

THE SCHEDULES.

THE FIRST SCHEDULE.

WRITE CLEARLY.

COMMONWEALTH OF AUSTRALIA: NATIONAL REGISTER.

To be filled in by all persons (including corporate bodies and the agents of persons absent from Australia) who own or hold on trust property of a value exceeding (here insert prescribed value).

Name in full of person to whom this return applies—

(If an individual, write surname first in BLOCK LETTERS. State if Mr., Mrs. or Miss.)

Usual Postal Address of person to whom this return applies—

State.....

(If away from usual residence when filling in card, give address of usual residence.)

What was the approximate value of Real and Personal Property owned or held by you on 30th June, 1939, comprising:—

If return is made in respect of your own property, fill in column (A) but not column (B). If return is made in respect of property held on trust, property of a company or property of an absentee, fill in column (B) but not column (A).	(A)—On Own Account.	(B)—On Account of Other Persons, Companies or Absentees.
	£	£
Assets on 30th June, 1939		
1. Cash in hand
2. Savings Bank Deposits
3. Money at current account in Banks, &c.
4. Fixed deposits in Banks, Building Societies, &c.
5. Government and other Public Securities, &c.
6. (a) Shares in companies
(b) Debentures of Companies
7. Amounts owing—(a) Mortgages on Land
(b) Other Amounts
8. Value of Stock-in-trade
9. Value of Live Stock
10. Value of Plant, including Machinery, Tools, Implements, Vehicles, Rolling Stock, &c., used for trade purposes
11. Value of Furniture and Fittings used for trade purposes
12. Value of Land Owned—		
If sole owner { Unimproved Value £.....		
{ Value of improvements (including Buildings) £.....		
If not sole owner, Value of your Interests
13. Net Value of Interests in Leases held—		
(a) From Private Persons
(b) From the Crown
14. Value of Share of Net Assets in Partnership or Syndicate undertakings
15. Value of Household Furniture and Effects and Personal Effects (including Vehicles and Plant used for other purposes than trade or occupation)
16. Value of Interests as a Beneficiary in Trust Estates
17. Value of Property not enumerated above, exclusive of Life Assurance and Friendly Society Policies
TOTAL ASSETS
Liabilities on 30th June, 1939		
18. Bank Overdraft
19. Amounts owing on Mortgages on Land
20. All other Amounts Owing
TOTAL LIABILITIES
Difference between Assets and Liabilities

Notes.—With respect to Trade Assets and Liabilities only, the particulars as per the latest balancing date on or after the 30th June, 1938, may be used for the purposes of this Form.

Signature and Address of the Person required to make the Return:—

Signature

Date

Address

WRITE CLEARLY.

COMMONWEALTH OF AUSTRALIA: NATIONAL REGISTER.

SURNAME (Black letters.) CHRISTIAN NAMES
 USUAL POSTAL ADDRESS STATE
 (If away from usual residence when filling in card, give address of usual residence.)
 COMMONWEALTH ELECTORAL DIVISION IN WHICH USUAL RESIDENCE IS SITUATED

<p>1. Age last birthday..... years.</p> <p>2. Country of birth of yourself..... " " your father..... " " your mother.....</p> <p>* 3. Nationality— British, natural born <input type="checkbox"/> British, naturalized <input type="checkbox"/> Place and date of naturalization } Foreign (state country)</p> <p>* 4. State whether <input type="checkbox"/> Never Married <input type="checkbox"/> Married <input type="checkbox"/> Widower <input type="checkbox"/> Divorced <input type="checkbox"/></p> <p>* 5. Dependent Relatives (if any)—Father <input type="checkbox"/> Mother <input type="checkbox"/> Wife <input type="checkbox"/> Number of children under 16 years..... Number of other dependent relatives.....</p> <p>* 6. My general health is Good <input type="checkbox"/> Bad <input type="checkbox"/> Indifferent <input type="checkbox"/></p> <p>7. If blind, deaf, dumb, crippled or otherwise maimed, state nature of disability— </p>	<p>* 8. GRADE OF OCCUPATION—</p> <p>(a) Employer of labour other than domestic .. <input type="checkbox"/></p> <p>(b) Working on own account but not employing labour .. <input type="checkbox"/></p> <p>(c) Employee (including apprentices but not sustenance or relief workers)— { working at usual occupation .. <input type="checkbox"/> or working at other than usual occupation .. <input type="checkbox"/></p> <p>(d) Unemployed (including Sustenance and Relief Workers)</p> <p>(e) Others (including pensioners, dependants, "retired", "independent means", &c.) .. <input type="checkbox"/></p> <p>9. UNEMPLOYMENT— (a) State total number of weeks unemployed in past 12 months..... (b) If unemployed now, state period since last employed in any occupation (other than Sustenance or Relief Work)— Months..... Weeks..... Days.....</p> <p>10. CRAFT OR OCCUPATION— (i) State craft or individual occupation in which now engaged— </p> <p>(ii) State any other skilled craft or occupation in which you have special skill or training— No. 1..... No. 2.....</p> <p>11. INDUSTRY— State branch of industry or profession in which now engaged— </p>
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* Where marked * enter a cross in appropriate square (one square only for each question except No. 5).

Date

Signature

STATUTORY RULES.

1939. No. 55.

REGULATIONS UNDER THE NATIONAL REGISTRATION ACT 1939.*

I, THE DEPUTY OF THE GOVERNOR-GENERAL in and over the Commonwealth of Australia, acting with the advice of the Federal Executive Council, hereby make the following Regulations under the *National Registration Act 1939*.

Dated this sixth day of July, 1939.

F. W. MANN

Deputy of the Governor-General.

By His Excellency's Command,

G. A. STREET

Minister of State for Defence.

NATIONAL REGISTRATION REGULATIONS.

1. These Regulations may be cited as the National Registration Regulations.

2. In these Regulations, "the Act" means the *National Registration Act 1939*.

3. The declaration to be made by officers in pursuance of section 11 of the Act shall be in accordance with the form of declaration contained in the Schedule to these Regulations.

4. For the purposes of sub-section (2.) of section 17 of the Act, the prescribed value of property shall be Five hundred pounds.

5.—(1.) For the purpose of the census of property directed to be taken under the Act, every person who is required to fill in and furnish to the Commonwealth Statistician a form or forms in pursuance of sub-section (2.) of section 17 of the Act shall—

- (a) obtain, or cause to be obtained, the form or forms which he is so required to fill in and furnish;
- (b) fill in and supply in the form or forms, in accordance with the instructions contained in or accompanying it or them, all the particulars specified therein;
- (c) except in the case of a company or other corporate body, sign his name to the form; and
- (d) within the time specified in the Proclamation by which the census is directed to be taken, transmit the form or forms to the Commonwealth Statistician in accordance with the instructions contained in or accompanying it or them.

(2.) The form to be filled in and furnished by a company or other corporate body in accordance with the provisions of sub-section (2.) of section 17 of the Act shall be signed by the legal representative of the company or corporate body. For the purposes of this sub-regulation, the expression "legal representative" means, in relation to any company or corporate body, the secretary or manager, or a director or other principal executive officer of the company or corporate body.

* Notified in the *Commonwealth Gazette* on 6th July, 1939.

(3.) Where a person—

- (a) holds property on behalf of some other person; or
- (b) is the agent of a person absent from Australia,

he shall fill in and furnish a separate form in respect of the property of each of those persons.

(4.) Where the secretary or other prescribed officer of a company is required to fill in and furnish a form in respect of shares in or debentures of that company owned by persons outside Australia, he shall fill in and furnish a form separate from the form filled in and furnished in respect of the property of the company.

(5.) Where a company has no secretary, the manager, or where a company has neither a secretary nor a manager, a director, of the company shall be the prescribed officer of the company for the purposes of sub-section (4.) of section 17 of the Act.

Notification of change of address.

6. A person required by section 22 of the Act to notify his change of address shall notify that change by obtaining from a post office or postal receiving office a card provided for the purpose and filling in and transmitting the card to the Commonwealth Statistician.

Posters.

7. For the purposes of any census directed to be taken under the Act, the Commonwealth Statistician may prepare posters in relation to the census for display at post offices and postal receiving offices throughout the Commonwealth, and at such other place or places as the Minister directs.

Envelopes.

8. The Commonwealth Statistician may prepare and make available at post offices and postal receiving offices envelopes for the transmission of papers or forms required by the Act or these Regulations to be filled in and transmitted to the Commonwealth Statistician.

Circular letters to Postmasters.

9. The Commonwealth Statistician may prepare and furnish to Postmasters or persons in charge of postal receiving offices circular letters of instruction in relation to any census directed to be taken under the Act or matters arising therefrom.

Acknowledgment cards.

10. All acknowledgments by Postmasters, or persons in charge of postal receiving offices, of papers or forms supplied by the Commonwealth Statistician for the purposes of the Act shall be on cards designed and made available by the Commonwealth Statistician.

Circular letters regarding forms incorrectly filled in.

11. Where it appears to the Commonwealth Statistician that forms required by the Act to be filled in have been incorrectly filled in, he may send circular letters of instruction in relation thereto to the persons who have filled in the forms.

THE SCHEDULE.

National Registration Act 1930.

Reg. 3.

DECLARATION BY OFFICER UNDER SECTION 11.

I, _____ of _____ being an officer executing powers and duties conferred and imposed upon me under the *National Registration Act 1930*, do solemnly and sincerely promise and declare that I will faithfully and to the best of my ability execute the powers

and duties so conferred and imposed upon me, and that I will not desert from my duty, or refuse or wilfully neglect, without just cause, to perform the duties of my office, or wilfully or without lawful authority alter any document or form under the said Act, or wilfully sign any untrue document or form, or, except as allowed by the said Act, divulge the contents of any form filled in in pursuance of the said Act, or any information furnished in pursuance of the said Act.

Declared at _____ this _____
day of _____, 19 _____

.....
(Signature of officer.)

Before me—

.....
(Signature of Justice of the Peace, Commissioner
for Declarations or Commissioner for Affidavits.)

NATIONAL REGISTER CENSUSES.

17th to 29th July, 1939.

INSTRUCTIONS TO ADVISORY OFFICERS.

- A. HOW TO FILL IN THE PERSONAL CARD.
- B. HOW TO FILL IN THE PROPERTY CARD.

These Instructions should be carefully read by the Advisory Officers, and should be studied in conjunction with the printed Instruction Sheets and the Personal and Property Cards.

Unusual queries should be noted daily by all Officers. Officers located in country towns should consult the Postmaster in case of doubt as to how they should be answered. The Postmaster should refer important questions to the address given below by letter - or, if the matter is sufficiently urgent - by telephone or telegraph. Officers located in the metropolitan areas should telephone their questions direct to the address given below at suitable intervals.

All Advisory Officers must make a Declaration of Fidelity and Secrecy under Section 11 of the National Registration Act 1939, on the printed form provided (N.R.18).

Letters: The Commonwealth Statistician,
National Register Branch Office,
Olderfleet Building,
Collins Street,
MELBOURNE.

Telegrams: Commonwealth Statistician,
MELBOURNE.

Telephone: MU3330.

A. HOW TO FILL IN THE PERSONAL CARD.

PERSONS REQUIRED TO SEND IN A FORM. - The NATIONAL REGISTRATION ACT 1939, and the Proclamation thereunder, requires all male persons who have attained the age of eighteen years and have not attained the age of sixty-five years to obtain, fill in, sign and transmit to the Commonwealth Statistician before the 29th July, 1939 a form in accordance with the form in the Second Schedule to the Act, i.e., to fill in and forward the GREY-COLOURED PERSONAL CARD.

The Proclamation relates to persons in New South Wales, Victoria, Queensland, South Australia, Western Australia, Tasmania, the Northern Territory and the Australian Capital Territory (including the Jervis Bay Territory). It does not include any of the external territories, such as Papua, New Guinea, and Norfolk Island.

Australians temporarily abroad do not have to supply a card until they return to Australia.

NAME. - The person filling in the card must print in his SURNAME in BLOCK LETTERS, and give ALL his Christian or other names. You should see that this is done in every case referred to you. The reasons for insisting upon the use of block letters for the surname are (i) that they make clear which IS the surname, and (ii) that the surname will be easier to read if the card is filled in by a person who writes illegibly.

USUAL POSTAL ADDRESS. - The important requirements in this connection are that the address given should be the one at which the person filling in the card USUALLY resides, and that it should be given IN FULL. The main reason for asking for the USUAL address is to ascertain the one through which the person concerned may most readily be communicated with, as he may be temporarily living elsewhere or constantly changing his location. If, for instance, a man filling in a card at Bathurst, N.S.W., says to you: "My home is at Elsternwick, Victoria, but I haven't been home during the last six months, and may not return there within the next six months because my work takes me from town to town in N.S.W.", advise him to give the Elsternwick address. In those cases where the man cannot indicate a more or less fixed abode, advise him to state an address which is sure to find him.

It will be observed that, in the example given in the printed Instruction Sheets, SYDNEY is given in addition to GLEBE, and that N.S.W. is given as the State. It is very important that the name of the State should be given in the space provided, since there are numerous instances of place-names common to two or more States. It also happens that in a few instances the same place-name occurs twice within the same State (as, for example, Glebe, a suburb of Sydney, and Glebe, a suburb of Newcastle). Where, therefore, the place-name of the address is a suburb or a locality adjacent to a city or large town, the name of the city or town should ALSO be given, as in the example in the Instruction Sheets.

THE NOTE immediately under the example in the Instruction Sheets applies to all male persons who attain, or have already attained, the age of 18 years, and have not attained the age of 21 years. Should such a person change his address AT ANY TIME AFTER FILLING IN HIS CARD, he must notify the authorities, within 30 days of the change, on a special card, supplies of which will be available at all Post Offices by the 31st July, 1939.

COMMONWEALTH ELECTORAL DIVISION IN WHICH USUAL RESIDENCE IS SITUATED. -

In cases where a person filling in his card does not know or is uncertain of the name of the Division, you should be prepared to assist him either by locating the Division yourself from Electoral Office records available at the Post Office, or by referring him to the Electoral Registrar's Office in case of doubt. You should emphasise that the name of the COMMONWEALTH, NOT the State, Electoral Division is required.

Question 1. - AGE LAST BIRTHDAY. - The emphasis is on LAST. "Age last birthday" means the age (in years) that the person has attained on the day on which he fills in his card.

Question 2. - COUNTRY OF BIRTH. - If either the person filling in the card, or his father, or his mother, were BORN IN AUSTRALIA, only the name of the STATE or TERRITORY is required. For example, the person filling in the card should not, either for his own birthplace or for that of his father or his mother, write merely HAMILTON, since Hamilton is the name of a town in three States - New South Wales, Victoria and Tasmania. He should not mention Hamilton at all, but should write only the name of the STATE in which the Hamilton in question is situated.

Similarly, if the person filling in the card, or his father, or his mother, were BORN OUTSIDE AUSTRALIA, only the name of the COUNTRY, not the name of any town or other locality, is required. For example, the person filling in the card should not, either for his own birthplace if outside Australia, or that of his father or of his mother, write LONDON, since London is a place-name not only in England but also in other countries. He should not mention London at all, but should state ENGLAND, or whatever be the correct name of the COUNTRY of birth.

(See example on printed Instruction Sheets accompanying the Personal Card.)

Question 3. - NATIONALITY. - If you have reason to suppose that the person filling in the card is not a natural-born British subject, draw his attention to the necessity of either putting the cross (X) in the second square, should he have been naturalized as a British subject, and of adding the particulars of place and date of naturalization immediately following; OR, alternatively, if not naturalized, of stating the name of the COUNTRY (not of any town or locality within the country) of which he is still legally a subject or citizen. Should he be a person deprived of his citizen rights in some country outside the British Commonwealth, but is not yet a naturalized British subject, he should nevertheless state the name of that country as the country of his nationality, but should mention the circumstances on the back of the card, adding to the appropriate line on the face of the card the words (SEE BACK). The example given in the printed Instruction Sheets, as you will see, refers to a naturalized British subject.

/Question 4.

Question 4. - CONJUGAL CONDITION. - Advise persons filling in the card to insert the cross (X) in one square ONLY, and in the correct square. MARRIED means that the person NOW has a legal wife, even though he may be "judicially separated" or be living apart from his wife. Widowers and divorced persons WHO HAVE REMARRIED should, of course, place the cross (X) in the MARRIED square (No. 2).

Question 5. - DEPENDENT RELATIVES. - It should be observed, first, that this question relates only to RELATIVES who are dependent, NOT to other dependants, and, second, that the dependence must be UPON THE PERSON FILLING IN THE CARD, and, third, that the degree of dependence must be SUBSTANTIAL. "Relationship" will, however, include a father-in-law, a mother-in-law, a step-father, a step-mother, and step-children, as well as adopted children. Relatives receiving intermittent help, such as an occasional gift of money or kind from the person filling in the card, but who obtain their usual means of livelihood from other sources, are NOT to be regarded as dependants for the purposes of the Census.

Only crosses (X), not figures, are to be placed in the squares indicating dependence of Father or Mother or Wife, where such exists. Make sure that the person filling in the card does not include his Father, Mother or Wife in the figure (if any) for "OTHER dependent relatives". The explanation and example given in the printed Instruction Sheets accompanying the card should make this clear.

Question 6. - HEALTH. - The answer to this question must necessarily depend upon the judgment of the person filling in the card. It is expected to give a rough but dependable idea of the general fitness in health of the person concerned. The main thing to watch is that a temporary or minor ailment should not be regarded as indicating "Bad" or "Indifferent" health. The printed Instruction Sheets accompanying the form should make clear the broad distinctions to be drawn between health that is "Good", "Bad" or "Indifferent".

Question 7. - PERMANENT PHYSICAL DISABILITIES. - This question is intended to elicit information concerning any permanent bodily defect which might be termed a disability, even although it does not necessarily interfere with the capacity of the person filling in the card to follow the calling in which he is engaged. For example, a man who has "lost right leg" should state his disability in those words, even though he is able, in spite of such disability, to do his work quite effectively, say as a lift-man. Judgment will have to be shown in giving advice in certain cases. Thus, for example, if a man has experienced an accident which has caused the disfigurement of his face, no disability will be shown on that account unless the accident has involved the loss of an ear or an eye. The examples given in the printed Instruction Sheets accompanying the card illustrate the meaning of disability for the purposes of the Census.

Question 8. - GRADE OF OCCUPATION. - Six squares are shown on the card against the items under this Question. You should advise a person filling in the Card to enter a cross (X) in ONE SQUARE ONLY, i.e.

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Question 8. - GRADE OF OCCUPATION. - Six squares are shown on the card against the items under this Question. You should advise a person filling in the Card to enter a cross (X) in ONE SQUARE ONLY, i.e.

in the square applicable to his grade. Where a person is eligible for and is receiving Work for Sustenance or Relief Work, he should put a cross (X) in the square numbered 5, even although at the time of filling in the card he is not actually engaged on such work. For the purposes of the card, any person eligible for and receiving such work is to be regarded as unemployed. A person actually in work on the day of filling in the card, though otherwise only intermittently employed, is to be graded as unemployed ONLY IF the work on which he is engaged on the day of filling in the card is some form of public relief employment.

There will be many persons, such as pensioners, retired persons, persons of independent means, scholars, dependants, etc. to whom the items (a), (b), (c) and (d) will not apply. They should be advised to put a cross (X) in the square numbered 6, against the item "(e) OTHERS".

Question 9. - UNEMPLOYMENT. - The aim of this Question is to secure as accurate information as possible on the duration of unemployment during the preceding 12 months of those who have been out of work at any time during the past 12 months. Any period of Work for Sustenance or Relief Work is to be regarded, for this purpose, as a period of unemployment. The TOTAL of any period or periods of unemployment during the last 12 months is to be shown in WEEKS against item (a).

Item (b) is to be answered only by a person AT PRESENT unemployed. He must state on the line provided the period in months, weeks and days since he was last employed in ANY occupation (i.e. it need not have been the occupation in which he is usually employed; but note that Work for Sustenance or Relief Work is not to count as employment for this purpose).

The example given in the printed Instruction Sheets accompanying the card should make clear how item (a) is to be answered.

Question 10. - CRAFT OR OCCUPATION. - In answering part (i) of this Question, the person filling in the card is asked to state EXACTLY WHAT KIND OF WORK HE NOW PERFORMS AS AN INDIVIDUAL, NOT the trade or organized service in which it is performed. It will help you in advising persons on this part of the Question to keep in mind that CRAFT or OCCUPATION has reference to PERSONAL performance of work. The "occupational" or "craft" classification of persons filling in the card is determined by reference either to the materials treated, or the processes carried out, or the nature of the personal qualifications or skill required of them in their work; or, in the case of occupations not concerned with the making of material products, the type of service rendered. Where the conditions of employment of the person filling in the card are regulated by law, he should be advised to give as the name of his "craft" or "occupation" the designation given in the award, determination or agreement applying to his employment. Where the craft or occupation is not subject to regulation by law, the description given should be as specific and as precise as possible. Thus, if the person filling in the card is an "electric welder", he should state "electric welder", and NOT use the more general description "welder". The examples in the printed Instruction Sheets accompanying the card give a variety of specific and precise descriptions of the kind expected.

Unemployed persons should state their USUAL occupation.

In answering part (ii) of this Question, the person filling in the card must state any other, i.e., additional, special qualifications he may possess, or the exact description of any other skilled craft or occupation which he is competent to follow, and to state briefly his degree of skill.

This query as to alternative occupational qualifications is very important and should be answered with as much precision as possible. Not more than two alternative qualifications are asked for. If the person filling in the card possesses several such alternative capacities, he should mention on the lines provided only the two in which he believes himself to be best qualified and should state them in the order of proficiency. Reference to other special qualifications, or further details, can be written on the BACK of the card. The examples given on the printed Instruction Sheets accompanying the card illustrate, with the kind of specific and precise description required, a variety of possible alternative special qualifications.

Question 11. - INDUSTRY. - In answering this Question, the person filling in the Card is asked to state the PARTICULAR BRANCH OF INDUSTRY, TRADE OR SERVICE, or the profession in which he is NOW engaged. Persons not actively engaged in industry, trade or service of any kind, with the exception of those unemployed, must write in the reason, as, e.g., "pensioner", "dependant", "retired", "independent means", "student", "invalid", etc. ALL OTHER persons are required to state some particular branch of industry, trade, service or profession in which they are now, or, in the case of the unemployed, are usually, engaged. If the person filling in the card is, for instance, engaged on his own account or as an employer in a business, he should be advised to use the description he normally applies to his type of business or calling. For example, WHEAT FARMING, MIXED FARMING (PRINCIPALLY WHEAT), WOOL GROWING, PROSPECTING FOR GOLD, HORSE DEALING, BRASS FOUNDRY, INDENT AGENT DEALING IN DRAPERY, FRUIT MERCHANT, STONE CARTING ON CONTRACT, BUILDING, etc. If his business or calling is of a type covering a variety of activities, he should be advised to describe it in terms of the PREDOMINANT activity. For example, if the person filling in the card conducts, as a sole trader, a business which imports as well as manufactures mining machinery as its major stock in trade, but also engages in general engineering and machine repairing, he should state his industry as MINING MACHINERY IMPORTER if importing is the predominant side of his business, or as MINING MACHINERY MANUFACTURER if manufacturing is the predominant side. If general engineering and machine repairing predominate, he should state his industry as GENERAL ENGINEERING.

In the case of a person who is an employee, he should be advised to state his industry in terms of the description ordinarily applied to the class of activity in that branch of his employer's business in which he himself is working. For example, if his employer's business is concerned with manufacturing telephone and wireless equipment, he should state his industry as TELEPHONE AND WIRELESS EQUIPMENT MANUFACTURING. If his employer is engaged in several branches of one or more industries, for example, in manufacturing clothing, furniture, etc., and in importing and in retail distribution, the employee who is employed in the furniture manufacturing branch of the business should state his industry as "FURNITURE MANUFACTURING". If he is employed in a retail selling branch of the business, he should state his industry as, for example, RETAIL SELLING OF IRONMONGERY.

If the person is employed by a Government or other public body, he should be advised to state specifically the branch of its activity in which he himself is engaged. For example, if employed

by the Commonwealth Government in the Postal Department, Telephone Branch, he should state his industry as POSTAL DEPARTMENT, TELEPHONE SERVICE. If employed by a State Education Department, he should state his industry as, for example, STATE EDUCATION DEPARTMENT, TEACHING SERVICE. If employed by a public authority supplying water, sewerage and similar services, he should state his industry as, for example, MELBOURNE AND METROPOLITAN BOARD OF WORKS, WATER SERVICE.

~~If the person filling in the card is now unemployed, he~~ should be advised to state his USUAL industry, trade or service. The instructions as given and exemplified above apply in this connection. If he has never been engaged in an industry, trade or service, he should state NEVER EMPLOYED. If the person has been unable to obtain employment for any reason other than scarcity of work, he should briefly state particulars on the BACK of the card.

B. HOW TO FILL IN THE PROPERTY CARD.

PERSONS REQUIRED TO SEND IN FORMS. - The NATIONAL REGISTRATION ACT 1939 requires EVERY PERSON who OWNS PROPERTY OF A VALUE NOT LESS THAN THE PRESCRIBED VALUE (the prescribed value has now been fixed under the Regulations at £500) to fill in and furnish to the Commonwealth Statistician a form in accordance with the form in the First Schedule to the Act, i.e., to fill in and forward the BUFF-COLOURED PROPERTY CARD. EVERY PERSON means every individual, irrespective of sex or age, every company or other corporate body, every agent of a person permanently or temporarily absent from Australia, the trustee of every trust estate, and the legal representative of every minor or other person under legal disability. If a person under a legal disability (such as a minor) has not a legal representative, he should himself fill in a card. You should make it quite clear to those seeking advice that separate cards must be furnished for every individual, company, other corporate body or estate. A trustee company, for example, must send in a card for each estate of which it is a trustee and for the trustee company itself.

In the case of persons permanently resident outside Australia who own shares in or debentures of a company, the secretary, manager or a director of that company is deemed to be the owner of the shares and debentures, and is required to fill in one card in respect thereof if the total value is not less than £500. The total value of the shares and the total value of the debentures held by the absentee share and debenture holders of the company should be stated on the card. The value of shares and debentures of absentee holders on any card must relate to one company only. Make sure that the words "Absentee share and debenture holders" are inserted after the name of the company at the top of the card. The names and addresses of individual share and debenture holders are not required. See that the particulars are filled in opposite Questions 6(a) and 6(b) in Column (B) of the card.

DATE OF RETURN. - The information on the card will in most cases relate to valuations as at 30th June, 1939. With regard to trade assets and liabilities only, the valuations will be accepted as at the latest balancing date on or after the 30th June, 1938. The balancing date must NOT be earlier than 30th June, 1938.

NAME. - If the person is filling in the card in respect of his own property or of that of another individual, he is asked to print in first the SURNAME in BLOCK LETTERS, then to state after the surname ALL Christian or other names, and to add either Mr., Mrs. or Miss. If the person is filling in the card for a company or other corporate body, he is asked to print in the name in full in BLOCK LETTERS.

USUAL POSTAL ADDRESS. - Read carefully the Personal Card Instructions to Advisory Officers, under the heading "USUAL POSTAL ADDRESS", for what is required in regard to the postal addresses of individuals. In cases where the card applies to an individual TEMPORARILY absent from Australia, advise the person filling in the card to give the usual AUSTRALIAN address. If filling in the card for a corporate body, the person making the return should give in full the address of the Registered Office

of the company.

METHODS OF VALUATION. - Except where otherwise indicated in the printed "Instructions", the MARKET VALUE of the assets must be given. The basis of determination of market value will vary with the nature of the asset. For instance, in the case of Government and other Public Securities and Company Shares and Debentures WHICH ARE QUOTED ON THE STOCK EXCHANGES, market values can be ascertained from the daily press, stock-brokers, company secretaries, etc. In the case of public securities, shares and debentures NOT publicly quoted on the Stock Exchanges, the market value should be estimated as accurately as possible from such information as is available. Individuals and companies customarily trading in securities are permitted to substitute "BOOK" VALUES for market values.

ASSETS ON 30th JUNE, 1939 (TO NEAREST £).

Question 1. - CASH IN HAND. - The person filling in the card must here state the total of all his own cash, which will consist of all money such as pocket-money, till-money, money in any safe or safe-deposit, cheques made out in his favour and not yet paid in to a bank, etc., not elsewhere included in his assets. If the exact amount at 30th June is not known the best estimate possible must be made. The answer "Not known" will not be accepted.

Question 2. - SAVINGS BANK DEPOSITS. - Here must be stated the balance as at 30th June, including accrued interest, as ascertained from the deposit book. If the last balance shown in the deposit book does not include accrued interest to 30th June, the person filling in the card should enquire at the bank to ascertain the amount of the balance, including interest, required in answer to this Question. If he should own Deposit Stock in any savings bank, the amount of such stock (which is comparable to a fixed deposit) must be included in answer to Question 4. All other savings bank balances, however, must be included in the answer to Question 2.

Question 3. - MONEY AT CURRENT ACCOUNT IN BANKS, ETC. - It is important that the balance on current account should be the true balance at 30th June. This balance should be ascertainable from documents in the possession of or accessible to the person filling in the card. It will be the balance in the pass-book plus any money or cheques paid in, and minus unpresented cheques drawn by the person filling in the card, between the date when the pass-book was last balanced and the 30th June, 1939. If the account is overdrawn, the amount of the overdraft must not be shown here or be deducted from other assets, but must be stated in answer to Question 18. Savings bank balances must NOT be shown here, but in answer to Question 2.

Question 4. - FIXED DEPOSITS IN BANKS, BUILDING SOCIETIES, ETC. - The person filling in the card must state here the total of all fixed deposits with banks, building societies and other institutions of any kind that receive fixed deposits. Savings Bank

/ Deposit

Deposit Stock must be included here.

Question 5. - GOVERNMENT AND OTHER PUBLIC SECURITIES, ETC. - The person filling in the card must state here the market value as at 30th June of all Government, Semi-Government and Local Government Stocks, Bonds, etc. and securities issued by any other public or governmental bodies.

Question 6. - (a) SHARES IN COMPANIES. - The person filling in the card must insert here the market value as at 30th June of all shares held in Companies of all kinds. The term "Company" here means incorporated companies, whether public, private or proprietary. Pecuniary interests in partnerships and syndicates must not be included here, but in the answer to Question 14. The value of any share - interest in any other type of body, society or association, etc. should be shown in answer to Question 17.

(b) DEBENTURES IN COMPANIES. - The person filling in the card must insert here the market value as at 30th June of all the debentures he holds in Companies of all kinds. The term "Company" means incorporated companies, whether public, private or proprietary. Pecuniary interests in partnerships and syndicates must not be included here, but in the answer to Question 14. Debentures issued by any body, society or association, etc., not being an incorporated company should be shown in answer to Question 17.

Question 7. - AMOUNTS OWING (TO YOU OR TO THE PERSON TO WHOM THE RETURN APPLIES). -

(a) MORTGAGES ON LAND. - The total amount OUTSTANDING on all loans made by the person to whom the return applies on mortgages on land must be stated here.

(b) OTHER AMOUNTS. - The total amount of all OTHER debts, whether secured or unsecured, owing to the person to whom the return applies, must be stated here.

Question 8. - VALUE OF STOCK-IN-TRADE. - The person filling in the card must state here the estimated value of stock-in-trade as at 30th June. Trading stock may be valued on any one of three bases, either (a) the cost price of the stock, or (b) the present market selling value of the stock held, or (c) the price at which the equivalent of the stock held could be replaced.

Question 9. - VALUE OF LIVE STOCK. - If the person filling in the card is the sole owner, he must state here the total value of all his animals which would have a value on the market. If the person is part-owner of any stock, the value of his share should be inserted here, if not included in the answer to Question 14. The animals described as live stock in Question 9 include sheep, pigs, goats, horses, cattle, poultry or any animals which have a market value.

Question 10. - VALUE OF PLANT, INCLUDING MACHINERY, TOOLS, IMPLEMENTS, VEHICLES, ROLLING STOCK, ETC., USED FOR TRADE PURPOSES. - The person filling in the card must state here the estimated value as at 30th June of the total of such plant, etc. The value of all motor cars, trucks, tractors, power-driven or other farm machinery, motor vehicles of all kinds, etc., which are USED MAINLY OR EXCLUSIVELY FOR TRADE PURPOSES must be included.

Question 11. - VALUE OF FURNITURE AND FITTINGS USED FOR TRADE PURPOSES. - The person filling in the card must state here the total value as at 30th June of all such furniture and fittings USED MAINLY OR EXCLUSIVELY FOR TRADE PURPOSES. He should not include the value of household furniture and fittings, which should be included in the answer to Question 15.

Question 12. - VALUE OF LAND OWNED. - This Question refers first to land held by a person as sole owner, and secondly to land of which the person is only part owner.

If the person filling in the card, or the person to whom the return applies, is the sole owner of the land, he must state the UNIMPROVED VALUE on the first inset line provided and the VALUE OF IMPROVEMENTS on the second inset line provided, and state the total of these two values on the single line in the appropriate column, (A) or (B), opposite the bracket.

The UNIMPROVED VALUE of the land is the total value less the value of all improvements thereon. The VALUE OF IMPROVEMENTS is the value of buildings, fences, wells, etc., not already included in answer to Questions 10 and 11.

Where the person to whom the return applies is NOT the sole owner of the land, the value of his interest only in the land, INCLUDING his share of all improvements not already included in answer to Questions 10 and 11, should be stated on the line opposite the words: "if NOT sole owner, value of your Interests", in the appropriate column, (A) or (B).

Note particularly that deductions for amounts owing on mortgages should NOT be made from the values stated in reply to Question 12. They should be stated in answer to Question 19, under the heading "Liabilities".

In order to arrive at the values required for answering Question 12, the person filling in the card may refer to notices of assessment issued by either Local Government or Land Taxation Authorities.

Question 13. - NET VALUE OF INTERESTS IN LEASES HELD. -

(a) **FROM PRIVATE PERSONS.** - The person filling in the card must insert here the estimated amount that the lease might be expected to realize were the right to the unexpired term offered for sale on such reasonable terms as a bona fide seller would require. Any amounts borrowed on the security of such leases are NOT to be deducted in arriving at the value to be inserted here.

(b) **FROM THE CROWN.** - If the person to whom the return / applies

applies holds a conditional purchase lease from the Crown, he must insert here the market value of the lease-hold property, less any payments owing to the Crown. If the lease is not of this character, the value which must be inserted is the estimated amount that the lease might be expected to realize were the right to the unexpired term offered for sale on such reasonable terms as a bona fide seller would require.

It should be specially noted that, in the case of conditional purchase leases from the Crown, payments owing to the Crown must be deducted in arriving at the value of such leases. In the case of both conditional purchase and other Crown leases, any amounts borrowed on the security of such leases should NOT be deducted in arriving at the value to be stated.

Question 14. - VALUE OF SHARE OF NET ASSETS IN PARTNERSHIP OR SYNDICATE UNDERTAKINGS. - It should be observed that this Question does NOT require a statement of the value of the assets of a partnership or syndicate undertaking AS SUCH, but does require a statement of the value of the SHARE of the net assets of such undertakings owned by the person to whom the return applies. The total value of all the net assets of the undertaking, i.e. the difference between the assets and liabilities, must first be determined as though for an individual, each item being valued according to the official instructions issued with the card. The net assets thus ascertained should be proportioned among the partners according to their interests and the value of any particular partner's share should be entered accordingly in answer to Question 14 on the card of that partner.

Question 15. - VALUE OF HOUSEHOLD FURNITURE AND EFFECTS AND PERSONAL EFFECTS (including Vehicles and Plant used for other purposes than Trade or Occupation). - The person filling in the Card must state here the estimated value of all items of this kind. Observe that the market value of all motor or other vehicles, including motor cycles, caravans, trailers, etc., used mainly or exclusively for private pleasures, must be included here and NOT in answer to Question 10.

Question 16. - VALUE OF INTERESTS AS A BENEFICIARY IN TRUST ESTATES. - Should the person to whom the return applies have any interests as a beneficiary in trust estates, whether as life-tenant, reversioner or otherwise, the estimated value of such interests must be stated here. If the person filling in the card is in doubt as to the value of his interests, or the interests of the person to whom the return applies, he should consult the trustees. The name of the trust estate, and the name(s) of the trustee(s) should be shown on the BACK of the card. The interests of beneficiaries in trust estates must be shown in answer to Question 16 on the CARD OF THE BENEFICIARY, and NOT against the items of particular assets of the beneficiary. The card of the trust estate ONLY should contain detailed particulars of the assets and liabilities.

/ Question 17. -

Question 17. - VALUE OF PROPERTY NOT ENUMERATED ABOVE, EXCLUSIVE OF LIFE ASSURANCE AND FRIENDLY SOCIETY POLICIES. - The value of all other property of any monetary value not elsewhere provided for on the Property Card, EXCLUSIVE OF LIFE ASSURANCE AND FRIENDLY SOCIETY POLICIES, must be valued at what it would bring in the market, and the total inserted on this line.

LIABILITIES ON 30th JUNE, 1939 (TO NEAREST £).

Question 18. - BANK OVERDRAFT. - The person filling in the card must state here the total of outstanding overdraft(s) or other advance(s), if any, OWING BY the person to whom the return applies. Any advances secured by mortgages on land must NOT be included, but should be stated in answer to Question 19.

Question 19. - AMOUNTS OWING ON MORTGAGES ON LAND. - The person filling in the card must state here the total owing by the person to whom the return applies on the security of mortgages on land. Overdrafts or other advances secured by the lodgment of titles to land (not being legal mortgages) are NOT to be included here, but in answer to Question 18.

Question 20. - ALL OTHER AMOUNTS OWING (BY YOU OR BY THE PERSON TO WHOM THE RETURN APPLIES). - The person filling in the card must state here the total amount owing by him, or by the person to whom the return applies, other than bank overdrafts and any amounts secured by mortgages on land.

SIGNATURE. - Each card must be signed at the foot by the person who fills it in. If the details do not relate to his own property, he must state the capacity in virtue of which he renders the return on behalf of the person, corporate body or estate described at the head of the card.

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NATIONAL REGISTER: CENSUS OF PROPERTY.

NOTES FOR THE GUIDANCE OF TRUSTEES AND BENEFICIARIES
IN TRUST ESTATES.

1. Form of Return. - It will be necessary for the trustees of each trust estate to furnish a card in respect of the estate as a whole, and for each beneficiary to make a return of the capital value of his own particular interest opposite Item 16 on his card. The latter may, however, after consultation with the trustees, leave Item 16 blank, provided he arranges for the trustees to supply individual particulars direct to the Commonwealth Statistician. If he adopts this course, he should state on the back of the card that the particulars will be furnished by the trustees, and add the names of the trustees.

2. Method of Valuation. - The valuation of interests of life tenants, reversioners and other interested parties should be such that the aggregate value of the several interests will, as far as is practicable, be equal to the total value of the estate. No basis of valuation is prescribed, but, for those in doubt, it is suggested that a sufficiently accurate method for this particular purpose would be to use the values given in the Australian Life Tables (1933 Census) at a rate of interest of 4 per cent. or such other rate as in the circumstances may be more appropriate. For those interests which are dependent upon certain contingencies, it may be necessary to obtain actuarial advice.

3. Extension of Time. - It has already been notified for public information that, if a person or firm satisfies the Commonwealth Statistician that he is definitely unable to furnish complete particulars by the 29th July, no objection will be taken to the late arrival of the return, provided application is made for an extension of time, and the return is furnished not later than such date as the Commonwealth Statistician specifies.

4. Valuation of Security Assets of Trust Estates. - For the purposes of the Property Card the market value of securities is required, but book values may be used in substitution for market values by individuals and corporations customarily trading in securities. Book values may be used by trustees, and the term "book value" may be taken by trustees to include the face value of securities.

5. Inability to Ascertain Capital Value of Interests. - If the beneficiary in a trust estate, or his trustees, after application by the beneficiary, are unable to state the capital value of the beneficiary's interest, either from the nature of the case or because of their inability to obtain skilled advice, the beneficiary should explain the nature of his interest in detail on the back of the card or in a letter posted direct to the Commonwealth Statistician. A note should be made opposite Item 16, indicating which course is being adopted.

Roland Wilson.

(ROLAND WILSON)
Commonwealth Statistician.

CONFIDENTIAL: To be treated as strictly confidential until released for publication as follows:-

MORNING PAPERS .. MONDAY, 24th JULY, 1939.
EVENING PAPERS .. MONDAY, 24th JULY, 1939.

NATIONAL REGISTER.

The Commonwealth Statistician (Dr. Roland Wilson) stated today that many requests had been received from religious bodies for information as to the method to be adopted in valuing church property. Particular difficulty had been encountered in valuing land on which places of worship have been erected.

Dr. Wilson stated that, as such edifices as churches or cathedrals rarely have a commercial value, the estimated unimproved value of the land on which they stand would be accepted as the value of the property for the purposes of the National Register Census of Property. It would be unnecessary, therefore, to attempt to place a value on the buildings and other improvements used for the purposes of public worship.

ROLAND WILSON

Commonwealth Statistician.

Commonwealth Bureau of Census and Statistics,

Canberra, A.C.T.

22nd July, 1939.

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CONFIDENTIAL: To be treated as strictly confidential until released for publication as follows:-

EVENING PAPERS .. FRIDAY, 14TH JULY, 1939.
MORNING PAPERS .. SATURDAY, 15TH JULY, 1939.

NATIONAL REGISTER.

The Commonwealth Statistician (Dr. Roland Wilson) stated today that many inquiries had been received from people wishing to know the exact nature of their obligations under the National Registration Act.

Typical inquiries, and the official answers supplied thereto, are given below.

1. FOREIGN COMPANIES.

Q - Must a foreign company registered in Australia, but with shareholders' register kept in another country, complete a card for itself and what is its position in relation to foreign shareholders?

A - The company is not required to complete a card for itself or to furnish particulars of the shares and debentures of the company held by persons resident outside Australia. If the company owns property valued at £500 or more in Australia the agent of the company in Australia must furnish a card in respect of that property.

2. ABORIGINALS

Q - Are aboriginals and half-castes required to fill in a form?

A - Aboriginal natives, no; half-castes, yes.

3. REFUGEES

Q - What is the position of refugees arriving in Australia before July 29th?

A - Personal Cards are required from persons in Australia during the Census period and from persons subsequently arriving.

Property Cards are required from persons in Australia during the Census period. Refugees must send in Cards if they land in Australia before the 29th July. On the Property Card all property, whether held overseas or held locally, must be shown.

4. PERSONS AWAY FROM USUAL ADDRESS.

Q - If a person happens to be absent from his usual address during the Census period, and has not with him the data necessary for filling in the Property Card, what is he to do?

A - Apply to the Commonwealth Statistician for an extension of time, setting out the circumstances fully.

5. SUPERANNUATION AND BENEFIT FUNDS.

Q - Are returns required in respect of the funds of Superannuation Associations and Benefit Funds established by Companies for the benefit of their employees, but which funds are not under the control of the Companies concerned, but are in the names of trustees?

A - The trustees of each of such funds must fill in and furnish a separate return in respect of the fund if the total value of the assets of the fund is £500 or more.

/6. PARTNERSHIPS

6. PARTNERSHIPS, RACECOURSES, TURF CLUBS.

- Q. - Is it necessary for partnerships, racecourse trustees and turf clubs to lodge returns?
- A. - Partnerships are not required to furnish returns, but each partner must show the value of his share in the partnership in his personal return. Racecourse trustees are required to furnish returns. Unincorporated turf clubs are not required to furnish returns, but if their property is vested in trustees the latter must do so.

7. SHAREHOLDERS ABROAD.

- Q. - In regard to the additional card required from the secretary or other officer of a company in respect of shares or debentures in the company owned by non-residents, should I include only the value of shares in the names of those whose holdings are valued at £500 or more, or the whole of the shares in the names of non-residents irrespective of the value of the individual holdings?
- A. - One return only should be lodged covering the whole of the shares and/or debentures in your company held by persons resident outside Australia. The return should include the total value of the holdings of such persons, irrespective of the value of the holdings of individuals. It is unnecessary to show the names and addresses of each absentee share or debenture holder. The name of the company should be written at the top of the card, followed by the words "Absentee Share and Debenture Holders".

8. TEMPORARY RESIDENTS.

- Q. - Are cards required from persons temporarily resident in Australia?
- A. - Every person who is in Australia between the 17th July and the 29th July is required to furnish a return.

9. OVERSEA ASSETS.

- Q. - Are assets overseas required to be shown in the property return and, if so, in what currency are values to be expressed?
- A. - Oversea assets must be included, and the value shown in Australian currency.

10. HIRE PURCHASE INTERESTS.

- Q. - How should hire purchase assets be treated in the property returns?
- A. - Under the usual hire purchase agreement, no property in goods or chattels passes until the whole of the instalments are paid. The legal owner should show the market value of the goods less the value of the hirer's option to purchase. The hirer should show the value of his option to purchase the goods. The value of the hirer's option is the market value of the goods less the amount still owing. If the amount owing should exceed the market value the value of the option should be regarded as nil. In such cases, the legal owner should include the goods at their market value, and the hirer should disregard them in making his return.

ROLAND WILSON
Commonwealth Statistician

Commonwealth Bureau of Census and Statistics,

CANBERRA. A.C.T. 14th July, 1939.

CONFIDENTIAL: To be treated as strictly confidential until released for publication as follows:-

MORNING PAPERS .. MONDAY, 17th JULY, 1939.
EVENING PAPERS .. MONDAY, 17th JULY, 1939.

NATIONAL REGISTER.

The Commonwealth Statistician (Dr. Roland Wilson) stated today that many inquiries continued to be received from people wishing to know the exact nature of their obligations under the National Registration Act.

Further typical inquiries, and the official answers supplied thereto, are given below.

11. PROPERTY AND BANK ACCOUNTS IN NAME OF HUSBAND AND WIFE.

- Q. - How should the Property Card be filled in when the husband and wife have all their property and bank accounts in both names?
- A. - In such cases the husband and the wife may be regarded, for the purposes of the Census of Property, as holding a half interest in the property which they both hold jointly as at 30th June, 1939.

12. PROPERTIES IN COURSE OF PURCHASE.

- Q. - I have a property which I purchased for £600, of which I have paid £300, and the balance is being paid in weekly instalments. I do not hold the deeds. Have I to return a Property Card?
- A. - It is assumed that you are purchasing the property under a contract of sale which provides for purchase by regular weekly instalments of principal and interest over a term of years, and that the amount of £300 represents the amount paid off the principal. If this is so, you would have only an equitable interest in the property to the value of £300, or the amount for which your interest might be assigned. If the assignable value is less than £500, you will not be required to furnish a Property Card.

13. VALUE OF ASSURANCE POLICIES NOT TO BE INCLUDED.

- Q. - Should a person who holds shares to the value of £400, and an assurance policy, the present value of which is £200, return a Property Card?
- A. - No. The value of assurance policies is excluded. See Item 17 on the Property Card and the Instructions relating thereto.

14. CHURCHES, SCHOOLS, CLUBS, ASSOCIATIONS, ETC.

- Q. - Have churches, schools, clubs and associations, etc. to fill in a Property Card if owning property worth £500 or more?
- A. - If the property is vested in trustees, and is valued at £500 or more, the trustees are required to furnish returns.

15. CARD REQUIRED IF GROSS VALUE OF PROPERTY
IS £500 OR MORE.

- Q. - I have cash in hand of £100 and a house and land valued at £600. My gross assets are therefore £700, but I have liabilities amounting to £300. Must I return a Property Card?
- A. - Yes. For the purpose of deciding whether you own property of a value not less than £500, you should not deduct liabilities from the gross value of your assets. If the gross value of your assets is £500 or more, you must send in a Property Card.

16. FRIENDLY SOCIETIES AND LODGES.

- Q. - Are friendly societies and other lodges required to complete Property Cards in respect of lodge funds and property?
- A. - Where the property of any society or lodge is vested in trustees, the trustees must furnish a Property Card if the value of their property is £500 or more. If the society or lodge has been converted into a company, the secretary or other prescribed officer of the company is required to fill in and furnish a Property Card. Otherwise, these bodies are not required to furnish returns.

17. CONTINGENT LIABILITIES.

- Q. - Should contingent liabilities be included in the Property Card? For example, should a guarantor include, as a liability, a bank overdraft which he has guaranteed for some other person?
- A. - Contingent liabilities are not provided for on the Property Card, and should not be deducted unless an actual legal liability has been realised.

ROLAND WILSON

Commonwealth Statistician.

Commonwealth Bureau of Census and Statistics,

Canberra. A.C.T.

15th July. 1939.

CONFIDENTIAL: To be treated as strictly confidential until released for publication as follows:-

EVENING PAPERS .. TUESDAY, 18th JULY, 1939.
MORNING PAPERS .. WEDNESDAY, 19th JULY, 1939.

NATIONAL REGISTER.

The Commonwealth Statistician (Dr. Roland Wilson) stated today that many inquiries continued to be received from people wishing to know the exact nature of their obligations under the National Registration Act.

Further typical inquiries, and the official answers supplied thereto, are given below.

18. MORTGAGED PROPERTY.

- Q. - Would a person who owns a house worth £600 (and nothing else), with a mortgage on the house of £300, have to furnish a card?
- A. - Yes. The value of the property should be shown opposite Item 12 on the card, and the amount owing on the mortgage should be shown opposite Item 19.

19. PURCHASE OF LAND UNDER CONTRACT OF SALE.

- Q. - What value should be given on the card for land which is being purchased under a contract of sale?
- A. - Where a person is purchasing land under a contract of sale which provides for purchase by regular instalments of principal and interest over a term of years, and the purchaser will not have the title to the land in his name until completion of such payments, the amount paid off the principal at the 30th June, 1939, represents the purchaser's equity in the property as at that date. The amount so paid off does not, however, necessarily represent the actual value of the equity. The actual value is the amount which the purchaser could reasonably expect to receive for, or in respect of, the equity, if he assigned the equity, or the land were sold. If the actual value of the equity, together with the other assets of the purchaser, is less than £500 as at 30th June, 1939, the purchaser is not required to furnish a property card. If the total value of the equity and other assets exceeds £500, he is required to furnish a property card.

20. JOINT INTERESTS IN PROPERTY.

- Q. - Is it necessary for returns to be lodged by joint interests, as well as by the several parties holding those interests, such as estates and beneficiaries, partnerships and the several partners?
- A. - Trustees of an estate of value not less than £500 are required to lodge a return in respect of that property. Joint owners of property are not required to furnish a joint return. Each beneficiary, the value of whose interest in an estate, together with his other assets, amounts to £500, should furnish a return including the value of that interest. A partnership as such is not required to furnish a return, but each partner must show opposite item 14 in his personal return the value of his share in the net assets of the partnership.

21. LEGAL REPRESENTATIVE OF A MINOR.

- Q. - Who is the legal representative of a minor for the purposes of furnishing a card in respect of the property of such a person?

- A. - Where a minor has no parents alive or available or no appointed guardian, the person (if any) who stands in loco parentis or in any relationship of trust to the minor may be regarded as his legal representative. If a minor has no legal representative, he should himself furnish a card.

22. BENEFICIARY WITH LIFE INTEREST IN ESTATE
DERIVING INCOME FROM OTHER ESTATES.

- Q. - A man has a life interest in a deceased estate which in turn derives a portion of its income from two other estates. Do the trustees of each estate have to furnish a card, and does the beneficiary have to show the capital value of his interest in each estate?
- A. - The beneficiary with a life interest in the estate which derives a portion of its income from two other estates should show the capital value of his life interest in the deceased estate. The trustees of each estate are required to furnish a card in respect of the estate as a whole.

23. TRUST ESTATE VESTED IN MORE THAN ONE TRUSTEE.

- Q. - How should a card for a trust estate be filled in when there is more than one trustee?
- A. - In the case of a trust estate vested in more than one trustee, the trustee should jointly fill in and sign a card in respect of the trust estate, showing opposite the appropriate items the total assets of the trust estate.

24. GROWING CROPS TO BE SHOWN IN ITEM 17.

- Q. - Should the value of growing crops be included in the value of improvements to land or leases?
- A. - The value of growing crops is distinct from the value of improvements to land or leases, and the value should be shown opposite Item 17.

25. IMPROVEMENTS ON LEASEHOLD PROPERTY.

- Q. - Should improvements on leases be regarded as part of the total value of the leases?
- A. - As the market value of the leases is required, the value of improvements on the leasehold property should be included as part of its total value.

26. FUNDS HELD BY REFUGEES.

- Q. - Are cards required from refugee immigrants who hold funds on behalf of other persons who are seeking landing permits?
- A. - The refugees holding the funds are required, as the agents of persons resident abroad, to furnish property cards if the funds so held amount to £500 or more.

27. ANNUITIES PURCHASED FROM LIFE ASSURANCE COMPANIES.

- Q. - Should the value of annuities purchased from life assurance companies be included on the Property Card?
- A. - Policies providing for annuities purchased from life assurance companies are to be regarded as life assurance policies within the meaning of the Act, and, consequently, their value should not be included on the card.

COMMONWEALTH OF AUSTRALIA

NATIONAL REGISTER

Commonwealth Bureau of Census and Statistics,
28th June, 1939.

To the Editor:

I am forwarding you herewith specimens (in duplicate) of the National Register Cards and Instruction Sheets which are to be used for the purpose of the National Register Census of Men and Census of Property which will be taken during the period Monday, 17th July to Saturday, 29th July (inclusive).

Should you so desire, you are at liberty to reproduce part or whole of any of these documents in your paper. No doubt there will be considerable interest on the part of your readers in the contents of the documents as finally approved, particularly in view of the fact that the Property Card calls for particulars as at the 30th June, 1939. It will be of great convenience to the public to know in advance what their obligations are under the Act, and it would be greatly appreciated if you would be good enough to give as much publicity as possible in advance to the National Register Censuses. This applies particularly to the Census of Property.

The classes of persons who are required to furnish returns are set out clearly in the opening paragraphs of the Instruction Sheet relating to each Card. This is a matter which would probably be of immediate general interest.

Publicity statements dealing with certain matters relating to the National Register are being prepared for issue to the press from time to time, and copies will be forwarded to you as early as possible.

For your information, it is proposed to insert advertisements in all the daily, bi-weekly, tri-weekly and weekly newspapers of the Commonwealth, arrangements for which are now being made through the usual channels.

Thanking you for your co-operation in this important work,

I am,

Yours faithfully,

Roland Wilson

(ROLAND WILSON)

Commonwealth Statistician

COMMONWEALTH OF AUSTRALIA.

NATIONAL REGISTER.

Commonwealth Bureau of Census and Statistics,
6th July, 1939.

To the Editor:

Further to my circular letter of the 28th June, 1939, I am forwarding you herewith additional publicity statements which have been prepared for circulation in connection with the National Register Census of Men and Census of Property which will be taken during the period Monday, 17th July to Saturday, 29th July (inclusive).

I should esteem it a favour if you would make as much use as you can of this material in the columns of your paper. I would suggest that as much of it as possible should be published on the days immediately before and during the Census period, so that people obliged to return cards may be given as much assistance as possible.

Should you not be able to find space for all the articles and paragraphs in their present form, some of them will have a reference value for the purpose of replying to specific inquiries by correspondents.

So far as possible, it would be of advantage to publish the material in the order in which it has been assembled for delivery to you. Unfortunately, time has not permitted me to include suggested dates of publication or even to number the items in numerical sequence.

Any further points of general interest which may arise in the next few days will be handed out to press representatives in Canberra if there is not time to communicate by letter with all editors.

Thanking you again for your co-operation in this matter,

I am,

Yours faithfully,

Roland Wilson

(ROLAND WILSON)
Commonwealth Statistician.

NATIONAL REGISTER
MAN POWER AND PROPERTY

NEARLY THREE MILLION CARDS EXPECTED
CARDS AVAILABLE AT POST OFFICES BY 17TH JULY.

The collection of the information required for the National Register is an extensive undertaking. It is anticipated that over two million Personal Cards and some three quarters of a million Property Cards will have to be filled in by citizens and subsequently dealt with by the Commonwealth Statistician.

The obligation to fill in and forward Personal Cards is imposed by the law on all male persons who at the date of filling in the Card have reached the age of 18 but have not reached the age of 65 years.

The legal obligation to return Property Cards rests on each person, regardless of sex, who owns in his or her own right property of a value not less than £500, and also upon all those who are called upon to act in a representative capacity in relation to companies, absentees, beneficiaries in trust estates, minors and others under legal disability.

Both Personal and Property Cards, together with sheets of Instructions and addressed envelopes in which to mail the Cards post free to the Commonwealth Statistician are being made available at all post offices throughout the Commonwealth as from Monday, the 17th July.

The taking of this Census of men and of Property commences on Monday, the 17th July and ends on Saturday, the 29th July, by which date all Cards, except a few relating to persons in remote places, should be posted.

So far as is possible, small supplies of cards will be sent to outlying camps, stations and other centres where there is a mail delivery, but it is obviously impossible to do so in every case. In general, persons remote from Post Offices will have to write for Cards to the nearest Post Office and ask for the required number to be sent. A reasonable view will, of course, be taken of the delay so incurred.

People are advised to get their cards early and to study the accompanying instructions on how to fill them in. Help will also be obtainable from explanatory articles and paragraphs appearing from time to time in these columns.

NATIONAL REGISTER CARDS.

29TH JULY LAST POSTING DATE.

For all except those in a few small outlying localities, Saturday, the 29th July is the last date for posting National Register Cards to the Commonwealth Statistician. If possible, they should be posted before that date.

The return of the Personal Card, accurately filled in, is an obligation imposed by the law, and those who fail to comply make themselves liable to penalty.

The maximum penalty is a fine of £50 or three months' imprisonment, or both.

All males who have attained the age of 18 and are under 65 years of age must send in Personal Cards. Every person, irrespective of age or sex (including corporate bodies and the agents of persons overseas) who owns or holds in trust property of a value not less than £500 must return one or more Property Cards.

The maximum penalty for failure to supply the required Property Card or Cards is a fine of £50 or three month's imprisonment, or both.

Cards and instruction leaflets are obtainable at all Post Offices as from Monday, the 17th July.

NATIONAL REGISTER.
SECRECY PROVISIONS OF ACT.
PENALTIES FOR BREACH.

The National Registration Act contains specific provisions designed to ensure that personal or property information contained in the Cards required to be filled in for the purposes of the Censuses shall not be divulged, except as provided for by the Act.

The relevant clauses are as follow:-

- "11. Every officer of the Commonwealth or a State executing any power or duty conferred or imposed on any officer under this Act shall, before entering upon his duties or exercising the power, make before a Justice of the Peace, a Commissioner for Declarations or a Commissioner for Affidavits, a declaration in the prescribed form.
- "12. An officer of the Commonwealth or a State shall not, except as allowed by the Act, divulge the contents of any form filled in in pursuance of this Act.
- "13. The Board and the Commonwealth Statistician, and any officer of the Commonwealth or a State to whom any information obtained under this Act is made known in accordance with this Act or the regulations, shall not, unless the Minister certifies that it is necessary in the public interest that the information contained in any form filled in in pursuance of this Act or the regulations should be divulged, divulge the contents of any such form, and then only to the Minister or to such other officer or officers as the Minister directs:

Provided that the contents of any such form relating to property shall not be divulged to the Minister, and the Minister shall not direct that its contents be divulged to any officer other than the Commissioner of Taxation."

The whole object of these sections is to prevent any officers other than those strictly concerned with the information from having access to it. Penalties are provided for in Section 23 and apply to officers as well as to the general public. The punishment for an offence, where no other penalty is provided, shall be a fine not exceeding £50 or imprisonment for a term not exceeding three months, or both.

Special precautions are being taken by the Commonwealth Statistician to so arrange the tabulating work that the danger of leakage will be reduced to a minimum.

NATIONAL REGISTER CENSUS.
ADVISORY OFFICERS AT POST OFFICES.

Although a detailed set of printed Instructions is being issued with the Cards in use for the purposes of the National Register Censuses, it is recognised by the Commonwealth Statistician that in many cases some special assistance may be desired. Arrangements have, therefore, been made for a special staff of advisory officers to be distributed through the larger post offices of the Commonwealth, particularly in the thickly populated industrial areas. These officers will be available during the whole of the census period.

At the smaller post offices the officers in charge of the distribution of cards will be prepared to answer questions and give such advice and assistance as may be sought by members of the public.

NATIONAL REGISTER
CENSUS OF PROPERTY
WHO HAS TO SIGN THE PROPERTY CARDS?

Individual persons making returns of their own property must sign the cards themselves.

Persons signing cards on behalf of others must state the capacity in virtue of which they render the return on behalf of the person or estate or corporate body named at the top of the card.

Persons who will have to sign on behalf of others are -

1. The "legal representative" of any company or other corporate body. This is defined by the Regulations to mean the Secretary or Manager, or a Director or other principal executive officer of the company or corporate body. In the case of a company in liquidation, the person in whom the control of the property of the company is vested (e.g. the liquidator) should sign the Card.
2. The agent of any person permanently or temporarily absent from Australia.
3. The trustee of a trust estate.
4. The legal representative of any minor or other person who is under legal disability.
5. The Secretary, Manager or a Director of any company in which more than £500 worth of shares and/or debentures are held by persons resident outside Australia, who must make a single return covering all the shares and debentures so owned.

If a person under legal disability, such as a minor, has no legal representative, he should himself fill in and sign the card.

NATIONAL REGISTER
CENSUS OF PROPERTY
MONEY AT CURRENT ACCOUNT

Question 3 in the Property Card calls for a statement of the balance at current account at the bank at 30th June. It is important that the balance shown should be the true one.

The answer required is the balance that would be shown in the pass-book if it were made up to 30th June, and all cheques drawn up to that date had actually been presented at the Bank

Should the depositor have overdrawn his account, the amount so overdrawn must not appear in answer to Question 3 or be deducted from other credit balances, but must be stated in answer to Question 18 under the heading of "Liabilities". Nor must Savings Bank balances be shown in answer to Question 3, but in answer to Question 2.

NATIONAL REGISTER
CENSUS OF PROPERTY
SIGNING PROPERTY CARDS.

Each Property Card must be signed at the foot by the person who fills it in. If the details do not relate to his own property, he must state the capacity in virtue of which he renders the return on behalf of the person, corporate body or estate described at the head of the Card.

NATIONAL REGISTER
CENSUS OF PROPERTY
SAVINGS BANK BALANCES

In answering Question 2 on the Property card, the balance at the Savings Bank, together with accrued interest as at 30th June, is required to be given.

Persons with Savings Bank accounts are therefore advised to request their bank as soon as possible to add accrued interest to the end of June balance.

Those who own Savings Bank "deposit stock" should likewise see that any accrued interest retained on deposit by the Bank is made up to 30th June, and included either with the deposit stock or, if transferred to an ordinary Savings Bank account, added to the balance of the latter. "Deposit Stock" held in Savings Banks must be included in the answer to Question 4, not in answer to Question 2.

NATIONAL REGISTER CENSUS
THE QUESTIONS ON THE PERSONAL CARD

In this article the salient points in each question on the grey-coloured Personal Card are explained briefly. Fuller directions and suggestions will appear from day to day in the during the fortnight of the Census-taking, and readers are advised to keep the articles and paragraphs for their guidance.

The National Registration Act requires every male person who has attained or attains the age of 18 but has not attained the age of 65 to obtain, fill in and transmit to the Commonwealth Statistician a Personal (grey-coloured) card, and every person (including companies) who owns property of a value not less than £500 to obtain and furnish a Property (buff-coloured) Card. These cards will be available at all post-offices as from Monday, 17th July, and when filled in should be mailed (post free) to the Commonwealth Statistician in the addressed envelopes also available at post offices. Cards must be posted before the 29th July.

Persons filling in the Personal Card are advised first to read carefully the printed "Instructions" which apply to it. These instructions appear on one side of the printed leaflet which will be handed out with every card, and those for the Property Card appear on the other side of the leaflet.

The first question on the Personal Card asks the age last birthday. Age last birthday means the age in years at the date of filling in the Card.

The second question asks for the country of birth of the person filling in the card and of his father and mother. In each case only the name of the State or Territory (if Australian-born) or of the Country (if born outside Australia), not the name of a town or locality, is required.

The third question has to do with nationality. A British subject, whether natural born or naturalized, must enter a cross in the appropriate square of two squares provided. The naturalized British subject must also state the place and date of his naturalization. If of foreign nationality, he is not to enter a cross in either square, but is to write on the line provided the name of the country of which he is still legally a subject or citizen.

The fourth question asks the person filling in the Card to indicate, by placing a cross in the appropriate square, whether he has never been married, is married, is a widower, or is divorced. Judicially separated persons are to show themselves as married.

The fifth question relates to relatives who are dependent, not to other dependants of the person filling in the card. Relationship, however, does include a father-in-law, a mother-in-law, a step-father, a step-mother, and step-children, as well as adopted children. Dependence must be substantial. Relatives receiving intermittent help such as an occasional gift of money or kind from the person filling in the Card, but who ordinarily obtain their means of livelihood from other sources, are not to be regarded as dependants. Squares for dependent father, mother and wife are to be filled in with a cross, where appropriate, and the number of dependent children under 16 years and the number of other dependent relatives are to be shown on the lines provided.

The sixth question asks whether the health of the person filling in the card is "Good", "Bad" or "Indifferent". The seventh question asks him to state the nature of any physical disability he may have. The instructions covering these two questions should be read carefully. A temporary or minor ailment is not to be regarded as indicating "bad" or "indifferent" health. A permanent bodily defect is a physical disability, even although it may not interfere with the capacity of the person concerned to follow the calling in which he is engaged. "Totally deaf", "Lost thumb of right hand", "Blind in left eye" are examples of the specific kind of answers required.

The eighth question covers "grade of occupation". In the appropriate square the person must insert a cross to indicate whether he is an employer, or working on his own account, or an employee (including apprentices but not sustenance or relief workers) working at his usual or some other occupation, or unemployed, or is a pensioner, dependant, "retired", etc. A man receiving sustenance work or relief work is to put a cross in the square opposite "unemployed".

The ninth question applies to those persons who have had any period of unemployment (including periods on sustenance work or relief work) during the past 12 months. First the total number of weeks of unemployment during the past 12 months must be stated. If the person is at present unemployed, he must next state in months, weeks and days the period that has elapsed since he was last engaged in any occupation, other than sustenance work or relief work.

The tenth question asks the person filling in the Card to state, firstly, the craft or individual occupation in which he is now engaged, and, secondly, any other skilled crafts or occupations in which he has special skill or training. This question has reference to personal performance of work, not to the branch of industry in which the work is or could be done. Where the conditions of his employment are regulated by industrial tribunals, the person concerned should give as the name of his craft or occupation the designation used in the award, determination or agreement applying to his employment. In other cases it should be as specific and precise as possible.

Examples of the kind of answer expected for the first part of the question on craft or occupation are: "Bank teller"; "Machinist, first-class (slotting)"; "Bricklayer's labourer"; "Plasterer's apprentice (in 3rd year)"; "Engineering student (in 2nd year)"; "Carpenter and joiner (tradesman)" or "(stockwork)"; "Electrical fitter (tradesman)"; "Drop hammersmith". Examples of the kind expected for the alternative crafts or occupations are: "Carpenter (not served apprenticeship)"; "Watch repairer (served apprenticeship)"; "Model maker (self-taught)"; "Artist (water colour and oil)"; "Wireless telegraphist"; "Linguist (fluent in French and German)".

In the eleventh and last question the person filling in the Card is asked to state the particular branch of industry, trade or service, or the profession (regarded as a field of service) in which he is now engaged. This is not to be confused with Question 10 relating to personal craft or occupation. In the eleventh question an employee will state his industry in terms of the description ordinarily applied to the class of activity in his employer's business in which he himself is working. If, for instance, his employer's business is concerned with manufacturing telephone and wireless equipment, he should state his industry as "Telephone and Wireless Equipment Manufacturing". If his employer is engaged in several different branches of one or more industries, for example in manufacturing clothing, furniture, etc., and in importing and in retail distribution, the employee who is employed in the furniture manufacturing branch should state his industry as "Furniture Manufacturing". If employed in a retail selling branch, he should write, for example, "Retail selling of Ironmongery".

A person engaged on his own account, or as an employer in a business, should use the description he normally applies to his type of business in answering Question 11. Examples are: "Wheat farming", "Mixed farming (principally wheat)", "Wool growing", "Prospecting for Gold", "Horse dealing", "Indent agent dealing in Drapery", "Fruit merchant", "Stone Carting on contract", "Building", "Medical profession", etc.

Persons not actively engaged in an industry, trade or service of any kind, with the exception of those unemployed, must state the reason, as for example, "Pensioner", "Dependant", "Retired", "Independent means", "Student", "Invalid", etc. All other males aged 18 and under 65 years are required to state, in answer to Question 11, some particular branch of industry, trade or service, in which they are now engaged.

In answering Questions 10 and 11, those who are unemployed at the time of filling in their Cards should state their usual occupation, and the industry, trade or service in which they are usually engaged.

NATIONAL REGISTER CENSUS

FILLING IN PROPERTY CARD

The National Registration Act requires returns of property held to the value of £500 or more to be furnished to the Commonwealth Statistician on buff-coloured Property Cards which will be available, together with printed sheets of instructions and addressed envelopes, at all Post Offices throughout Australia from Monday, the 17th July.

PERSONS RESPONSIBLE

The persons required to send in the cards are:-

- (1) Every person, regardless of age or sex, owning property in his or her own right, of the value of £500 or more;
- (2) The legal representative (Secretary, Manager, Director or other principal executive officer) of a company or other corporate body;
- (3) The agent of a person permanently or temporarily absent from Australia;
- (4) The trustee of a trust estate;
- (5) The legal representative of a minor or other person under legal disability.

The Secretary, Manager or a Director of a company must in addition furnish a separate Card showing the value (if not less than £500) of the share and debenture holdings in the company of absentees - one Card for each company.

NAMES AND ADDRESSES

The surname of the individual to whom a Card relates should be printed in ink in block letters, and all Christian names and other names should follow. In the case of a corporate body, the full name should be printed in block letters.

The usual address, together with the name of the State, should be stated fully in the case of the individual resident or person temporarily absent from Australia, the full overseas address in the case of a permanent absentee, and the registered address in the case of a company.

VALUATIONS.

The information to be given on the card will in general relate to valuations as at 30th June, 1939, but for trade assets and liabilities only valuations will be accepted as at the latest balancing date on or after 30th June, 1938.

Except where otherwise indicated in the printed instructions, the market value of assets is required, but the basis of determination of the market value will vary with the asset. Market values for securities listed on the Stock Exchanges can be ascertained from the daily press and from Stockbrokers, Company Secretaries, etc. For securities not quoted on the Stock Exchanges the market value should be estimated from the information available. Individuals and Companies customarily trading in securities may use "book" values.

ANSWERS TO QUESTIONS.

Question 1: "Cash in Hand" - Enter the total as at 30th June, 1939. This includes pocket money, money in safe or safe deposit and cheques not elsewhere included. If exact amount is not known, make the best estimate possible. "Not known" will not do.

Question 2: "Savings Bank Deposits". The balance as at 30th June, including accrued interest (which may be got from the bank) is required. Savings bank "deposit stock" comparable to a fixed deposit should not be included here but in answer to Question 4.

/ Question 3:

Question 3: "Money in Current Bank Account". The answer required is the balance that would be shown in the pass-book if it were made up to 30th June, and all cheques drawn up to that date had actually been presented at the bank. If the account has been overdrawn, the amount of the overdraft should not appear here but in answer to Question 18. Savings Bank balances are to be shown against Question 2.

Question 4: "Fixed deposits in Banks, Building societies and other institutions". The total of all such is required, including Savings Bank "deposit stock".

Question 5: "Government and other Public Securities". This question embraces all Government, semi-government, municipal and other public issues, the market value of which is to be stated.

Question 6: (a) Shares in Companies. State the total market value of shares in incorporated companies, whether public, private or proprietary, but do not include pecuniary interests in partnerships and syndicate undertakings. These latter come in under Question 14. The value of any share-interest in other unincorporated bodies, societies, associations etc. should be entered under Question 17.

(b) Debentures. The market value of all kinds of debentures of incorporated companies held should be given. Do not include here pecuniary interests in partnerships and syndicates (use Question 14), nor debentures of other unincorporated bodies, societies, associations etc. (use Question 17).

Question 7: Amounts owing to the person to whom card applies.

(a) Mortgages on Land. - The total amount outstanding on all loans made on mortgages on land should be stated.

(b) Other Amounts. The total is required of all other debts, secured and unsecured, owing to the person to whom the card applies.

Question 8: Stock in Trade. State the estimated value, which may be based on -

- (a) Cost price;
- (b) Present market selling value; or
- (c) Cost of replacement.

Question 9: Value of Live Stock. If sole owner, state total value of all animals having a market value. If part owner, the value of the share should be stated if it is not included in answer to Question 14.

Question 10: Value of plant used for trade purposes. State the estimated value of the total of such plant, including motor cars, trucks, tractors, and all farm machinery used exclusively or mainly for trade purposes.

Question 11: Trade furniture and fittings. Give estimated value. Do not include furniture or fittings of the home.

Question 12: Land. If the sole owner, give the unimproved value on the first, and the value of improvements on the second, inset line. Unimproved value is the value less the value of all permanent improvements. Enter the total of the two values in the appropriate column (A) or (B) on the line opposite the bracket.

If not the sole owner, give the value of the person's share in the land and improvements not already included in Answers 10 and 11. Local Government or Land Tax assessment notices will assist in estimating values.

Question 13: Leases.

- (a) From private persons. State your estimate of the value a bona fide seller would require for the unexpired portion. Do not deduct any amounts borrowed on the security of such leases.

/(b)

- (b) From the Crown. If a conditional purchase lease, state value of lease-hold property, less amounts owing to the Crown. If the lease is of another character, estimate the bona fide sale value. Do not deduct any amounts borrowed on the security of the lease.

Question 14: Partnership and Syndicate Undertakings. The total value of all the net assets must first be determined according to the instructions issued with the card and then apportioned among the partners, and the value of each partner's share should be entered on his individual card.

Question 15: Household Furniture and Personal Effects used for purposes other than trade or occupation: State total value of all items of this kind. The market value of all motor cars, motor cycles, caravans, trailers, etc. used mainly or exclusively for pleasure should be included here, and not in answer to Question 10.

Question 16: Interests as a Beneficiary in Trust Estates: The estimated value of beneficiary interests of whatever kind must be stated. If in doubt as to the value, consult the trustees. The names of the Trust Estate and of the Trustees should be written on the back of the Card. The total value of the beneficiary's interests must be shown against Question 16, and not against particular items of assets. Only the Card for the trust estate itself should contain particulars of the nature of the assets and liabilities.

Question 17: Other Property: Give the estimated market value of any other property not specified on the card except the value of Life Assurance and Friendly Society policies.

LIABILITIES.

Question 18: Bank Overdraft: Give total of advances not secured by legal mortgage on land.

Question 19: Mortgages on Land. State the amounts owing by the person to whom the Card applies. Overdrafts secured merely by the lodgment of titles to land (not being legal mortgages) should be included in Answer 18.

Question 20: Other Debts. The answer to this question is the total of debts owing, exclusive of bank overdrafts and other bank advances and amounts secured by mortgages of land.

RETURN COMPULSORY.

Cards should be filled in and posted without delay. Neglect to do so renders the person concerned liable to heavy penalties.

NATIONAL REGISTER CARD.
COUNTRY OF BIRTH.

The second question on the Personal Card asks for the country of birth of the person filling in the card and of his father and mother.

If either the person filling in the card, or his father, or his mother, were born in Australia, only the name of the State or Territory is required. He should not write the name of, say, the local town, because there may be other towns of the same name in other States.

Similarly, if the person filling in the card, or his parents, were born outside Australia, only the name of the country should be stated. For instance, if the births occurred in London, he should not write 'London', which is the place-name in more than one country, but 'England'. And so with other countries.

NATIONAL REGISTER CARD.
NATIONALITY.

The third question of the Personal card has to do with nationality.

A British subject (whether natural-born or naturalized) is asked to enter a cross in the appropriate square of two squares provided. The naturalized British subject must also state the place and date of his naturalization.

A person of foreign nationality is not to enter a cross in either square, but is to write on the line provided the name of the country (not of any town or locality within the country) of which he is a national or legally a subject or citizen. Should he be a person deprived of his citizen rights in some country outside the British Commonwealth, but is not yet naturalized as a British subject, he should nevertheless state the name of that country as the country of his nationality, but should mention the circumstances on the back of the card, adding to the appropriate line on the face of the card the words "See back".

NATIONAL REGISTER CENSUS.

SOME PERSONAL CARD POINTS.

Persons returning Personal Cards for the National Register Census are requested to take care that they enter correctly the Commonwealth Electoral Division in which they reside, not the State Electoral Division. Where there is uncertainty, reference should be made to the nearest post office, police office or Electoral Registrar's Office.

There may be some doubt as to who constitute "Dependent Relatives" - Question 5. First of all they must be substantially dependent. Those receiving occasional help or gifts, but ordinarily earning their own living, are not to be regarded as dependants. If dependent, a father-in-law or step-father, mother-in-law or step-mother and step-children or adopted children may be regarded as relatives.

In reply to the health question (No.6), temporary or minor ailments are not sufficient to justify the entry of "Bad" or "Indifferent". Any permanent physical disability - as, for instance, "Slightly deaf", "Blind in Right Eye", "Lost second finger of right hand", "Right leg crippled" - should be indicated even though it does not incapacitate the person for his calling.

In answering question No.10, relating to "Craft or occupation", it is desired that the answers should be specific and fully informative - as, for instance, "Machinist, first-class (Slotting)"; "Electrical Fitter (tradesman)"; "Plasterer's apprentice (3rd year)"; "Bank teller". The same applies to answers to the question dealing with alternative crafts or qualifications, e.g. "Carpenter (never apprenticed)"; "Watch-repairer (served apprenticeship)"; "Modelmaker (self-taught)"; "Artist (water-colour and oil)".

NATIONAL REGISTER
HANDLING THE CARDS

The National Register Cards will be posted to Branch Offices of the Commonwealth Statistician in Melbourne and Sydney. Here they will be sorted up into Electoral Divisions, and a large staff of clerks will proceed to classify the information on the cards by writing "code numbers" opposite each item of written information.

All the clerical staff will consist of returned soldiers, for whom an examination was held some weeks ago. There were over 1,700 applicants for about 130 positions.

After the cards have been classified in this way in Melbourne and Sydney, they will be forwarded to Canberra, where the numbers on the original cards will be transferred to small "machine cards", on which the numbers will appear in the form of punched holes. The punching of these small cards will be done on punching machines operated by girls. These small machine cards will then be passed through elaborate electrical sorting machines, which automatically sort, classify and tabulate all the information which was originally written on the cards. Tables will be prepared for each Federal Electoral Division, and the information in the tables will be analysed and cross-analysed in various ways. Very detailed statistics will thus be available of the different classes of persons whose services could be utilised at short notice in the event of emergency. When they need the information, the authorities will be able to ascertain, not only how many men possessing different qualifications are available in Australia, but they will also be able to tell quickly in what areas they are situated. Taken in conjunction with studies being made of the anticipated effects on Australian trade and industry of any interference with normal business, these statistical results should be of the utmost value in enabling plans to be made to keep the Australian economic system functioning at a satisfactory level under abnormal conditions.

NATIONAL REGISTER
"OCCUPATIONS" AND "INDUSTRIES"
NUMBER AND VARIETY

Question 10 on the Personal Card relates to "Craft or Occupation" - which is to be understood to mean the individual occupation or function of the person within the industry through which his services are rendered. Question 11 relates to "Industry", which means any single branch of productive activity, trade or service. It is concerned with the activities of persons, firms or businesses considered as a group, producing the same commodity, performing the same process or providing the same service.

Ordinary examples of "Craft or Occupation" are: Carpenter, Steward, Stoker, Moulder, Surgeon; and of "Industry": Building, Coke Manufacture, Gold Mining, Poultry-raising, Medicine.

But in a modern community "Occupations" and "Industries" are of astonishing number and variety. The classified list which has been prepared by the Commonwealth Statistician's officers for use in connection with the National Register Census contains over 1,200 separate "occupations" and over 500 separate "industries", and even some of these are groups covering a number of industries.

Here are some of the less well-known occupations:- Oyster-bed worker, shot-firer, bottle sorter, sticker-up (glass), bulldozerman, pickler, guillotine-operator, button-sewer, slicker, air bag maker, casing-cleaner, packerman, dogman, bottlewasher, ringer, bander, cork-tipper, scaffolder, donkeyman, bottle-gatherer.

The wide cover of the word "Industry" as used for Census purposes, is exemplified in the following list:-

Angora rabbit farming, artificial eye making, beach inspection, beehive making, begging, bird catching, carpet beating, chewing gum making, church collecting, circus, clairvoyancy, coffin fittings making, baby-comforter making, crossing-sweeping, crow poisoning, shell grit digging, dingo destroying, dog catching, fortune-telling, fumigating, gum-collecting, hair-teasing, leech collecting, menagerie-keeping, mushroom farming, mussel-gathering, postage stamp-dealing, rat-catching, roundabouts, sand dealing, sponge gathering, street singing, bark stripping, tripe cleaning, wig making, wreck raising.

NATIONAL REGISTER
CENSUS OF PROPERTY

VALUE OF LAND OWNED

Question 12 on the Property Card relates first to land held by a person as sole owner and secondly to land of which the person is part owner.

If the person filling in the card, or the person to whom the return applies, is the sole owner of the land, he must state the "unimproved value" on the first inset line provided, and the "value of improvements" on the second inset line, and state the total of these two values on the single line in the appropriate column (A) and (B) opposite the bracket.

The "unimproved value" is the total value of the land, less the value of all improvements thereon, such as buildings, fences, wells, etc., not already included in answer to Questions 10 and 11.

Where the person concerned is only part owner of the land, the value of his interest only, including his share of all improvements (not already included in answer to Questions 10 and 11) should be stated on the line opposite the words "If not sole owner, value of your interests".

It should be clearly noted that deductions for amounts owing on mortgages should not be made from the values stated in reply to Question 12. These amounts should be shown in answer to Question 19 as a "Liability".

In arriving at the values required for answers to Questions 12, notice of assessment issued by Local Government or Land Taxation authorities will be found useful.

NATIONAL REGISTER
CENSUS OF PROPERTY
PERSONS LIVING ABROAD.

Persons living abroad, either temporarily or permanently, who own property in Australia of a value not less than £500 are called upon to make returns through their Australian agents, who are deemed to be the owners of the property for the purpose of the Census.

In addition, the Secretary, Manager or a Director of every Company in which more than £500 worth of shares and/or debentures are held by persons resident outside Australia must make a single return covering the whole of the shares and debentures held by the absentee owners. The names and addresses of individual share and debenture holders are not required, but if any one of them owns not less than £500 worth of shares or debentures and other property in Australia, his agent must make a separate return for that individual. This obligation is additional to that imposed on the Secretary, Manager or Director of any Company with absentee share and debenture holders.

NATIONAL REGISTER
CENSUS OF PROPERTY
ASSETS AND LIABILITIES ABROAD

The Act calls for returns of "real and personal property" from persons, trustees and corporate bodies who own, or are deemed to own, property of a value not less than the prescribed value, the latter having now been fixed under the Regulations at £500. The Act does not limit the term "property" to property in Australia only. Hence all property (with the exception of Life Assurance and Friendly Society policies) must be included in the returns, including property held overseas in any other country besides Australia. The value of such assets, and liabilities, if any, must, of course, be stated in Australian currency.

(ED. DESIRABLE THAT THIS SHOULD BE GIVEN PROMINENCE.)

NATIONAL REGISTER
CENSUS OF PROPERTY

VALUATION OF LEASEHOLDS

In furnishing an answer to Question 13 of the Property Card, it is necessary to distinguish between two classes of leaseholds - (a) from private persons and (b) from the Crown.

In the case of the former it is necessary to give the estimated amount that the lease might be expected to realise were the right to the unexpired term offered for sale on such reasonable terms as a bona fide seller would require. Any amounts borrowed on the security of such leases are not to be deducted in this connection.

In the case of a conditional purchase lease from the Crown, the value to be given in the Card is the market value of the lease-hold property less any amounts owing to the Crown. If the Crown lease is of another character, the value to be given is the estimated value that would be realised under conditions of bona fide sale.

It should be specially noted that, in estimating the value of conditional purchase leases, amounts owing to the Crown should be deducted. Any amounts borrowed on the security of any leases, whether from the Crown or from private persons, should not be deducted.

NATIONAL REGISTER
CENSUS OF PROPERTY

ENTERING LIABILITIES

"Liabilities" which form the subject matter of the last three questions on the Property Card fall under three headings - "Bank overdraft", "Amounts owing on mortgages on land" and "All other amounts owing" by the person to whom the card relates.

The person filling in the card must state in answer to Question 18 the amount of overdrafts and other bank advances, if any, owing by the person concerned, unsecured or secured merely by the lodgment of titles to land - these latter not being legal mortgages.

Amounts owing by the person concerned which are secured by legal mortgages on land are required to be set down in answer to Question 19.

The total of all other amounts owing by the person concerned, other than bank overdrafts and any amounts secured by mortgages on land, furnishes the answer to the final question on the Card.

NATIONAL REGISTER
CENSUS OF PROPERTY

ASSETS AND LIABILITIES

Persons concerned with returns for the National Register Census of Property will notice that the first seventeen questions on the Property Card relate to "Assets" of various kinds, and the remaining three questions to "Liabilities" of various kinds.

In filling in the Card, therefore, it is very important that no deduction should be made from Asset items of any amounts owing. All such amounts owing should be included in answer to the appropriate questions 18, 19 and 20 relating to liabilities.

NATIONAL REGISTER
CENSUS OF PROPERTY

PARTNERSHIP AND SYNDICATE INTERESTS.

Question 14 of the Property Card has relation to the value of the individual's share of the net assets of partnership or syndicate undertakings.

It is to be noted that it is not the value of the total assets of the undertaking, but only the value of the individual's share of their total, that is required on the card returned by each individual.

To arrive at this share, of course, the net assets of the entire business must first be determined according to the instructions issued with the Card. The net assets thus ascertained should be proportioned among the partners according to their interests, and the value of any particular partner's share should then be entered on the card of that partner.

NATIONAL REGISTER
CENSUS OF PROPERTY

INTERESTS IN TRUST ESTATES.

The estimated value of the interests of a beneficiary in a trust estate, whether as life-tenant, reversioner or otherwise, must be stated in answer to Question 16 on the Property Card.

If the person filling in the Card is in doubt as to the value of his interests, or the interests of the person to whom the return applies, he should consult the trustees. The name of the trust estate and the name or names of the trustees should be shown on the back of the card.

The interests of beneficiaries in trust estates must be shown in answer to Question 16 on the card of the beneficiary and not against the items of particular assets.

It is only the card for the Trust Estate which should contain the detailed particulars of assets and liabilities.

NATIONAL REGISTER
CENSUS OF PROPERTY

METHODS OF VALUATION.

The information required on the Property Card relates to valuations as at 30th June, 1939, but for trade assets and liabilities only valuations will be accepted as at the latest balancing date on or after 30th June, 1938.

Except where otherwise indicated in the printed Instructions, the market value of assets must be given. The basis of determination of market value will vary with the asset. For instance, in the case of Government and other public securities and company shares and debentures which are quoted on the Stock Exchanges, market values can be obtained from the daily press, stock-brokers, company secretaries, etc. In the case of public securities, shares and debentures not publicly quoted on the Stock Exchanges, the market value should be estimated as accurately as possible from such information as is available.

Individuals and companies customarily trading in securities are permitted to substitute "book" values for market values.



COMMONWEALTH BUREAU OF CENSUS AND STATISTICS.

Canberra, F.C.T.

PLEASE QUOTE THIS NUMBER IN REPLY.

13th July, 1939.

Dear Sir,

with. I am enclosing herewith the script of two wireless talks to be given by me over the National Network on Sunday, 16th July at 1.15 p.m. and on Monday, 17th July at 6.15 p.m. You may find this material of value for reproduction in whole or in part in your columns after the talks have been delivered. Alternatively, some of it may have a reference value for the purpose of replying to specific inquiries by correspondents.

I am sending you the material on the strict understanding that it is not to be used for publication until after the talks have been given over the National Network.

For your information, I am having prepared some typical inquiries being received from members of the public, and the official replies given thereto. This material will be handed out to the newspaper representatives in Canberra, for use in morning and evening newspapers alternately.

Thanking you again for your co-operation,

I am,

Yours faithfully,

Roland Wilson

(ROLAND WILSON)
Commonwealth Statistician.

FILLING IN YOUR NATIONAL REGISTER CARDS.
(with special reference to the Personal Card)

First Talk to be given by the Commonwealth Statistician
(Dr. Roland Wilson) over the National Network
on Sunday, 16th July, 1939, at 1.15 p.m.

I want to tell you something to-day about the kinds of people who are required to send in National Register cards and how the cards can be obtained, and to give you a few general suggestions on the method of filling them in. I shall then discuss the questions on the Personal Card in more detail, in order to help you to fill in the answers accurately.

To-morrow evening at a quarter past six, I shall repeat my introductory remarks and tell you in more detail about the questions on the Property Card.

First of all, it is most important to know who is required to make returns. For the Census of Men, all male persons who have reached the age of 18 and have not yet turned 65 years of age must send in a Personal Card. This Personal Card is grey in colour, while the Property Card is buff-coloured.

For the Census of Property, you may have to send in one card or, if you represent other persons, a number of cards. First of all, you must send in a card in respect of your own property, if it is worth £500 or more. This applies to all persons irrespective of sex or age. Next, all companies or other corporate bodies must supply a card through their legal representative. The legal representative for this purpose means the secretary or manager or a director or other principal executive officer of the company or corporate body. Next, the agent of any person permanently or temporarily absent from Australia must supply a card on behalf of the absentee. Next, the trustee of a trust estate must supply a card in respect of the property held on trust. Next, the legal representative of every minor or other person under legal disability must send in a card for the person he represents. If a person under legal disability (such as a minor) has no legal representative, he himself should fill in a card. Please remember that separate cards must be furnished for every individual, company, corporate body, or estate I have mentioned.

There is a further obligation on the secretary, manager or a director of a company to furnish an additional card showing, for all absentee share and debenture holders as a group, the total value of shares and debentures of his company owned by persons permanently resident abroad, if the total value is £500 or more.

Those of you who are required to furnish cards should obtain them immediately from a post office - preferably from one in your own locality. Make sure that you get, in addition to the card or cards, an envelope and an instruction sheet. The envelopes are already addressed and do not require a stamp. It is most important that you should get an instruction sheet. This sheet has instructions for filling in the Personal Card printed on one side, and instructions for filling in the Property Card printed on the other. Read your Instruction Sheet very carefully before attempting to fill in your card, and re-read the instruction relating to each question on the card before filling in the corresponding answer. When you have completed your card, put it in the envelope (together with the cards for other members of your family, if possible) and drop it in the nearest post office box. While the Census period lasts for two weeks, obtain and post your cards as early as possible, in order to avoid congestion in the post office in the closing days of the period.

In filling in your card, write very clearly and do not forget to print your surname in block letters. It would help us if you would also use block letters in answering other questions. Please fill in your card in ink. In stating your address, give your usual address, by which I mean the one at which you normally reside, even though temporarily absent when filling in your card. You should not omit to state the Commonwealth Electoral Division in which your usual residence is situated. Take care not to give the name of the State Electoral Division by mistake. If you do not know the name of the Commonwealth Electoral Division, inquire at the Post Office.

I now wish to make a few suggestions on the numbered questions on the Personal Card.

Question 1 asks for your age last birthday, in years. Give your age last birthday, even although you may be having another birthday very shortly.

In Question 2, which asks for the country of birth of yourself, your father and your mother, give the name of the State or Territory of Australia if Australian born, and the name of the country if born overseas. Do not insert the names of towns, which are not required.

Question 3 relates to your nationality. In the legal sense, this may or may not correspond to your birthplace. What we want here is a statement of the country or State of which you are legally a subject or citizen. If you are of British nationality, put a cross in one of the two squares provided, according to whether you were born British or became British by naturalization. If you are a naturalized British subject, do not omit to add the exact place and date of your naturalization, so that your claim may be readily checked. If you are of foreign nationality, simply write in on the proper line the name of the country of which you are a national.

Question 4, which relates to your marital status, is very simple. All you have to do is to place a cross in the right square. Some people have been a little puzzled why squares have been provided for widowers and divorced persons. It is, of course, not very important for this purpose to know whether a man is a widower or a divorcee, but unless there were a square applying to such people they might be puzzled in knowing whether to describe themselves as single or married - particularly if they have children.

Question 5 asks for the number and relation of dependent relatives. If you have dependent on you either a father, mother or wife, all you need do is to place a cross in the corresponding squares. You need not enter numbers, as we presume that most of you have only one of each at the most. You must, however, state the number of dependent children under 16, and the number of other dependent relatives. You should not make the mistake of including your father, mother or wife in the number of other dependent relatives. Do not forget that everyone included in the answers to this question must not only be a relative, but they must be dependent on you and dependent in a substantial degree.

In answering Question 6, which relates to your general health, you must use your common sense in deciding whether to describe it as good, bad or indifferent. Obviously, it is inaccurate to describe your general health as bad or even indifferent if you are merely temporarily indisposed. Only give the answer "bad" if you are suffering from acute illness or serious chronic complaint.

Question 7 asks you to state the exact nature of any permanent physical disabilities; that is to say, whether you are blind, deaf, dumb, crippled or otherwise maimed. It is important to state

the exact nature of any disability. The fact that any such disability does not prevent you from following your present occupation does not matter.

In Question 8 you are asked to state whether you are an employer, a worker on your own account, an employee working either at your usual occupation or working at some other occupation, whether you are unemployed, or whether you belong to some other category, that is to say, are not actively engaged in industry. You should answer this question by placing a cross in the square opposite the description which applies to you. There are six squares, only one of which should be marked with a cross. People who are eligible for and receiving sustenance work or relief work - whether or not they are actually engaged on such work on the day on which they fill in their cards - should describe themselves on the card as unemployed. The only other special point to notice here is that employees should state whether they are working at their usual occupation, that is, the one they were trained for or habitually work at, or whether they are working at some other occupation for the time being.

Question 9 relates to unemployment, and is divided into two parts. The first part of the question requires you to state the total number of weeks during which you have been unemployed during the past year. In reckoning unemployment for this purpose, include any periods during which you may have been engaged on sustenance work or relief work. The second part of the question is to be filled in only by persons who are at present unemployed. They should state in months, weeks and days the period since they were last employed in any occupation other than sustenance work or relief work. It is most desirable that you should answer this question as accurately as you can, since the answers will be of great value in shedding light on the precise extent of unemployment, in regard to which the present statistics for Australia as a whole are inadequate.

I now come to the last two questions on the card, which it is most important for you to fill in correctly. Number 10 asks for your individual craft or occupation, and number 11 for the branch of industry in which you are engaged. Some people are sometimes puzzled by the difference between occupation and industry. It is really very simple, and a little thought will prevent you from giving the wrong answer. Your craft or occupation relates to the kind of work which you perform as an individual, while your industry is the branch of industrial activity, trade or service which utilises your services. You may, for instance, be a machinist working in the ship-building industry, or you may be a machinist working in the motor-engineering industry. Machinist is your craft or occupation, and ship-building or motor-engineering is your industry. On the other hand, you may be working in the ship-building industry as a clerk. In that case, your occupation is clerk, and your industry is ship-building. In answering both questions, please be as specific as you can and state the answer as accurately as possible.

In describing your occupation, if the conditions of your employment are regulated by law, use the description given in the award, determination or agreement which applies to you. If you are in doubt, your employer, if you have one, will be able to tell you what terms to use. Also, state exactly the standard or class of your qualifications. For example, if you are a machinist, first-class, then state that you are "first-class". If you are an apprentice in your fourth year, then state "apprentice in fourth year", and so on.

If you should happen to be unemployed, state as your occupation the one which you usually follow, and state as your industry the industry in which you are usually engaged.

In Question 10, in addition to your present occupation, you are also asked to state any other craft or occupation in which you have special skill or training. Be just as specific in your answers here as you are in stating your present occupation. The object of these questions is to find out in what directions you could be employed if circumstances arose in which you were prevented from working at your usual job, so put down the occupations for which you have some special qualifications apart from those which qualify you for your present work. Do not state more than two on the front of the card. You may give any further information or describe any unusual qualifications on the back.

When you have finished filling in your card, glance over it again to see that it is correct, enter the date, and sign your name on the line at the foot of the card. Then put it in the envelope and post it at once in the nearest letter-box.

Once again, please read your Instruction Sheet carefully. There is a penalty for giving information which you know to be false or incomplete, as well as for not returning a card. The Act also requires that you should fill in the card in accordance with the instructions. Try to help us, therefore, and you will be helping yourself.

FILLING IN YOUR NATIONAL REGISTER CARDS.
(with special reference to the Property Card)

Second Talk to be given by the Commonwealth Statistician
(Dr. Roland Wilson) over the National Network
on Monday, 17th July, 1939, at 6.15 p.m.

Yesterday I told you something about the kinds of people who are required to send in National Register cards and how the cards can be obtained, and I gave you a few general suggestions on the method of filling them in. I then discussed the questions on the Personal Card in more detail.

To-night I shall repeat my introductory remarks and shall then tell you in more detail about the questions on the Property Card.

First of all, it is most important to know who is required to make returns. For the Census of Men, all male persons who have reached the age of 18 and have not yet turned 65 years of age must send in a Personal Card. This Personal Card is grey in colour, while the Property Card is buff-coloured.

For the Census of Property, you may have to send in one card or, if you represent other persons, a number of cards. First of all, you must send in a card in respect of your own property, if it is worth £500 or more. This applies to all persons, irrespective of sex or age. Next, all companies or other corporate bodies must supply a card through their legal representative. The legal representative for this purpose means the secretary or manager or a director or other principal executive officer of the company or corporate body. Next, the agent of any person permanently or temporarily absent from Australia must supply a card on behalf of the absentee. Next, the trustee of a trust estate must supply a card in respect of the property held on trust. Next, the legal representative of every minor or other person under legal disability must send in a card for the person he represents. If a person under legal disability (such as a minor) has no legal representative, he himself should fill in a card. Please remember that separate cards must be furnished for every individual, company, corporate body, or estate I have mentioned. There is a further obligation on the secretary, manager or a director of a company to furnish an additional card showing, for all absentee share and debenture holders as a group, the total value of shares and debentures of his company owned by persons permanently resident abroad, if the total value is £500 or more.

Those of you who are required to furnish cards should obtain them immediately from a post office - preferably from one in your own locality. Make sure that you get, in addition to the card or cards, an envelope and an instruction sheet. The envelopes are already addressed and do not require a stamp. It is most important that you should get an instruction sheet. This sheet has instructions for filling in the Personal Card printed on one side, and instructions for filling in the Property Card printed on the other. Read your Instruction Sheet very carefully before attempting to fill in your card, and re-read the instruction relating to each question on the card before filling in the corresponding answer. When you have completed your card, put it in the envelope together with the cards for other members of your family, if possible, and drop it in the nearest post office box. Although the Census period lasts for two weeks, obtain and post your cards as early as possible in order to avoid congestion in the post office in the closing days of the period.

In filling in your card, write very clearly and do not forget to print your surname in block letters. It would help us if you would also use block letters in answering other questions. Please fill in your card in ink. In stating your address, give your usual address, by which I mean the one at which you normally reside, even though temporarily absent when filling in your card.

I now wish to make a few suggestions with special reference to the questions on the Property Card.

People who have to supply a card in respect of their business should note carefully that they may fill in the particulars on the basis of the last balance sheet they have completed since the 30th June, 1939. Firms which normally balance their books on the 30th June, and have not completed this year's balance by the 29th July, will be entitled to base their returns on the balance sheet figures of the 30th June, 1938, provided no interim balance has been completed after that date. Except with respect to trade assets and liabilities, the particulars must be given as at the 30th June, 1939.

There should thus be little difficulty in supplying the particulars required within the period fixed for the Census. If, however, any person or firm can satisfy the Commonwealth Statistician that he is definitely unable to furnish complete particulars by the 29th July, no objection will be taken to the late arrival of the return, provided application is made in advance for an extension of time, and the return is furnished not later than the date specified by the Commonwealth Statistician.

When entering the particulars on your card, you will notice that there are two columns - (A) and (B). Only one column is to be used in any particular case. If you are filling in the card in respect of your own property, use Column (A) only. On the other hand, if you are filling in the card on behalf of any other person or a company, or in respect of property which you hold on trust, or in respect of property of which you are merely deemed to be the owner for the purposes of the Act, you should enter the particulars in Column (B) and leave Column (A) blank.

Another important point to remember is that the Act does not limit the term "property" to property in Australia only. Hence, all property (with the exception of life assurance and friendly society policies, which have been deliberately excluded) must be included in the returns, including property held overseas in any other country besides Australia. The value of such assets and liabilities, if any, must, of course, be stated in Australian currency.

There appears to be some uncertainty on the part of representatives of businesses owned or controlled from overseas as to the nature of their liability in providing particulars of the assets of their firms held outside Australia. If the business is a company incorporated in Australia, it must, of course, render a return on its own behalf and provide all the particulars required of an Australian company. This will include a card in respect of its own property, wherever held, and an additional card showing the share and debenture holdings in the company of persons or companies resident abroad. If, on the other hand, the business is owned by a foreign company which has not issued any shares in Australia, or by a person resident abroad, then the legal representative or local manager must return a card for the firm's Australian property only as agent of the absentee owner. If there is any doubt about the matter, the exact circumstances should be set out in a letter, and advice will be furnished by the Commonwealth Statistician as to the exact obligations of the firm.

When you come to the actual filling in of the figures for each of your assets and liabilities, you may feel a little uncertain about how to value each item. In most cases, the Instruction Sheet tells you to insert the market value. Where some other method of valuation is acceptable, it is clearly stated in the Instruction Sheet. So far as most Government and other public securities are concerned, you can find out the market value as at 30th June by reference to the

newspapers or to stock-brokers and similar persons. If they are not quoted on the Stock Exchanges, you must estimate the market value as accurately as possible. Businesses which customarily trade in securities are not required to revalue all their holdings on the basis of market values, but may base their returns on the values at which the securities are carried in their books.

Time does not permit me to go through each item on the card, but there are a few items to which I would like to direct your attention. The first one relates to the value of land owned. The first part of this question relates to land held by a person as sole owner. If the person filling in the card, or the person to whom the return applies, is the sole owner of the land, he must state the unimproved value and the value of the improvements separately on the two short lines provided. The total is then to be extended into the appropriate main column of the card. The unimproved value of the land is the total value less the value of all the improvements thereon. The value of improvements is the value of buildings, fences, wells and so on. You will find it of assistance in answering this question if you consult notices of assessment issued by Local Government authorities or Land Tax authorities.

If the person whose card is being filled in is not the sole owner of the land, he is required to state the value of his interest only in the land including improvements. A separate line is provided for persons who are not sole owners of land.

The next question requiring special care is the one relating to the net value of interests in leases. The value of interests in leases is to be shown separately for leases from private persons and leases from the Crown. The net value to be placed on your interest in a lease from a private person is the amount that you might expect to realise if you offered the unexpired term of the lease for sale on such reasonable terms and conditions as a bona fide seller would require. The net value to be placed on a lease from the Crown, if it is of the Conditional Purchase type, is the market value of the leasehold property less any payments owing to the Crown. If the lease is not of the Conditional Purchase type, value it in the same way that you are asked to value a lease from a private person, that is, by estimating what you might expect to realise, were the right to the unexpired term offered for sale on such reasonable terms as a bona fide seller would require.

In the case both of land owned and of interests in leases held, do not deduct any amounts that you may have borrowed on the security of these assets. Amounts borrowed must be included under the heading "Liabilities" further down the card.

There is another item on the card that might give you some difficulty. That is the value of your interests as a beneficiary in a trust estate. Should you have any such interests, whether as life tenant, reversioner or otherwise, their value should be estimated and the figure included on the card. If you are in doubt as to the value of your interests, you should consult the trustees. The name of the trust estate, and the names of trustees should be shown on the back of the card. Do not attempt to show any of your interests as a beneficiary by writing any figures opposite the individual items of assets. This will be done for the trust estate as a whole by the trustees on the card which they are required to supply.

In certain cases, permission may be given to trustees to provide the answer to this question on behalf of the beneficiary. You should not omit to answer this question unless your trustee has advised you that he has been granted permission to provide the information on your behalf.

I do not think you will have much difficulty in answering the questions correctly if you will carefully follow the printed instructions, so please read the instructions relating to each question over again before filling in the figures in answer to each item on the Card.

I will conclude these remarks by drawing your attention to the fact that every card must be signed by the person whose duty it is to fill it in. If you are making a return of your own property, you must sign it yourself. If you are making it on behalf of others, you must sign your own name at the foot of the card and state the capacity in virtue of which you are making the return on behalf of the person or estate or corporate body named at the top of the card. If you are making a return on behalf of a person absent from Australia, give his Australian address at the top of the card if he is only temporarily absent, but give his oversea address if he is permanently resident outside Australia.

It is perhaps unnecessary for me to remind you that the Act contains specific provisions designed to ensure that the information contained on your card will not be divulged improperly. Special precautions are being taken to reduce any danger of leakage to a minimum, and any officer who is false to his trust will render himself liable to severe penalties.

Finally, I would urge you once more to obtain your cards at once and return them early.



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COMMONWEALTH BUREAU OF CENSUS AND STATISTICS,

Canberra, F.C.T.

PLEASE QUOTE THIS NUMBER IN REPLY.

20th July, 1939.

Dear Sir,

With. I am enclosing herewith the script of two further wireless talks to be given by me over the National Network on Sunday, 23rd July at 1.15 p.m. (E.S.T.) and on Monday, 24th July at 6.15 p.m. (E.S.T.). You may find this material of value for reproduction in whole or in part in your columns after the talks have been delivered. Alternatively, some of it may have a reference value for the purpose of replying to specific inquiries by correspondents.

I am sending you the material on the strict understanding that it is not to be used for publication until after the talks have been given over the National Network.

Thanking you again for your co-operation,

I am,

Yours faithfully,

Roland Wilson.

(ROLAND WILSON)
Commonwealth Statistician.

MISTAKES YOU SHOULD AVOID IN FILLING IN
YOUR NATIONAL REGISTER CARDS.

Third Talk to be given by the Commonwealth Statistician
(Dr. Roland Wilson) over the National Network
on Sunday, 23rd July, 1939, at 1.15 p.m.

When I last spoke to you, many of you hadn't yet obtained your cards, and I wouldn't be surprised if a certain amount of what I said went in one ear and out the other. So, for those who haven't already sent them in, a few more words of advice on how to fill them up may not come amiss. Those of you who have already sent in your cards, however, had better switch over at once to another station, or you may hear something unflattering about the way in which you filled in your card. If you do switch over, don't forget to listen in to-morrow evening, at 6.15 Eastern Standard Time, when I shall try to atone for my previous talks by telling you something about our side of this National Register Census. You've got only one or two cards to deal with - we've got millions - and you may be interested to hear how they are being collected and tabulated.

But that's for to-morrow evening. Today, I want you to put your cards on the table, and listen carefully to some of the mistakes that other people have made. Let's have a glance at the Personal Card first.

It looks very simple, doesn't it? First, it tells you to "write clearly", which I am sure you will all do if you have any consideration for the poor fellows who will have to decipher your writing. Next, it asks for your surname, in block letters, please, and then your Christian names. The next line is for your usual postal address, and the card itself asks you to enter the address of your usual residence, if you are away from home when filling it in. But now we come to the first snag - "Commonwealth Electoral Division in which your usual residence is situated". This is not very difficult, I admit, but you'd be surprised how many people don't seem to know what their Commonwealth Division is. If you do not know, it's well worth while finding out now from the Post Office.

Now, I don't intend today to give you another dose of detailed instructions on how to fill in each numbered item on the card. For this, read your Instruction Sheets. It will be much more useful now if I give you a few "don'ts" which - believe it or not - are all based on errors which dozens of people have already made.

Question 1: don't leave it blank, and don't forget to give your age last birthday.

In Question 2, don't forget to state the name of the State or Territory of Australia, if Australian-born, and the name of the country, if born overseas. Don't write in the names of towns, which are not required.

In Question 3, don't put a cross in both squares if you are a naturalized British subject - put a cross in the second square - and don't forget to add the exact place and date at which you were naturalized. If you are a natural-born British subject, put a cross in the first square, and leave it at that. Don't confuse your nationality with your birthplace. Question 3 asks for your nationality in a legal sense.

In Question 4, don't put a cross in more than one square, and put it in the square to which you belong.

In Question 5, don't put crosses on the lines where it asks for "number of children under 16" and "number of other dependent relatives", but enter the correct numbers. Don't put numbers in the

squares for "Father", "Mother" and "Wife", but enter crosses where applicable. Don't duplicate the total number of your dependent relatives by counting in your father, mother or wife among the other dependent relatives. And don't put down a wife in answer to Question 5 if you have stated "Never Married" in answer to Question 4.

In Question 6, don't forget that we want you to use your common sense in sizing up the general condition of your health. Don't describe your general health as "bad" unless you are suffering from an acute illness or serious chronic complaint. Your temporary minor ailments are quite irrelevant, though I hope you are not suffering from any at the moment.

In Question 7, don't omit to state the exact nature of any permanent physical disability. Indicate briefly how serious it is, and of exactly what nature.

In Question 8, don't put a cross in more than one square, don't put the cross in the wrong square, and don't leave all the squares blank. Only one of the squares can describe your grade of occupation, and there is a square for everyone. If you are not an employer, not working on your own account, not an employee, and not among the unemployed, enter a cross in the square numbered 6 for "Others".

In Question 9, don't forget that part (a) of the question may apply to you, even if you are not unemployed now. If you have been unemployed or working on sustenance work or relief work at any time during the last twelve months, enter the number of weeks on the short dotted line opposite question (a). Part (b) is only to be answered if you are unemployed at the time of filling in your card. State the period you have been unemployed since you last had a job of any kind. In answering both (a) and (b), please count any period of employment on sustenance or relief work as unemployment. We can make any adjustments necessary to allow for this at a later stage.

Don't forget that you will be contributing to a better understanding of the unemployment problem by answering these questions as accurately as you can. You can help us to help you.

In Questions 10 and 11, don't confuse your craft or occupation with your industry, and don't leave either question blank. It is important to know not only what kind of work you perform, or can perform, as an individual, but also the extent to which the various industries call for the specialised services of different kinds of workers. It is no use planning an aeroplane factory, for example, if you do not know what supply of machinists, riggers, welders, turners and so on can be obtained within the country. And it is no use making plans to employ those whose usual work may be disrupted if you do not know the capacities of the people who are now employed in the industries that may be liable to disruption. Preparation for economic defence is not a simple matter, and preparations cannot be made without knowledge. Do not be careless, therefore, in answering these questions, but think carefully before writing in the answers. Don't describe your individual craft or occupation in general terms - give the exact designation, and state the standard or class of your qualifications. Similarly, in stating what other crafts or occupations you are competent to follow, be just as specific in describing the standard of proficiency you have reached. The examples given on the Instruction Sheet will indicate what I mean. Please do not write all over the card. If you cannot state all your qualifications on the lines provided, elaborate and expand your answers on the back.

In Question 11, don't state the name of the industry as a whole in which you work, but the particular branch of it with which you are concerned.

Well, it was pretty simple, wasn't it? But you'd be surprised to know how many people make hard work of it.

Now let's have a look at the Property Card - that is, if you're fortunate enough to possess assets worth £500 or more. You must put in a card if you have gross assets to this value, even though your liabilities, when deducted, bring the net value below £500.

If you read the card through before writing in the answers, and read the instructions relating to each question before filling in the answer to that question, you shouldn't have much trouble. Some of you may have to search about a bit before gathering all your facts together, but it isn't a bad thing, really, to find out every now and again just what you are worth.

I haven't enough time to deal with the individual items under which you are asked to list your assets and liabilities, so I will probably help you more if I give you the answers to some of the questions which people have been asking in the last few days.

Quite a number of people who are in process of acquiring their own homes have been puzzled as to how they should show their interest in the property on their cards. I will take what is probably the commonest case first - that is, where a person is buying a property under a contract of sale which provides for purchase by regular instalments of principal and interest over a term of years, and will not have the title to the land in his own name until completion of the payments. In such a case, the amount paid off the principal at the 30th June, 1939 represents the purchaser's "equity in the property" as at that date. The amount so paid off does not, however, necessarily represent the actual value of the equity. The actual value of the equity is the amount which the purchaser could reasonably expect to receive for, or in respect of, the equity if he assigned the equity, or the land were sold. In this case it is the actual value of the equity which should be included as an asset on the card, and it should be shown opposite Item 17.

On the other hand, if you have already obtained title to the property, you should show its total value opposite Item 12 of the assets, stating the unimproved value of the land, and the value of the improvements (that is, the buildings and so on) separately. The amount still owing on the property, if secured by mortgage, should be shown as a liability under Item 19 or, if not secured by mortgage, under Item 20.

Having decided what amount should be included for your house and land, you can find out whether you are required to return a card by adding the value of your other assets to the value of your house and land. If the total is £500 or more, you must send in a card, but if it is less than £500 you need not bother any further.

Another typical question relates to the treatment of goods acquired on the hire-purchase system. Under the usual hire-purchase agreement, the legal ownership of the goods does not pass until the whole of the instalments have been paid. The legal owner, who is in most cases the firm which has sold the goods on hire purchase, should show the market value of the goods less the value of the hirer's option to purchase. The person who has obtained the goods on hire purchase should show the value of his option to purchase the goods outright. If you have goods on hire purchase, the value of your option is the market value of the goods less the amount which you still have to pay. By market value I mean the present value of the goods, which is probably somewhat less than the price you originally agreed to pay. If, of course, the market value has declined below the amount still owing, the value of your option should be regarded as nil. In such a case, the legal owner of the goods should include them at their full market value and you should disregard them in making your return.

Some people have wondered where they should include the value of growing crops. These are distinct from the value of improvements to land or leasehold property, and should be included in the answer to Item 17.

Quite a large number of people hold property and bank accounts jointly in the name of husband and wife. In such cases, the husband and wife may be regarded as each holding a half-interest in the property concerned.

You should not forget that the value of life assurance and friendly society policies is not required. Policies providing for annuities, purchased from life assurance companies, may be regarded as life assurance policies for this purpose, and their value need not be shown.

Quite a large number of questions have come from people responsible for the property of various institutions, such as churches, schools, clubs, associations, friendly societies, lodges and so on. Briefly, the position is that, if the property is vested in trustees, or if the institution is an incorporated body, the trustees or legal representatives of the bodies concerned are required to furnish returns if the property in question is valued at £500 or more.

I know there will be many other questions you would like answered, but my time is up. Read your Instruction Sheets again, and if you can't find the answers there, ask at the Post Office.

TABULATING THE NATIONAL REGISTER CARDS.

Fourth Talk to be given by the Commonwealth Statistician
(Dr. Roland Wilson) over the National Network
on Monday, 24th July, 1939, at 6.15 p.m., E.S.T.

No doubt, after hearing so much from me in previous talks about what you have to do, you will be interested in hearing a little about what we have to do in organising this Census and in tabulating the results.

The only precedent for a Census of this description, so far as I am aware, was the War Census of 1915, which was very similar in its scope. Usually we begin our preliminary work for an ordinary population census about eighteen months before the date at which it is to be taken, and we begin to send out the census forms at least six months in advance. With an ordinary census, of course, collectors are appointed for each of about 10,000 districts, and the completed schedules are collected by house-to-house visits. In the 1915 War Census, cards were made available at post offices just as they are in the case of the present Census. By this means, of course, it is possible to save a great deal of time, and, as the present Bill only received the Royal Assent on the 20th June, time was of the essence of the contract.

Nevertheless, there is a tremendous amount of preliminary organization to be done. Altogether, we have had to print about 27,000,000 separate pieces of paper, including Envelopes, Personal Cards, Property Cards, Instruction Sheets, Address Cards, Machine Cards, Posters, Circulars to Post Offices, Labels, press publicity matter, and so on. Most of this material has not only had to be printed, but wrapped up into parcels and despatched in the right proportions to each of the 8,400 post offices in the Commonwealth. It was somewhat difficult to estimate in advance just what the demand would be on each post office, so, in addition to making detailed advance estimates for each post office, we had to arrange for the holding of reserve supplies of cards and envelopes at several central points, and an efficient method of diverting them to places which might run short during the Census period.

Apart from the cards made available at post offices, we have also done our best to send small supplies to camps, stations, mail contractors, remote telephone offices and other out of the way places where people might otherwise have difficulty in collecting their cards.

The Census has been advertised in about 680 daily, tri-weekly, bi-weekly and weekly newspapers, and nearly 1,000 separate advertisements will have appeared before the period is over. Apart from advertisements, dozens of pages of publicity matter have been supplied to the newspapers for use in their news columns. Announcements are being made over every commercial broadcasting station in Australia at intervals during the Census period, and the National Stations have co-operated by making short announcements from time to time and by enabling me to talk to you over the National Network.

We have also had to make preparations for the tabulation of the cards as they are received. As I will explain later, the tabulation will be done by a machine process, and it has been necessary to have the machines assembled from parts in England and on the Continent, and to have them shipped out to Australia. These machines will arrive within the next few weeks in ample time for tabulating the cards after their arrival in Canberra.

A great deal of work is also involved in preparing the detailed classifications of occupations and industries, so that the answers given to these questions may be properly classified. A staff of officers has been at work examining awards and interviewing employers for some time past in order to bring these lists up to date. Altogether,

/about

about 1,200 separate occupations and over 500 separate industries are listed, each one being allotted a special code number. The classifications are printed in a book of 233 pages, which came off the press last week.

In order to facilitate the distribution of the cards and envelopes to post offices, special offices have been opened in Melbourne and Sydney, and existing Government organizations have been pressed into service in the other four States. The Melbourne and Sydney offices will continue to be used for part of the work of tabulating the cards.

In addition to the National Register cards and envelopes, supplies of change-of-address cards and envelopes have also been printed, and will have been distributed to all post offices by the 31st of this month.

For the assistance of people filling in their cards, it was decided to recruit a special staff of advisory officers to be placed in the larger post offices throughout the Commonwealth. Special instructions had to be prepared for distribution to these officers, and other measures were taken to instruct them in their duties.

Those of you who may be thinking that we are putting you to a lot of trouble, will perhaps realise by now that it is not all one-sided. We have had our little troubles as well. It would have been impossible, however, to have taken the Census with expedition without the fullest co-operation of the Commonwealth Government Printer and the Director-General of Posts and Telegraphs, and their respective staffs, all of whom have been of very great assistance.

All the completed cards, both for the Census of Men and the Census of Property, are addressed either to our Branch Office at Melbourne or our Branch Office at Sydney. As the cards come in, they are taken out of the envelopes, weighed for a preliminary count, and then sorted into Commonwealth Electoral Divisions. Then they go to a staff of coding clerks, who translate the information on the cards into code numbers, in those cases where a number has not been printed in advance on the card itself or is unnecessary for other reasons.

A few examples will make this operation clear. The object is to get the answer to each question turned into a number instead of written words. Your age is already stated in figures, so that does not have to be coded. The answer to Question 2, however, which deals with your country of birth, will be the name of a State or country. From a complete list of the names of all countries and States, numbered in sequence, it is possible to write in a number corresponding to the particular country the name of which is written on the card.

To take another example: the answer to Question 4 will consist of a cross in one of the four squares shown on the card, each of which has a little number already printed opposite each square. It is not necessary to write in a code number in this case, as the printed number near the square containing the cross will be used for the purpose. By similar methods it is possible to translate all the information given on the front of the card into code numbers.

This coding work is being done by a staff of temporary officers who were recruited by special examination some weeks ago. All the men are returned soldiers.

After each card is coded, the cards themselves are numbered numerically within each Electoral Division, and pass on to a staff of typists who will type in duplicate a small address card, correspondingly numbered, for record purposes. The function of these address cards will be explained later.

The Personal Cards will then be shipped to Canberra, as the coding progresses, for the preparation of machine cards and machine tabulation. For each Personal Card a smaller machine card will be prepared by a staff of girls operating special punching machines. The machine cards are divided into 45 columns across the top, and there are ten spaces in each column corresponding to the numbers 0 to 9. The first two columns on the card will be punched to show the age stated on the Personal Card. For instance, if your card shows your age as 39, the girl will depress the keys on the punching machine numbered 3 and 9, and a little hole will be punched in the first column in the space corresponding to 3, and another hole in the second column in the space corresponding to 9. The rest of the information is punched on to the machine card in the same way until each of the 45 columns contains a hole. The serial number of the card is also transferred in the form of punched holes, but on a special machine which can do them mechanically at an effective speed of about 6,000 cards per hour. It is probable that the girls punching the cards will attain a speed up to as high as 200 cards per hour.

After the cards have been punched, the accuracy of the punching is tested on a verifying machine, operating in very similar manner to the punching machine, but at a faster rate, and the machine cards are then run through a sorting machine for tests of accuracy in certain respects. We are then finished with the Personal Card, which will be sent back, with one of the duplicate address cards which I mentioned above, for filing. The address cards will be filed in alphabetical order, and the original Personal Cards in numerical sequence, within each Electoral Division. It will thus be possible to identify a particular card quickly, either by reference to the name and address or by reference to the serial number. The machine cards, which will be retained in Canberra, together with the other duplicate address cards, will eventually be filed in the same way. Thus, in conjunction with the duplicate address cards, the machine cards in effect form a copy of the complete Register.

The next step in the tabulation process is to pass the machine cards through a sorting machine, which sorts them up in any desired order and counts the number of cards as they pass through. These machines operate at the rate of 24,000 cards per hour. The principle of operation is quite simple, but you will have to listen very carefully if you are to follow my explanation. The cards are placed in the machine at one end in bulk, and are picked up by little feeders which push them forward one at a time. As they proceed, they pass over a bronze roller which is connected to one side of an electrical circuit. Trailing over the top of the card are some tiny metal fingers connected to the other side of the circuit.

While the card is between the roller and the fingers, it acts as an insulator and no current can pass, but when a hole comes opposite a finger the circuit is closed and an electrical impulse is transmitted to an electric magnet. This magnet opens one of a number of alternative throats, through which the card will be carried by small rubber rollers to its ultimate destination. The particular throat opened depends entirely on the position of the hole in the card when the electrical contact is made. Thus, when there is a hole in the position corresponding to the number 3, the throat through which the card is directed will lead the card eventually to a separate bin into which all cards punched 3 in that column will fall. As the cards are directed into their proper channel, on their way to a particular bin, they are electrically counted, and, at the end of the run, all the information stored up on the counters can be transferred in printed form to tabulation sheets.

This description is not nearly as complex as the actual operations which take place, but it will be sufficient to illustrate the general principle on which the machines operate.