own efforts to maintain and renew valuable life saving equipment. When it is remembered that a life saving reel fully equipped for rescue work costs £65, an oxygen resuscitator £85, and a surf boat £550, it can be seen that clubs have an almost endless task in making the financial ends meet.

Perhaps the most popular surf beach in Victoria is at Portsea, located 60 miles down the Nepean Highway near the tip of Point Nepean. Here the Port-



Club ensures that its members are always at the peak of efficiency. To foster this, the club enters competitive teams in most events at nearly every surf carnival held in Victoria.

The club also fields a competitive rescue and resuscitation team, three teams of four surf swimmers for teams and individual surf races, together with two crews rowing in the club's two surf life saving boats—the *Lady Nelson* and the latest acquisition, the *John Wishart*.

The new boat is named after that John Wishart whose tragic death in the surf he loved so well shocked all Victoria three years ago. At his death, he had over 100 personal rescues to his name.

Present day captain of Portsea Club is Malcolm Hall of our Elizabeth St. staff, who himself is credited with 42 rescues. Fellow members with Mal are John Kirchhubel of the Agency Department and Joe Cullen of Brunswick East branch. We are indebted to Mal for the following vivid description of a memorable mass surf rescue at Portsea last January.

On that very hot day, 20,000 people went to Portsea to see a spectacle that cannot be seen in any other country in the world—a surf carnival. And they were not disappointed. That carnival was the most spectacular ever staged on the Portsea beach, but its sequel almost turned a day of colour and excitement to bitter tragedy.

No sooner had the last event of the carnival ended than scores of people rushed into the water. Many were too eager, or too careless, to obey the fundamental rule of surf bathing—*always stay between the flags*. Immediately twenty-one of them were swept out to sea in the dreaded run-out.

The patrol, concentrating on those swimmers who had entered the water



Captain Mal Hall (second from left) helps demonstrate the correct way to bring in a patient.

sea Surf Life Saving Club copes with up to 10,000 surfers on a typical summer afternoon, while crowds of 25,000 spectators view the club's annual surf carnival which, this season, will be conducted on Saturday, January 3rd.

The Surf Life Saving Association's National Council describes the Portsea beach as having the biggest surf in Australia, and to safeguard it the Portsea

between the flags, did not notice the plight of the careless ones. Fortunately, the shark look-out scanning the area through powerful binoculars immediately informed the patrol captain of the number of swimmers in difficulties, their position in the water, and the estimated strength of the run-out.

Within seconds three of the State's best belt swimmers were on their way to the rescue, lines snaking out behind them as the reel and line teams worked desperately to keep up with these powerful swimmers. Those in the worst grip of the run-out were two hundred yards off shore.

The beltmen worked to the "mass-rescue plan," which is studied and rehearsed again and again by every club. Two beltmen swam in a pincer movement to converge on the man farthest from the shore. The third swam to the centre of the group, to support a girl whose strength had almost ebbed. The rest of the group were urged to hang on to the lines which the beach team



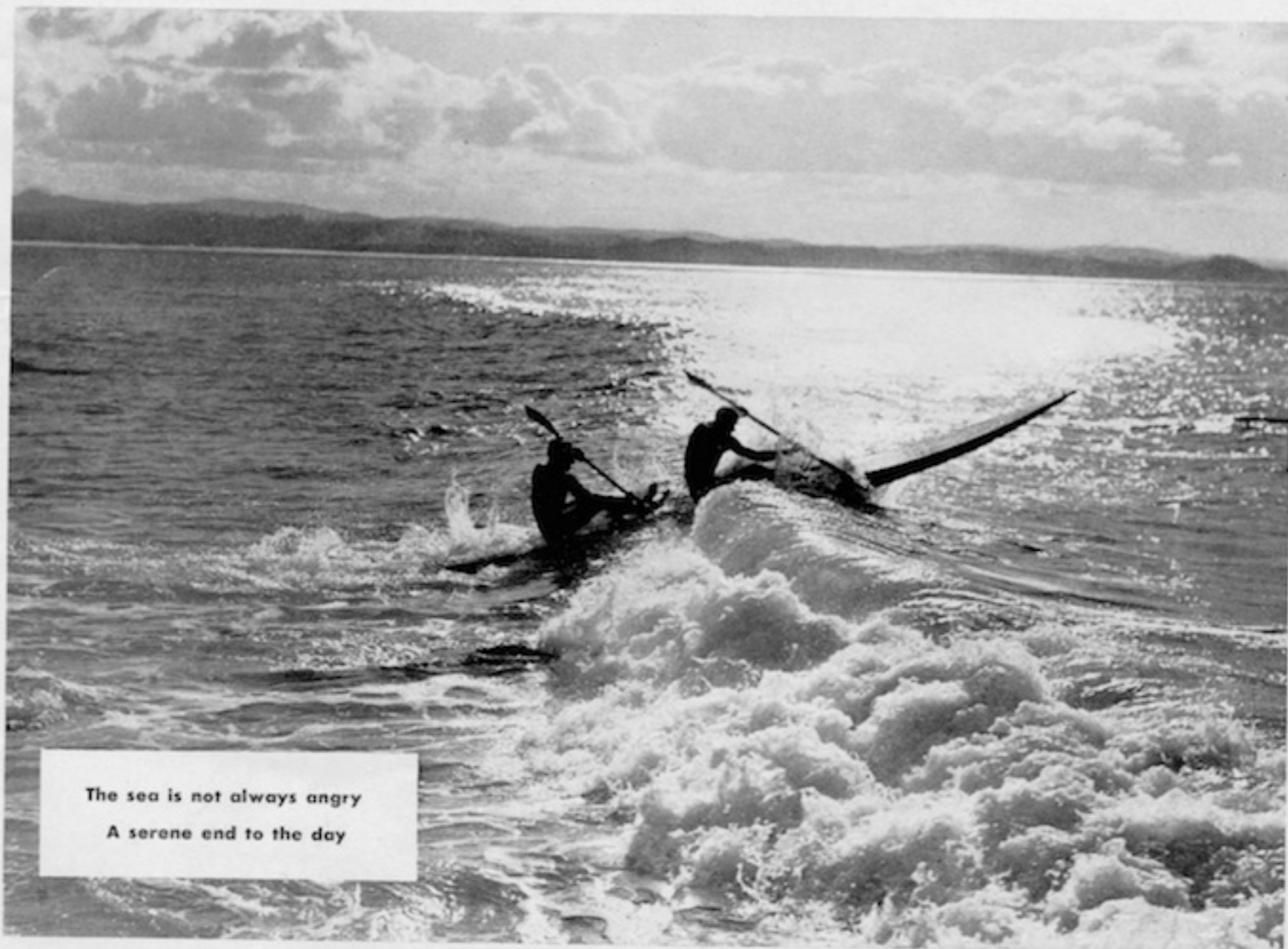
Action! The alarm sounds. In seconds the team is under way.

began to haul in. With the beltmen shepherding and encouraging, as the group neared the shore, every swimmer was safely back on the beach within ten minutes of the first alarm.

In recalling this drama which was converted from tragedy only by the skill

and intense training of these dedicated surfmen, Mal urged us to emphasise this one point which, if followed by all who swim in the surf this summer, will make the days of the surf club members less anxious.

• *Always swim between the flags.*



**The sea is not always angry
A serene end to the day**

Christmas



The Festival of the Child