VOL 1

1991 A

DEPARTMENT FOR COMMUNITY WELFARE

1990

COMMUNITY WELFARE A

ADMINISTRATION -

DEPARTMENT FOR COMMUNITY WELFARE

- INSTRUCTION MANUAL -

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9912J/7/72-SM-O/HAM

FOREWORD

This Manual presents the structure and functioning of the Department as a composite whole, showing the interdependence of Administrative and Welfare services, both Institutional and Field.

The Manual was written primarily for the instruction of Field Officers. As it provides detailed information concerning a wide range of procedures, it should, however, prove useful to others as well. Copies will therefore be issued to institutions and some other Government Departments within the State and Interstate.

The Department strives always for flexibility in order to meet the varying and expanding needs of the community, and as consequent organisational and procedural changes are frequently necessary, amendments and additions to the Manual will be issued from time to time.

It is therefore, imperative for the efficient functioning of the Department that this Manual be properly maintained as the basic source of reference to current procedures, and that all amendments and additions issued should be inserted promptly and in the correct order.

Any officer who at any time wishes to issue a general instruction must submit it to the Chief Administrative Officer who will then discuss it with the Chief Social Work Supervisor or Senior Administrative Officer concerned. If it is approved, it will be issued for incorporation in the Manual.

Suggestions or contributions for the alteration, improvement or expansion of the Manual are warmly invited.

Please take a pride in maintaining your Manual so that it is always up to date. A great deal of hard work by many Departmental Officers has been necessary to gather all the information that has been assembled. That effort will not be wasted if all staff make good use of the Manual and take a continuing interest in its improvement.

L. Moore.

Director.

23/10/72.

DEPARTMENTAL ADDRESSES

INSTITUTIONS AND CENTRES

-1-8

	Telephone
Bridgewater, Duncraig Road, Applecross.	64-2099
Bennett House, 191 Bennett Street, East Perth.	25-5687
Canowindra Group Home, Gelorup, Capel.	
Community Welfare Reception Home, 3 Walcott St., Mt. Lawley 6050	28-7599
"Fourteen", 14 Francis Street, West Perth, 6005.	28-5640
Hillston, Stoneville.	95-1133
Longmore, Adie Road, Bentley.	61-6888
McCall Centre, 55 Lincoln Street, Highgate, 6000.	28-1744
Nyandi, Allen Court, Bentley.	61-4840
Riverbank, Hammersley Road, Caversham, 6055.	79-1953
Stuart House, 39 Lawley Crescent, Mt. Lawley, 6050	71-5043
Tudor Lodge, 59 Chelmsford Road, Mt. Lawley, 6050	28-6150
Watson Lodge, 162 Aberdeen Street, West Perth, 6005.	28-5139
Youth Centre, Hill Street, East Perth.	25-3464

0-5-1-9 DEPARTMENTAL FACILITY:

Laundry, 3 Walcott Street, Mt. Lawley, 6050	28-7599

DEPARTMENTAL ADDRESSES

METROPOLITAN

0-1-6 STUDENT ACCOMMODATION:

	Telephone
79 Grand Promenade, Bedford.	71-8277
34 Constance St., Mount Yokine.	49-5887
32 Frederick St., Hamilton Hill	37-1666
17 Kershaw Street, Subiaco	81-1200
150 Gilmour Avenue, Medina	Medina 5395

0-5-1-7 EMERGENCIES:

After-hours, weekends and Public holidays	28-7599

DEPARTMENTAL HOSTELS AND HOMES IN COUNTRY AREAS

PILBARA DIVISION

			Telephone
Hostel	1.	Oolanyah, Marble Bar.	32
	2.	Gilliamia, Onslow.	38
	3.	Moorgunya, Port Hedland.	73-1538
	4.	Weerianna, Roebourne.	35

CLINICAL PSYCHOLOGISTS

MAIN LOCATION AND AREAS OF DUTY:

From July 1972 until further notice, Clinical Psychologists will be located at the following Divisional Offices and Institutions and will carry out duties in relation to their place of location as well as other areas of duty listed.

Field Officers should refer to this list and contact the Psychologist concerned with the area of duty required at place of location.

Location:	Number of psychologists and areas of duty of each in addition to main location:
Head Office	1) Administrative Duties
	City Division
	Court Referrals
	Adoptions
	Morley Division
	Wanslea
City Division	1) Fremantle Division
	Belmont Division
	Sister Kate's
	Ngal-a
	Northam
	2) Mount Hawthorn
	Mogumber
	Neuville
	Hollywood Village
	Watson Lodge
	3) Educational psychologist for Institutions
	Liaison with Education Department (part-time - mornings only)
Bridgewater	1) Ngal-a
	Adoptions and baby testing
	Parkerville
	2) Wandering
	3)
	4) Bridgewater
	5)
Longmore	1) Hillston
	2) Victoria Park Division
	Pallotine Mission
	Mofflyn
	3) Longmore

Reception Home	1)	Castledare
		Clontarf
		McCauley Centre
Riverbank	1)	Midland Division
		New Norcia
		Geraldton and Northern Areas
		Tardun
		Nazareth House
Nyandi	1)	Nyandi
Bunbury	1)	Bunbury-Collie
		Katanning
		Albany
		Narrogin
		Roelands Mission
Kalgoorlie	1)	Kalgoorlie

LIST OF SUBURBS SHOWING APPROPRIATE DIVISION

AS AT 25.7.72.

LOCALITY	DIVISION	LOCALITY	DIVISION
ALFRED COVE	FREMANTLE	CLAREMONT	CITY
APPLECROSS	FREMANTLE	CLOVERDALE	BELMONT
ARALUEN	VICTORIA PARK	COMO	VICTORIA PARK
ARDROSS	FREMANTLE	COOGEE	FREMANTLE
ASHFIELD	MIDLAND	COOLBELLUP	FREMANTLE
ARMADALE	VICTORIA PARK	COOLBINIA	MORLEY
ATTADALE	FREMANTLE	COOLUP	ROCKINGHAM
BALCATTA	MT. HAWTHORN	COTTESLOE	
BALGA	MORLEY	Nth Eric St	CITY
BANJUP	FREMANTLE	Sth Eric St	FREMANTLE
BANKSIADALE	VICTORIA PARK	CRAWLEY	CITY
BASSENDEAN	MIDLAND	DAGLISH	CITY
BATEMAN	FREMANTLE	DALKEITH	CITY
BAYSWATER		DARLINGTON	MIDLAND
Nth Railway line	MORLEY	DIANELLA	MORLEY
Sth Railway line	EAST PERTH	DOUBLEVIEW	MT. HAWTHORN
BEACONSFIELD	FREMANTLE	EAST CANNINGTON	BELMONT
BECHER	FREMANTLE	EAST FREMANTLE	FREMANTLE
BECKENHAM	VICTORIA PARK	EAST PERTH	EAST PERTH
BEDFORD	MORLEY	EAST ROCKINGHAM	ROCKINGHAM
BEECHBORO	MIDLAND	EAST VIC. PARK	VICTORIA PARK
BELLEVUE	MIDLAND	EDEN HILL	MIDLAND
BELMONT	BELMONT	EMBLETON	MORLEY
BENTLEY	VICTORIA PARK	FERNDALE	VICTORIA PARK
BIBRA LAKE	FREMANTLE	FLOREAT PARK	MT. HAWTHORN
BICKLEY	BELMONT	FORRESTDALE	VICTORIA PARK
BICTON	FREMANTLE	FORRESTFIELD	BELMONT
BLACKBOY HILL	MIDLAND	FREMANTLE	FREMANTLE
BOORAGOON	FREMANTLE	GLENDALOUGH	MT. HAWTHORN
BRENTWOOD	FREMANTLE	GLEN FORREST	MIDLAND
BYFORD	VICTORIA PARK	GOOSEBERRY HILL	MIDLAND
CALEDONIA	FREMANTLE	GOSNELLS	VICTORIA PARK
CALISTA	FREMANTLE	GRAYLANDS	CITY
CANNING MILLS	VICTORIA PARK	GREENMOUNT	MIDLAND
CANNINGTON	VICTORIA PARK	GUILDFORD	MIDLAND
CANNING VALE	VICTORIA PARK	GWELUP	MT. HAWTHORN
CARILLA	BELMONT	HAMERSLEY	MT. HAWTHORN
CARLISLE	BELMONT	HAMILTON HILL	FREMANTLE
CARMEL	BELMONT	HAZELMERE	MIDLAND
CAVERSHAM	MIDLAND	HELENA VALLEY	MIDLAND
CHIDLOW	MIDLAND	HERDSMAN	MT. HAWTHORN
CHURCHLANDS	MT. HAWTHORN	HERNE HILL	MIDLAND
CITY BEACH	MT. HAWTHORN	HIGHGATE	CITY
HILLMAN	FREMANTLE	MORLEY	MORLEY

LOCALITY	DIVISION	LOCALITY	DIVISION
.ſON	FREMANTLE	MOSMAN PARK	FREMANTLE
.IOPE VALLEY	ROCKINGHAM	MT. HAWTHORN	MT. HAWTHORN
HOVEA	MIDLAND	MT. HELENA	MIDLAND
HUNTLY	VICTORIA PARK	MT. LAWLEY	EAST PERTH
INGLEWOOD		MT. PLEASANT	FREMANTLE
to 10th Ave	EAST PERTH	MUNDARING	MIDLAND
after 10th Ave	MORLEY	MUNSTER	FREMANTLE
INNALOO	MT. HAWTHORN	MYAREE	FREMANTLE
JANDAKOT	FREMANTLE	NARNUP	ROCKINGHAM
JOLIMONT	CITY	NATIONAL PARK	MIDLAND
JOONDANNA	MT. HAWTHORN	NAVAL BASE	FREMANTLE
KALAMUNDA	BELMONT	NEDLANDS	CITY
KARDINYA	FREMANTLE	NEWBURN	BELMONT
KARRAGULLEN	BELMONT	NOLLAMARA	MORLEY
KARRINYUP	MT. HAWTHORN	NORTH BEACH	MT. HAWTHORN
KARRAKATTA	CITY	NORTH DANDALUP	VICTORIA PARK
KELMSCOTT	VICTORIA PARK	NORTH FREMANTLE	FREMANTLE
KENSINGTON	VICTORIA PARK	NORTH PERTH	CITY
KENWICK	VICTORIA PARK	NYAANIA	MIDLAND
and	BELMONT	O'CONNOR	FREMANTLE
KEWDALE	BELMONT	ORANGE GROVE	VICTORIA PARK
KEYSBROOK	VICTORIA PARK	ORELIA	FREMANTLE
KOONGAMIA	MIDLAND	OSBORNE PARK	MT. HAWTHORN
KWINANA	FREMANTLE	PALM BEACH	ROCKINGHAM
LANGFORD	VICTORIA PARK	PALMYRA	FREMANTLE
LEDA	FREMANTLE	PARKERVILLE	MIDLAND
LEEDERVILLE	CITY	PARMELIA	FREMANTLE
LESMURDIE	BELMONT	PEEL ESTATE	FREMANTLE
LOCKRIDGE	MIDLAND	PEPPERMINT GROVE	FREMANTLE
LYNWOOD	VICTORIA PARK	PERON	ROCKINGHAM
MADDINGTON	VICTORIA PARK	PERTH	CITY
MADORA	ROCKINGHAM	PICKERING BROOK	BELMONT
MAHOGANY CREEK	MIDLAND	PIESSE BROOK	BELMONT
MAIDA VALE	BELMONT	PINJARRA	ROCKINGHAM
MALAGA	MORLEY	PYRTON	MIDLAND
MANDOGALUP	ROCKINGHAM	QUEENS PARK	BELMONT
MANDURAH	ROCKINGHAM	REDCLIFFE	BELMONT
MANIANA	BELMONT	RIVERTON	VICTORIA PARK
MANNING	VICTORIA PARK	RIVERVALE	BELMONT
MARMION	MT. HAWTHORN	ROCKINGHAM	ROCKINGHAM
MAYLANDS		ROLEYSTONE	VICTORIA PARK
Sth Railway line	EAST PERTH	ROSSMOYNE	VICTORIA PARK
Nth Railway line	MORLEY	SAFETY BAY	ROCKINGHAM
MEDINA	ROCKINGHAM	SAWYERS VALLEY	MIDLAND
MELVILLE	FREMANTLE	SCARBOROUGH	MT. HAWTHORN
MENORA	MORLEY	SHELLEY	VICTORIA PARK
MIDDLE SWAN	MIDLAND	SHENTON PARK	CITY

LOCALITY	DIVISION	LOCALITY	DIVISION
DLAND	MIDLAND	SHOALWATER	ROCKINGHAM
MIDVALE	MIDLAND	WALLISTON	BELMONT
SOUTHERN RIVER	VICTORIA PARK	WARNBRO BEACH	ROCKINGHAM
SOUTH GUILDFORD	BELMONT	WATERMAN	MT. HAWTHORN
SOUTH FREMANTLE	FREMANTLE	WATTLE GROVE	VICTORIA PARK
SOUTH PERTH	VICTORIA PARK	WATTLEUP	FREMANTLE
SORRENTO	MT. HAWTHORN	WELSHPOOL	BELMONT
SPEARWOOD	FREMANTLE	WEMBLEY	MT. HAWTHORN
ST. JAMES	VICTORIA PARK	WEMBLEY DOWNS	MT. HAWTHORN
STONEVILLE	MIDLAND	WEST PERTH	CITY
SUBIACO	CITY	WEXCOMBE	MIDLAND
SWANBOURNE	CITY	WHITE GUM VALLEY	FREMANTLE
SWAN VIEW	MIDLAND	WHITTAKERS MILL	VICTORIA PARK
THOMPSON LAKE	FREMANTLE	WILLAGEE	FREMANTLE
THORNLIE	VICTORIA PARK	WILLETTON	VICTORIA PARK
TRIGG	MT. HAWTHORN	WILSON	VICTORIA PARK
TUART HILL	MT. HAWTHORN	WOODLANDS	MT. HAWTHORN
UPPER SWAN	MIDLAND	WUNGONG	VICTORIA PARK
VENN	VICTORIA PARK	YIRRIGAN	MORLEY
VICTORIA PARK	VICTORIA PARK	YOKINE	MORLEY
VIVEASH	MIDLAND	YUNDERUP	ROCKINGHAM

COUNTRY TOWNS SHOWING APPROPRIATE DIVISIONAL AND DISTRICT OFFICES

AS AT 1.7.1972.

NOTE: Until District Offices are established at Manjimup, Kununurra and Parraburdoo their respective districts will temporarily be served by other Offices as shown :-

Manjimup District	-	Collie District Office
Kununurra District	-	Wyndham District Office
Paraburdoo District	-	Port Hedland Divisional Office

TOWN	OFFICE	TOWN	OFFICE
ABBA RIVER	BUNBURY	BADGINGARRA	MOORA
ADAMSVALE	NARROGIN	BADJA	MT. MAGNET
ADELONG	LEONORA	BAILUP	MIDLAND
AGNEW	LEONORA	BAKERS HILL	NORTHAM
AIRDALE	MANJIMUP	BALBARRUP	MANJIMUP
AJANA	GERALDTON	BALDIVES	FREMANTLE
ALBANY	ALBANY	BALFOUR DOWNS	MARBLE BAR
ALBION DOWNS	LEONORA	BALGO MISSION	HALLS CREEK
ALDERSYDE	NARROGIN	BALINGUP	BUNBURY
ALDERSYDE NORTH	NARROGIN	BALKULING	NORTHAM
ALEXANDRA BRIDGE	MANJIMUP	BALLA	GERALDTON
ALICE DOWNS	HALLS CREEK	BALLAYING	KATANNING
ALLANSON	COLLIE	BALLIDU	MOORA
AMAROO	COLLIE	BALLIDU EAST	MOORA
AMBERGATE	BUNBURY	BALLIDU WEST	MOORA
AMELUP	GNOWANGERUP	BALLARDONIA	ESPERANCE
ANKETELL	MT. MAGNET	BALLY BALLY	NORTHAM
ANNA PLAINS	BROOME	BAMBOO CREEK	MARBLE BAR
ANNEAN	MEEKATHARRA	BAMBOO SPRINGS	PORT HEDLAND
ARDATH	KELLERBERRIN	BANDICOOT RANGE	KUNUNURRA
ARGYLE	BUNBURY	BANDJA	LAVERTON
ARGYLE DOWNS	KUNUNURRA	BANJIWARN	LEONORA
ARRINO	GERALDTON	BANKSIADALE	COLLIE
ARROWSMITH	GERALDTON	BANNISTER	COLLIE
ARTHUR RIVER	KATANNING	BANNISTER NORTH	COLLIE
ASHBURTON DOWNS	PARABURDOO	BARAMBIE	MT. MAGNET
ASTINGTON	NORTHAM	BARBERTON	MOORA
AUGUSTA	MANJIMUP	BARBWIRE RANGE	FITZROY CROSSING
AURORA	ALBANY	BARDOC	KALGOORLIE
AUSTIN	MT. MAGNET	BARNON	MULLEWA
AUSTRALIND	BUNBURY	BARNONG	MULLEWA
		BARONGAN TOWERS	DERBY
BAANDEE	KELLERBERRIN	BARAMBIE	MT. MAGNET
BABAKIN	KELLERBERRIN	BARRA BARRA	MOORA
BADDERA	GERALDTON	BARRAGHUP	ROCKINGHAM
BADGEBUB	KATANNING	BARWIDGEE	MEEKATHARRA
BADGEBIN	KELLERBERRIN	BEACON	KELLERBERRIN
BADGIN	NORTHAM	BEACON NORTH	KELLERBERRIN

WN	OFFICE	TOWN	OFFICE
ON SOUTH	KELLERBERRIN	BODDINGTON	COLLIE
AUFORT RIVER	KATANNING	BOHEMIA DOWNS	HALLS CREEK
BEAGLE BAY MISSION	DERBY	BOKAL	KATANNING
BEAGLE ISLAND	GERALDTON	BOKERUP	ALBANY
BEATTY	MULLEWA	BOLGART	NORTHAM
BEDFORD DOWNS	HALLS CREEK	BONNIE DOWNS	MARBLE BAR
BEELA	COLLIE	BONNIE ROCK	KELLERBERRIN
BEENONG NORTH	GNOWANGERUP	BOODARIE	PORT HEDLAND
BEENONG SOUTH	GNOWANGERUP	BOODAROO	MT. MAGNET
BEERMULLAH	MIDLAND	BOODAROCKIN	KELLERBERRIN
BEHN ORD	KATANNING	BOOLADING	KATANNING
BEJOORDING	NORTHAM	BOOLALOO	ONSLOW
BELELE	MEEKATHARRA	BOOLARDY	MULLEWS
BELKA	KELLERBERRIN	BOOLATHARRA	CARNARVON
BELKA EAST	KELLERBERRIN	BOOLAGOROO	CARNARVON
BELMUNGING	NORTHAM	BOORABBIN	KALGOORLIE
BENCUBBIN	KELLERBERRIN	BOORALAMING	NORTHAM
BENCUBBIN NORTH	KELLERBERRIN	BOORGARDIE	MT. MAGNET
BENDERING	NARROGIN	BOOTENAL	GERALDTON
BENDERING WEST	NARROGIN	BOOYLGOO	MT. MAGNET
BENGER	COLLIE	BORANING	NARROGIN
BENJABERRING	NORTHAM	BORDEN	GNOWANGERUP
BENJINUP	BUNBURY	BORDERDALE	ALBANY
BERKSHIRE VALLEY	MOORA	BORNHOLM	ALBANY
BEVERLEY	NORTHAM	BOSCABEL	KATANNING
BEVERLEY WEST	NORTHAM	BOTHERLING	NORTHAM
BEVERLEY SPRINGS	DERBY	BOULDER	KALGOORLIE
BIBBY SPRINGS	MOORA	BOUNDAIN	NARROGIN
BIDGEMIA	CARNARVON	BOW BRIDGE	ALBANY
BIG BELL	MT. MAGNET	BOW RIVER	KUNUNURRA
BILBARIN	NARROGIN	BOWELLING	KATANNING
BILLABONG	MULLEWA	BOWGADA	MULLEWA
BINNIERINGIE	ESPERANCE	BOYANUP	BUNBURY
BILLILUNA	HALLS CREEK	BOYUP BROOK	BUNBURY
BILLINNOKA	MARBLE BAR	BRADFORDS	NARROGIN
BINDI BINDI	MOORA	BRAMLEY	MANJIMUP
BINDOON	MIDLAND	BREMER BAY	GNOWANGERUP
BINNU	GERALDTON	BREMER NORTH	GNOWANGERUP
BINTHALYA	CARNARVON	BRICK HOUSE	CARNARVON
BLACK FLAG	KALGOORLIE	BRIDGETOWN	BUNBURY
BLACKSTONE CAMP	ESPERANCE	BRIDGETOWN	BUNBURY
BLINA	DERBY	BRIDGETOWN EAST	BUNBURY
BLUFF POINT	GERALDTON	BRIDGETOWN NORTH	BUNBURY
BOALLIA	BUNBURY	BRIDGETOWN SOUTH	BUNBURY
BODALLIN	KALGOORLIE	BRIDGETOWN WEST	BUNBURY
BODALLIN NORTH	KALGOORLIE	BROOKHAMPTON	BUNBURY

WN	OFFICE	TOWN	OFFICE
OKTON	NARROGIN	CALINGIRI	MOORA
ROOME	BROOME	CALLAWA	MARBLE BAR
BROOMEHILL	KATANNING	CALLIGIDDY	CARNARVON
BRUCE ROCK	KELLERBERRIN	CALLYTHARRA SPRINGS	CARNARVON
BRUNSWICK JUNCTION	COLLIE	CAMPION	KELLERBERRIN
BUCKINGHAM	KATANNING	CANCANNING	KATANNING
BULAGIN ROCK	KELLERBERRIN	CANE RIVER	ONSLOW
BULGA DOWNS	MT. MAGNET	CANNA	MULLEWA
BULONG	KALGOORLIE	CAPE LEEUWIN	MANJIMUP
BULLA BULLING	KALGOORLIE	CAPEL	BUNBURY
BULLARA	CARNARVON	CAPERCUP	KATANNING
BULLARDOO	MULLEWA	CARANYA	HALLS CREEK
BULLARING	NARROGIN	CARBINE	KALGOORLIE
BULLEWA	DERBY	CARBLA	CARNARVON
BULLFINCH	KALGOORLIE	CARBARUP	ALBANY
BULLOO DOWNS	MEEKATHARRA	CARBUNUP RIVER	BUNBURY
BULLOCK HILLS	KATANNING	CARDABIA	CARNARVON
BULLSBROOK	MIDLAND	CAREY PARK	BUNBURY
BULLSBROOK EAST	MIDLAND	CARLINDI	PORT HEDLAND
BULONG	KALGOORLIE	CARLOTTA	MANJIMUP
BULYEE	NARROGIN	CARMARTHEN	ALBANY
BUNAWARRA	MULLEWA	CARNAMAH	GERALDTON
BUNBURY	BUNBURY	CARNAMAH EAST	MULLEWA
BUNDARRA	LEONORA	CARNARVON	CARNARVON
BUNGULLUPING	KELLERBERRIN	CARNARVON NORTH	CARNARVON
BUNICHE	GNOWANGERUP	CARNEGIE	MEEKATHARRA
BUNJIL	MULLEWA	CARNOT	BROOME
BUNTINE	MULLEWA	CAROLING	KELLERBERRIN
BURABADJI	NORTHAM	CARON	MULLEWA
BURAKIN	MOORA	CARRABIN	KELLERBERRIN
BURAKIN WEST	MOORA	CARTMETICUP	KATANNING
BUREKUP	COLLIE	CENGA	MT. MAGNET
BURGES' SIDING	NORTHAM	CHANDLER	KELLERBERRIN
BURINABINMAH	MT. MAGNET	CHAPMAN'S HILL	BUNBURY
BURKS PARK	HALLS CREEK	CHEETARA	COLLIE
BURRACOPPIN	KELLERBERRIN	CHERRY TREE POOL	KATANNING
BURRACOPPIN NORTH	KELLERBERRIN	CHIDLOW	MIDLAND
BURRACOPPIN SOUTH	KELLERBERRIN	CHIFLEY	KALGOORLIE
BURRAN ROCK	KELLERBERRIN	CHITTINUP	KATANNING
BURTVILLE	LAVERTON	CHORKERUP	ALBANY
BUSSELTON	BUNBURY	CHOWERUP	BUNBURY
BYFORD	VICTORIA PARK	CLACKLINE	NORTHAM
BYRO	MT. MAGNET	CLEARY NORTH	KELLERBERRIN
		CLIFFORDVILLE	NARROGIN
CADOUX	NORTHAM	COBRA	CARNARVON
CAITUP	ESPERANCE	COBURN	CARNARVON
		COGLA DOWNS	MT. MAGNET

TOWN	OFFICE	TOWN	OFFICE
LANILLING	KATANNING	CUNDINUP	BUNBURY
OLLIE	COLLIE	CUNJARDINE	NORTHAM
COLLIE BRIDGE	BUNBURY	CURANUP	BUNBURY
COLLIE BURN	BUNBURY	CURBUR	MT. MAGNET
COLLIE-CARDIFF	BUNBURY	CUTHBERT	ALBANY
CONDINGUP	ESPERANCE		
CONGEE	KATANNING	DAADENNING CREEK	KELLERBERRIN
CONGOO	MT. MAGNET	DAIRY CREEK	CARNARVON
CONGELIN	NARROGIN	DALE HALL	NORTHAM
CONNOLLY	KALGOORLIE	DALE RIVER	NORTHAM
COOARRING POOL	KATANNING	DALGETY DOWNS	CARNARVON
COOLCALYA	GERALDTON	DALWALLINU	MOORA
COODARDY	MT. MAGNET	DALWALLINU NORTH	MOORA
COOKERNUP	COLLIE	DALWALLINU WEST	MOORA
COOLAWANYAL	ROEBOURNE	DALYUP	ESPERANCE
COOLGARDIE	KALGOORLIE	DALYUP NORTH	ESPERANCE
COOLINDA	MOORA	DAMBORING EAST	MOORA
COOLUP	COLLIE	DAMPIER	ROEBOURNE
COOLOONIA	GERALDTON	DAMPIER DOWNS	BROOME
COOMALBIDGUP	ESPERANCE	DANDANNING	KELLERBERRIN
COOMBERDALE	MOORA	DANDARAGAN	MOORA
COONARA	KALGOORLIE	DANDARAGAN EAST	MOORA
COONDLE	NORTHAM	DANDARAGAN WEST	MOORA
COONGAN	MARBLE BAR	DANDARGA	MT. MAGNET
COOROW	GERALDTON	DANGIN	KELLERBERRIN
COOYA POOYA	ROEBOURNE	DANIELL	ESPERANCE
CORACKERUP	KATANNING	DANIELL WELLS	ROEBOURNE
CORDERING	KATANNING	DARDADINE	NARROGIN
CORRIGIN	NARROGIN	DARDANUP	BUNBURY
CORRIGIN WEST	NARROGIN	DARKAN	KATANNING
COSMO MISSION	LAVERTON	DARRADUP	MANJIMUP
COUNTY PEAK	NORTHAM	DAY DAWN	MT. MAGNET
COWARAMUP	BUNBURY	DEANMILL	MANJIMUP
COWARNA DOWNS	KALGOORLIE	DEBESA	DERBY
COWCOWING	KELLERBERRIN	DECEPTION RANGE	KUNUNURRA
CRAMPHORNE	KELLERBERRIN	DELLYANINE	KATANNING
CRANBROOK	ALBANY	DENBARKER	ALBANY
CRANBROOK WEST	ALBANY	DENHAM	CARNARVON
CREDO	KALGOORLIE	DENISON	GERALDTON
CROSSMAN	COLLIE	DENMARK	ALBANY
CUBALLING	NARROGIN	DEPOT SPRINGS	LEONORA
CUE	MT. MAGNET	DERBY	DERBY
CULCULLI	MT. MAGNET	DEVILS CREEK	MULLEWA
CUNDEELEE MISSION	KALGOORLIE	DEWAR'S POOL	NORTHAM
CUNDERDIN	KELLERBERRIN	DIAMOND WELL	MEEKATHARRA
CUNDERDIN NORTH	KELLERBERRIN	DINGUP	MANJIMUP

WN	OFFICE	TOWN	OFFICE
NINUP	BUNBURY	EGINBAH	MARBLE BAR
NNINUP NORTH	BUNBURY	EJANDING	NORTHAM
OCTOR'S HILL	NORTHAM	EJUDINA HOMESTEAD	LEONORA
DONGARA	GERALDTON	ELLA-VILLA	CARNARVON
DONGOLOCKING	KATANNING	ELGIN	BUNBURY
DONNELLY RIVER MILL	MANJIMUP	ELLEKER	ALBANY
DONNYBROOK	BUNBURY	ELLENBRAE	WYNDHAM
DONNYBROOK SOUTH	BUNBURY	ELVERDTON	ESPERANCE
DOODARDING	KELLERBERRIN	EMU HILL SIDING	KELLERBERRIN
DOODENANNING	NORTHAM	EMU POINT	ALBANY
DOODLAKINE	KELLERBERRIN	ENNEABBA	GERALDTON
DOONGAN	WYNDHAM	ENNEABBA NORTH	GERALDTON
DOOLEY DOWNS	MEEKATHARRA	ENNEABBA SOUTH	GERALDTON
DOORAWARRAH	CARNARVON	ERRABIDDY	GERALDTON
DOWAK	ESPERANCE	ERADU	GERALDTON
DOWERIN	NORTHAM	ERIKIN	KELLERBERRIN
DOWERIN LAKES	NORTHAM	ERLISTOWN	LAVERTON
DRY SOAK	KELLERBERRIN	ERONG SPRINGS	MT. MAGNET
DUCK CREEK	ONSLOW	ESPERANCE	ESPERANCE
DUDININ	NARROGIN	ESPERANCE NORTH	KALGOORLIE
DUKIN	KELLERBERRIN	ETHEL CREEK	MARBLE BAR
DULBELLIN	KELLERBERRIN	EULIN CROSSING	BUNBURY
DULYALBIN	KALGOORLIE	EURANDY	GERALDTON
DUMBLEYUNG	KATANNING	EWINGTON	COLLIE
DUNHAM RIVER	KUNUNURRA	EXMOUTH	CARNARVON
DUNSBOROUGH	BUNBURY	EYRE	ESPERANCE
DUNGES TABLE	LAVERTON		
DURACK RIVER	WYNDHAM	FALCONDALE	GNOWANGERUP
DURANILLIN	KATANNING	FERGUSON	BUNBURY
DWARDA	NARROGIN	FIMISTON	KALGOORLIE
DWELLINGUP	COLLIE	FITZGERALD	GNOWANGERUP
		FITZROY CROSSING	FITZROY CROSSING
EAGLE BAY	BUNBURY	FLAT ROCKS	KATANNING
EAGLEREST	KATANNING	FLINDERS BAY	MANJIMUP
EARAHEEDY	MEEKATHARRA	FLORA VALLEY	HALLS CREEK
EAST BEVERLEY	NORTHAM	FLYBROOK	MANJIMUP
EAST BROOMEHILL	KATANNING	FONTYSPOOL	MANJIMUP
EAST CARNARVON	CARNARVON	FOREST GROVE	MANJIMUP
EAST CHAPMAN	GERALDTON	FOREST HILLS	ALBANY
EAST WITCHCLIFFE	MANJIMUP	FORREST	KALGOORLIE
EASTBROOK	MANJIMUP	FRANKLAND	ALBANY
EATON	BUNBURY	FRAZIER DOWNS	BROOME
EDAGEE	CARNARVON	FRENCHMANS BAY	ALBANY
EDAH	MT. MAGNET	FRESHWATER POINT	GERALDTON
EDJUDINA	LEONORA		
EDWARDS FIND	KALGOORLIE	GABALONG	MOORA

TOWN	OFFICE	TOWN	OFFICE
BIN	KELLERBERRIN	GOOMALLING	NORTHAM
ABBIN NORTH	KELLERBERRIN	GOOMARIN	KELLERBERRIN
GABYON	MULLEWA	GOONGARRIE	LEONORA
GAIRDNER	GNOWANGERUP	GORDON BRIDGE	ALBANY
GAIRDNER NORTH	GNOWANGERUP	GORGE ROCK	NARROGIN
GAIRDNER SOUTH	GNOWANGERUP	GRABALL	KELLERBERRIN
GARDEN ISLAND	FREMANTLE	GRACEFIELD	KATANNING
GASCOYNE JUNCTION	CARNARVON	GRANITE PEAK	MEEKATHARRA
GELORUP	BUNBURY	GRANT'S PATCH	KALGOORLIE
GEORGINA	GERALDTON	GRASS PATCH	ESPERANCE
GERALDTON	GERALDTON	GRASS VALLEY	NORTHAM
GHARALOO	CARNARVON	GRASSMERE	ALBANY
GHOOLI	KALGOORLIE	GRASSY BANK	ALBANY
GIBSON	ESPERANCE	GREEN RANGE	ALBANY
GIDGEE	MT. MAGNET	GREENBUSHES	BUNBURY
GIDGEGANNUP	NORTHAM	GREENBUSHES EAST	BUNBURY
GILES METEOROLOG-ICAL STATION	WARBURTON RANGE	GREENHEAD	GERALDTON
		GREENHILLS	NORTHAM
GILGERING	NORTHAM	GREENOUGH	GERALDTON
GILLINGARA	MOORA	GREENOUGH SOUTH	GERALDTON
GILROYD	CARNARVON	GREENWOOD	MEEKATHARRA
GINDALBIE	KALGOORLIE	GRIMWADE	BUNBURY
GINGIN	MIDLAND	GUARDI	KALGOORLIE
GINGIN WEST	MIDLAND	GUILDERTON	MT. HAWTHORN
GIRALIA	CARNARVON	GUNYIDI	GERALDTON
GLEDHOW	ALBANY	GUTHA	MULLEWA
GLEN	MT. MAGNET	GWALIA	LEONORA
GLENAYLE	MEEKATHARRA	GWAMBYGINE	NORTHAM
GLENBURG	CARNARVON		
GLENDOWER	KATANNING	HAIG	KALGOORLIE
GLENFIELD	GERALDTON	HALL'S CREEK	HALLS CREEK
GLEN HARRIE	CARNARVON	HAMEL	COLLIE
GLENHURST	NARROGIN	HAMELIN POOL	CARNARVON
GLEN IRIS	BUNBURY	HAMERSLEY SIDING	NORTHAM
GLENORAN	MANJIMUP	HAREWOOD	ALBANY
GLENORN	LEONORA	HARRISMITH	NARROGIN
GLENROY	FITSROY CROSSING	HARTVILLE	ALBANY
GLENSIDE	KATANNING	HARVEY	COLLIE
GORDA TOWER	BROOME	HAYNESDALE	ALBANY
GORDON DOWNS	HALLS CREEK	HAZELVALE	ALBANY
GUNNADORAH	KALGOORLIE	HEARTLEA	BUNBURY
GNARMING	NARROGIN	HESTER	BUNBURY
GNOWANGERUP	GNOWANGERUP	HICKS RANGE	FITZROY CROSSING
GNOWELLEN	ALBANY	HIGGINSVILLE WEST	KALGOORLIE
GOLDEN HILL	ALBANY	HIGHBURY	NARROGIN
GOODLANDS	MULLEWA	HILLSIDE	MARBLE BAR

...WN	OFFICE	TOWN	OFFICE
...SPRINGS	CARNARVON	JUNA DOWNS	PARABURDOO
...LVIEW	MEEKATHARRA	JUNDEE	MEEKATHARRA
...INDMARSH	KELLERBERRIN	JURENDINE	NORTHAM
HINES HILL	KELLERBERRIN	JURIEN	GERALDTON
HOLLETON	KALGOORLIE	JURIEN EAST	GERALDTON
HOLT ROCK	NARROGIN	JUROCKEN	KELLERBERRIN
HOME VALLEY	WYNDHAM		
HOPELANDS	VICTORIA PARK	KALANNIE	MOORA
HOPETOUN	ESPERANCE	KALANNIE EAST	MOORA
HORROCKS	GERALDTON	KALANNIE NORTH	MOORA
HOWATHARRA	GERALDTON	KALBARRI	GERALDTON
HOWICK	ESPERANCE	KALGOORLIE	KALGOORLIE
HUTT	GERALDTON	KALGUDDERING	NORTHAM
HYDEN	NARROGIN	KALLI	MT. MAGNET
HYDEN EAST	NARROGIN	KALUMBURU MISSION	WYNDHAM
HYDEN NORTH	NARROGIN	KAMBALDA	KALGOORLIE
		KANOWNA	KALGOORLIE
IDA VALLEY	LEONORA	KARALUNDI	MEEKATHARRA
INDARRA	GERALDTON	KARATHA	ROEBOURNE
INNONENDY	MT. MAGNET	KARARA	MULLEWA
IRISHTOWN	NORTHAM	KARLGARIN	NARROGIN
IRWIN	GERALDTON	KARLGARIN HILL	NARROGIN
ISSEKA	GERALDTON	KARLGARIN NORTH	NARROGIN
		KARLONING	KELLERBERRIN
JACOB'S WELL	NORTHAM	KARRANADGIN	NORTHAM
JACUP	GNOWANGERUP	KARRIDALE	MANJIMUP
JALORAN	KATANNING	KATANNING	KATANNING
JARDEE	MANJIMUP	KATANNING EAST	KATANNING
JARRAH GLEN	MANJIMUP	KATANNING WEST	KATANNING
JARRAHDALE	VICTORIA PARK	KATHLEEN VALLEY	LEONORA
JARRAHWOOD	BUNBURY	KATRINE	NORTHAM
JEEDAMYA	LEONORA	KEBARINGUP	GNOWANGERUP
JELKOBINE	NARROGIN	KELLERBERRIN	KELLERBERRIN
JENNACUBBINE	NORTHAM	KELLERBERRIN NORTH	KELLERBERRIN
JENNAPULLEN	NORTHAM	KENDENUP	ALBANY
JERDACUTTUP	ESPERANCE	KENDENUP WEST	ALBANY
JERRAMUNGUP	GNOWANGERUP	KENT RIVER	ALBANY
JERRAMUNGUP EAST	GNOWANGERUP	KENTDALE	ALBANY
JIBBERDING	MULLEWA	KEYSBROOK	VICTORIA PARK
JIGALONG	MARBLE BAR	KILLARA	MEEKATHARRA
JILAKIN	NARROGIN	KIMBERLEY DOWNS	DERBY
JIMBERLANA	ESPERANCE	KIMBERLEY RESEARCH STATION	WYNDHAM
JINDONG	BUNBURY	KIMBOLTON	DERBY
JINGALUP	KATANNING	KING RIVER	ALBANY
JITARNING	NARROGIN	KIRKDUNE	MOORA
JUBILEE DOWNS	FITZROY CROSSING		

...N	OFFICE	TOWN	OFFICE
...ARNE	MANJIMUP	MARNE	MOORA
...LE GROVE	ALBANY	MARRADONG	COLLIE
...VERINGA	DERBY	MAROONGAH	CARNARVON
LOCHADA	MULLEWA	MARVEL LOCH	KALGOORLIE
LOCKYER	ALBANY	MARYBROOK	BUNBURY
LOMBADINA MISSION	BROOME	MAVILLA	CARNARVON
LOMOS	NARROGIN	MAWSON	NORTHAM
LONDONDERRY	KALGOORLIE	MAYA	MULLEWA
LOUISA DOWNS	HALLS CREEK	MAYA WEST	MULLEWA
LOWDEN	BUNBURY	MAYANUP	BUNBURY
LOWER CHITTERING	MIDLAND	MAYNARD	LEONORA
LOWER KALGAN	ALBANY	MEARS SIDING	NARROGIN
LOWER WILLIAMS	NARROGIN	MEADON	CARNARVON
LUDLOW	BUNBURY	MECKERING	NORTHAM
LULRIGUE	DERBY	MECKERING SOUTH	NORTHAM
LUMEAH	KATANNING	MECKERING NORTH	NORTHAM
LYNDON	CARNARVON	MEDA	DERBY
LYNTON	GERALDTON	MEEBERRIE	MULLEWA
		MEEDO	CARNARVON
MABEL DOWNS	HALLS CREEK	MEEKATHARRA	MEEKATHARRA
MADOONGA	MT. MAGNET	MEELGA	ONSLOW
MALABAINE	NORTHAM	MEELON	ROCKINGHAM
MAGITUP	GNOWANGERUP	MEENAAR	NORTHAM
MALLEBELLING	NORTHAM	MELLENBYE	MULLEWA
MALLINA	ROEBOURNE	MELANGATA	MULLEWA
MALYALLING	NARROGIN	MENANGINA	LEONORA
MANBERRY	CARNARVON	MELROSE	LEONORA
MANDANEETH	CARNARVON	MENANG	MULLEWA
MANDORA	BROOME	MENDEL	MULLEWA
MANDURAH	ROCKINGHAM	MELSTA	LEONORA
MANDURAH SOUTH	ROCKINGHAM	MENZIES	LEONORA
MANGAROON	CARNARVON	MERILUP	KATANNING
MANGOWINE	KELLERBERRIN	MERKANOOKA	MULLEWA
MANGUEL CREEK	DERBY	MERREDIN	KELLERBERRIN
MANJIMUP	MANJIMUP	MERREDIN NORTH	KELLERBERRIN
MANJIMUP EAST	MANJIMUP	MERROE	MT. MAGNET
MANJIMUP WEST	MANJIMUP	MERTONDALE	LEONORA
MANMANNING	NORTHAM	METRICUP	BUNBURY
MANURUP	ALBANY	METTLER	ALBANY
MANYPEAKS	ALBANY	MIA MIA	CARNARVON
MANYPEAKS NORTH	ALBANY	MIDDALYA	CARNARVON
MARBLE BAR	MARBLE BAR	MEVOLIA	LAVERTON
MARCHAGEE	GERALDTON	MIDDLESEX	MANJIMUP
MARDELLA	VICTORIA PARK	MIDDLETON BEACH	ALBANY
MARDIE	ROEBOURNE	MILEWRA	MT. MAGNET
MARGARET RIVER	MANJIMUP	MILING	MOORA

WN	OFFICE
P	BUNBURY
TCHENER	KALGOORLIE
KNUNGAJIN	KELLERBERRIN
KODJ KODJIN	KELLERBERRIN
KOJANEERUP	ALBANY
KOJARENA	GERALDTON
KOJONUP	KATANNING
KOKARDINE	NORTHAM
KOKERBIN HILL	KELLERBERRIN
KONDININ	NARROGIN
KONDININ EAST	NARROGIN
KONDUT	MOORA
KONDUT EAST	MOORA
KONNONGORRING	NORTHAM
KOOJAN	MOORA
KOOJEDDA	NORTHAM
KOOLANOOKA	MULLEWA
KOOLYANOBBING	KALGOORLIE
KOOMBERKINE	NORTHAM
KOOMBERKINE NORTH	NORTHAM
KOONMARRA	MEEKATHARRA
KOORDA	KELLERBERRIN
KORBEL	KELLERBERRIN
KORONG	LAVERTON
KORRELOCKING	KELLERBERRIN
KORRELOCKING SOUTH	KELLERBERRIN
KRONKUP	ALBANY
KUBBINE	NARROGIN
KUDARDUP	MANJIMUP
KUKERIN	KATANNING
KUKERIN NORTH	KATANNING
KULARIN	KELLERBERRIN
KULIKUP	BUNBURY
KULIN	NARROGIN
KULIN EAST	NARROGIN
KULIN ROCK	NARROGIN
KULIN WEST	NARROGIN
KULJA	KELLERBERRIN
KULYALLING	NARROGIN
KUMARINA	MEEKATHARRA
KUNJIN	NARROGIN
KUNUNOPPIN	KELLERBERRIN
KUNUNOPPIN NORTH	KELLERBERRIN
KUNUNURRA	WYNDHAM
KURINGUP	KATANNING
KURINGUP NORTH	KATANNING

TOWN	OFFICE
KURRAWANG	KALGOORLIE
KWEDA	NARROGIN
KWINANA	ROCKINGHAM
KWOBRUP	KATANNING
KWOLYIN	KELLERBERRIN
KYBELLUP	ALBANY
LA GRANGE	BROOME
LAKE BIDDY	GNOWANGERUP
LAKE CAMM	GNOWANGERUP
LAKE GRACE	GNOWANGERUP
LAKE GRACE NORTH	GNOWANGERUP
LAKE GRACE SOUTH	GNOWANGERUP
LAKE HINDS	MOORA
LAKE KIRK	ESPERANCE
LAKE MARGARETTE	KELLERBERRIN
LAKE NINAN	MOORA
LAKE TOOBRUNUP	ALBANY
LAKE UNICUP	ALBANY
LAKE VARLEY	NARROGIN
LAKE WAY	MEEKATHARRA
LAKE WELLS	LAVERTON
LAKE WHITE	HALLS CREEK
LAKESIDE	MT. MAGNET
LAKEWOOD	KALGOORLIE
LAMBOO	HALLS CREEK
LAMINGTON	KALGOORLIE
LANCELIN	MT. HAWTHORN
LANSDOWNE	HALLS CREEK
LARKINVILLE	KALGOORLIE
LATHAM	MULLEWA
LAWLERS	LEONORA
LAVERTON	LAVERTON
LAVERTON DOWNS	LAVERTON
LEARMONTH	CARNARVON
LEANDER POINT	GERALDTON
LEIGHTON PARK	FREMANTLE
LENNONVILLE	MT. MAGNET
LEONORA	LEONORA
LEOPOLD DOWNS	FITZROY CROSSING
LEWISDALE	NARROGIN
LIGHTWOODS	KATANNING
LILLIGINNI	KALGOORLIE
LILYBANK	NARROGIN
LIME LAKE	KATANNING
LIMESTONE	MARBLE BAR

WN	OFFICE	TOWN	OFFICE
STREAM	ROEBOURNE	MT. AGNES	WYNDHAM
LLY MILLY	MT. MAGNET	MT. ALBERT	GERALDTON
MINDARABIN	GNOWANGERUP	MT. AMHORST	HALLS CREEK
MINDEROO	ONSLOW	MT. ARCHIE	WARBURTON RANGES
MINDING	KATANNING	MT. AUGUSTUS	CARNARVON
MINGENEW	GERALDTON	MT. BARKER	ALBANY
MINILYA	CARNARVON	MT. BARRETT	DERBY
MINNIVALE	KELLERBERRIN	MT. BENNETT	PARABURDOO
MIRA MAR	ALBANY	MT. BILLROTH	ROEBOURNE
MIRALGA	MARBLE BAR	MT. BOREAS	LAVERTON
MOBRUP	KATANNING	MT. BROCKMAN	ONSLOW
MOGUMBER	MOORA	MT. BROKMAN	PARABURDOO
MOKINE	NORTHAM	MT. BRUE	PARABURDOO
MOLLERIN	KELLERBERRIN	MT. CAROLINE	KELLERBERRIN
MOLOOGOOLOO	CARNARVON	MT. CLEVE	MEEKATHARRA
MONJEBUP	GNOWANGERUP	MT. CLEVO	CARNARVON
MONNIDOWNS	LAVERTON	MT. CLIFTON	FITZROY CROSSING
MOODLARRUP	KATANNING	MT. COCKBURN	HALLS CREEK
MOOGOOREE	CARNARVON	MT. CRAWFORD	LAVERTON
MOOLA BULLA	HALLS CREEK	MT. DISASTER	DERBY
MOOLIABEENIE NORTH	NORTHAM	MT. DOCKRILL	HALLS CREEK
MOOLIABEENIE	NORTHAM	MT. DORA	MEEKATHARRA
MOOLYELLA	MARBLE BAR	MT. ELIZABETH	WYNDHAM
MOOLOOGOOL	MEEKATHARRA	MT. ENID	ROEBOURNE
MOONEVA	ESPERANCE	MT. ERIN	GERALDTON
MOONIES HILL	KATANNING	MT. ERSKINE	WYNDHAM
MOOBINA	ESPERANCE	MT. FRENCH	WYNDHAM
MOONIJIN	NORTHAM	MT. GOULD	MEEKATHARRA
MOONYOONOOKA	GERALDTON	MT. HALE	MEEKATHARRA
MOORA	MOORA	MT. HAMPTON	KALGOORLIE
MOORARIE	MEEKATHARRA	MT. HART	FITZROY CROSSING
MOORE RIVER	MT. HAWTHORN	MT. HELENA	MIDLAND
MOORINE ROCK	KALGOORLIE	MT. HENSMAN	HALLS CREEK
MORAPOI	LEONORA	MT. HERBERT	ROEBOURNE
MORAWA	MULLEWA	MT. HOUSE	FITZROY CROSSING
MORAWA EAST	MULLEWA	MT. HUXLEY	HALLS CREEK
MORAWA NORTH	MULLEWA	MT. JAMES	MEEKATHARRA
MORAWA SOUTH	MULLEWA	MT. JOPE	PARABURDOO
MORBINNING	NORTHAM	MT. JOWLAENGA	BROOME
MORDETTA	GNOWANGERUP	MT. KILDARE	LEONORA
MORNINGTON MILL	COLLIE	MT. KILKENNY	LEONORA
MORTIGALLUP	ALBANY	MT. LANCELOT	WARBURTON RANGES
MOULYINNING	KATANNING	MT. LEAL	ROEBOURNE
MOWANJUM MISSION	DERBY	MT. LEOPOLD	ROEBOURNE
MOVAOOL	LEONORA	MT. LINDSAY	ALBANY
MOWLA BLUFF	DERBY	MT. LYELL	WYNDHAM
		MT. MADDEN	GNOWANGERUP

...N	OFFICE	TOWN	OFFICE
...AGNET	MT. MAGNET	NAMBAN	MOORA
. MANYPEAK	ALBANY	NANAMBINIA	ESPERANCE
...T. MANYPEAK NTH	ALBANY	NANARUP	ALBANY
MT. MACRAE	PARABURDOO	NANGA	CARNARVON
MT. MAGGAWA	GERALDTON	NANGEEN	KELLERBERRIN
MT. MAMMOTH	BROOME	NANNINE	MEEKATHARRA
MT. MARGRET	PARABURDOO	NANNUP	MANJIMUP
MT. MARGARET	LAVERTON	NANSON	GERALDTON
MT. MARMION	DERBY	NANUTANNA	CARNARVON
MT. MEHARRY	PARABURDOO	NANYANINE	KELLERBERRIN
MT. MONTAGU	ROEBOURNE	NAPIER	ALBANY
MT. MORGAN	LEONORA	NAPIER DOWNS	DERBY
MT. NAIRN	MT. MAGNET	NARACOOTA	MEEKATHARRA
MT. NARRYER	MULLEWA	NARALING	GERALDTON
MT. NELLIE	DERBY	NAREMBEEN	KELLERBERRIN
MT. NEULASY	HALLS CREEK	NAREMBEEN EAST	KELLERBERRIN
MT. OLVIA	DERBY	NAREMBEEN WEST	KELLERBERRIN
MT. PALGRAVE	ONSLOW	NARNDEE	MT. MAGNET
MT. PHILLIPS	CARNARVON	NARETHA	KALGOORLIE
MT. PULFORD	CARNARVON	NARNGULU	GERALDTON
MT. PYRTON	ROEBOURNE	NAROLOO	MULLEWA
MT. RAIBLE	BROOME	NARRA TARRA	GERALDTON
MT. REDCASTLE	LAVERTON	NARRAKINE	NARROGIN
MT. RICHTHOFEN	ROEBOURNE	NARRIKUP	ALBANY
MT. SAMPSON	PARABURDOO	NARRIKUP EAST	ALBANY
MT. SIR SAMUEL	LEONORA	NARRIKUP SOUTH	ALBANY
MT. STIRLING	KELLERBERRIN	NARROGIN	NARROGIN
MT. TALBOT	WARBURTON RANGES	NARROGIN VALLEY	NARROGIN
MT. TELEGOOLTERNE	MULLEWA	NARROGIN WEST	NARROGIN
MT. TODD	WYNDHAM	NEDS CREEK	MEEKATHARRA
MT. TURNERS	PARABURDOO	NEEDILUP	GNOWANGERUP
MT. VIEW	GERALDTON	NEENDALING	GNOWANGERUP
MT. WALKER	KELLERBERRIN	NEENING	KELLERBERRIN
MT. WALKER SOUTH	KELLERBERRIN	NEMBUDDING	KELLERBERRIN
MT. WELCOME	ROEBOURNE	NERIDUP	ESPERANCE
MT. WELD	LAVERTON	NERRIMA	FITZROY CROSSING
MT. WOHLER	ROEBOURNE	NERRIN NERRIN	GERALDTON
		NETA VALE	NARROGIN
NABAWA	GERALDTON	NEW NORCIA	MOORA
NAIRIBIN	KATANNING	NEWCARLBEON	KELLERBERRIN
NAIRIBIN EAST	KATANNING	NEWDEGATE	GNOWANGERUP
NALKAIN	KELLERBERRIN	NEWDEGATE NORTH	GNOWANGERUP
NALLAN	MT. MAGNET	NEWLANDS	BUNBURY
NALYA	NARROGIN	NEWMAN	MARBLE BAR
NALYERLUP	GNOWANGERUP	NEW YORK RANGE	WYNDHAM
NAMBADILLING	NARROGIN	NINGALOO	CARNARVON

TOWN	OFFICE	TOWN	OFFICE
OLSON	HALLS CREEK	ONSLOW	ONSLOW
GBING	WYNDHAM	OPTHALMIA	MARBLE BAR
INGHAM	MT. MAGNET	ORA BANDA	KALGOORLIE
NIPPERING	KATANNING	ORCHID VALLEY	KATANNING
NITA DOWNS	BROOME	OSMOND VALLEY	HALLS CREEK
NOGGERUP	BUNBURY	OSMINGTON	MANJIMUP
NOKANING	KELLERBERRIN	PADDINGTON	KALGOORLIE
NOLBA	GERALDTON	PALGARUP MILL	MANJIMUP
NOMANS LAKE	NARROGIN	PALM BEACH	ROCKINGHAM
NONEENA DOWNS	MARBLE BAR	PANTAPIN	KELLERBERRIN
NONIE	MEEKATHARRA	PANTER DOWNS	DERBY
NOOKANBAH	FITZROY CROSSING	PAPERBARK	NARROGIN
NOOKAWARRA	MT. MAGNET	PARABURDOO	PORT HEDLAND
NOOMBLING	NARROGIN	PARINGA	KATANNING
NOONGAAR	KALGOORLIE	PARKESTON	KALGOORLIE
NOONGAL	MT. MAGNET	PAROO	MEEKATHARRA
NORNALUP	ALBANY	PARRYVILLE	ALBANY
NORSEMAN	ESPERANCE	PAYNEDALE	BUNBURY
NORTH BAANDEE	KELLERBERRIN	PAYNES FIND	MT. MAGNET
NORTH BANDALUP	COLLIE	PAYNESVILLE	MT. MAGNET
NORTHAM	NORTHAM	PEAK HILL	MEEKATHARRA
NORTHAMPTON	GERALDTON	PEARCE	MIDLAND
NORTHCLIFFE	MANJIMUP	PEMBERTON	MANJIMUP
NORTHERN GULLY	GERALDTON	PEMBERTON NORTH	MANJIMUP
NOVIE	MEEKATHARRA	PEMBERTON WEST	MANJIMUP
NUENDAH	ROEBOURNE	PENTECOST DOWNS	WYNDHAM
NUGADONG	MULLEWA	PERENJORI	MULLEWA
NUKARNI	KELLERBERRIN	PERENJORI EAST	MULLEWA
NULLAGINE	MARBLE BAR	PERILLUP	ALBANY
NUMBER 7 PUMPING STATION	KALGOORLIE	PERKS VILI	KALGOORLIE
NUNGARIN	KELLERBERRIN	PERRINVALE	LEONORA
NURINA	KALGOORLIE	PETERSWALD HILL	WARBURTON RANGES
NYABING	GNOWANGERUP	PIAWANING	MOORA
NYABING SOUTH	GNOWANGERUP	PICTON JUNCTION	BUNBURY
NYAMUP	MANJIMUP	PINDABURRA	MT. MAGNET
NYANG	CARNARVON	PIESSEVILLE	KATANNING
		PINBEE	CARNARVON
OAK PARK	NORTHAM	PINEGROVE	MULLEWA
OAKDALE	GNOWANGERUP	PINDAR	MULLEWA
OCKLEY	NARROGIN	PINGANDY	ROEBOURNE
OGILVIE	GERALDTON	PINGARING	NARROGIN
OLDBURY	VICTORIA PARK	PINGELLY	NARROGIN
ONDABUNNA	MT. MAGNET	PINGELLY EAST	NARROGIN
ONGERUP	GNOWANGERUP	PINGELLY WEST	NARROGIN
ONGERUP NORTH	GNOWANGERUP	PINGRUP	GNOWANGERUP
		PINGRUP NORTH	GNOWANGERUP
		PINGRUP SOUTH	GNOWANGERUP

WN	OFFICE	TOWN	OFFICE
ARRA	COLLIE	REGANS FORD	MOORA
JJARRA WEST	COLLIE	REID	KALGOORLIE
INJIR	KALGOORLIE	RIVERDALE	MARBLE BAR
PINNACLES STATION	LEONORA	RIVERINA	LEONORA
PINTHARUKA	MULLEWA	ROCKINGHAM	ROCKINGHAM
PIONEER	ESPERANCE	ROCKINGHAM EAST	ROCKINGHAM
PITHARA	MOORA	ROCKLEA	PARABURDOO
PITHARA WEST	MOORA	ROCKY GULLY	ALBANY
POINT PERON	ROCKINGHAM	ROEBOURNE	ROEBOURNE
POINT SAMSON	ROEBOURNE	ROEBUCK PLAINS	BROOME
POLLELE	MEEKATHARRA	ROELANDS	COLLIE
POMPEYS PILL	KUNUNURRA	ROSA BROOK	MANJIMUP
POOTENUP	ALBANY	ROSA GLEN	MANJIMUP
POPANYINNING	NARROGIN	ROSAMEL	BUNBURY
POPANYINNING EAST	NARROGIN	ROSEWOOD	KUNUNURRA
PORONGORUPS	ALBANY	ROUND HILL	MARBLE BAR
PORT DENISON	GERALDTON	ROY HILL	MARBLE BAR
PORT GREGORY	GERALDTON	RUABON	BUNBURY
PORT HEDLAND	PORT HEDLAND	RUSHY POOL	NARROGIN
PORT HEDLAND	PORT HEDLAND	RYANS BROOK	KATANNING
PRIORS	KELLERBERRIN		
PUMPHREYS	NARROGIN	SAFETY BAY	ROCKINGHAM
PYRAMID	ROEBOURNE	SALMON GUMS	ESPERANCE
		SANDSTONE	MT. MAGNET
QUAIRADING	KELLERBERRIN	SAUNDERS CREEK	HALLS CREEK
QUALEN	NORTHAM	SCADDEN	ESPERANCE
QUALEUP	KATANNING	SCOTIA	KALGOORLIE
QUANBUN DOWNS	FITZROY CROSSING	SCOTSDALE	ALBANY
QUARRAM	ALBANY	SEABROOK	NORTHAM
QUELAGETTING	KELLERBERRIN	SEEMORE DOWNS	KALGOORLIE
QUELAGETTING WEST	KELLERBERRIN	SERPENTINE	GOSNELLS
QUELLINGTON	NORTHAM	SEWELL'S ROCK	NARROGIN
QUINDALUP	BUNBURY	SHACKLETON	KELLERBERRIN
QUINDANNING	NARROGIN	SHACKLETON SOUTH	KELLERBERRIN
QUINNINUP	MANJIMUP	SHANNON RIVER MILL	MANJIMUP
		SHARK BAY	CARNARVON
RADI HILL	MARBLE BAR	SHERLOCK	ROEBOURNE
RATHMINES	BUNBURY	SHERWOOD	MEEKATHARRA
RAVENSTHORPE	ESPERANCE	SHOALWATER BAY	ROCKINGHAM
RAVENSWOOD	COLLIE	SHOTTS	KATANNING
RAWLINNA	KALGOORLIE	SIESTA PARK	BUNBURY
RAYS	MOORA	SILENT GROVE	FITZROY CROSSING
REDLAKE	ESPERANCE	SMITHBROOK	MANJIMUP
REDMOND	ALBANY	SOMERSET HILL	ALBANY
REDMOND WEST	ALBANY	SOMERVILLE	KALGOORLIE
REEDY	MT. MAGNET	SOPHIE DOWNS	HALLS CREEK

...WN	OFFICE	TOWN	OFFICE
...H CAROLING	KELLERBERRIN	THREE RIVERS	MEEKATHARRA
...UTH KUMMININ	KELLERBERRIN	THREE SPRINGS	GERALDTON
...OUTH QUAIRADING	KELLERBERRIN	THREE SPRINGS EAST	GERALDTON
SOUTH STIRLING	ALBANY	TIEREE CREEK	ROEBOURNE
SOUTHERN BROOK	NORTHAM	THUNDELRRA	MT. MAGNET
SOUTHERN CROSS	KALGOORLIE	TINCURRIN	NARROGIN
SOUTHERN HILLS	ESPERANCE	TINGLEDALE	ALBANY
SPARGOVILLE	KALGOORLIE	TOMERA	CARNARVON
SPEDDINGUP	ESPERANCE	TOM PRICE	PARABURDOO
SPENCERS BROOK	NORTHAM	TONE BRIDGE	BUNBURY
SPENCER PARK	ALBANY	TONE RIVER MILL	MANJIMUP
SPRING CREEK	KUNUNURRA	TOODYAY	NORTHAM
SPRING HILL	NORTHAM	TOOLBRUNUP SIDING	ALBANY
SPRINGVALE	HALLS CREEK	TOOLIBIN	NARROGIN
STAKEWELL	MT. MAGNET	TOOTRA	MOORA
STEWART	KALGOORLIE	TORBAY	ALBANY
STUDLEIGH	KELLERBERRIN	TOWARRA	CARNARVON
STUART CREEK	HALLS CREEK	TOWNSENDALE	NARROGIN
STUART MEADOWS	LEONORA	TRAFALGAR	KALGOORLIE
ST. IVES	KALGOORLIE	TRAYNING	KELLERBERRIN
SULVANIA	ROEBOURNE	TRAYNING SOUTH	KELLERBERRIN
SURREYDALE	ALBANY	TREETON	BUNBURY
		TRICCATOO	WYNDHAM
TABLELAND	HALLS CREEK	TRUSLOWE	ESPERANCE
TAINEROW	MT. MAGNET	TUCKANARRA	MT. MAGNET
TAKALARUP	ALBANY	TUNNEY	ALBANY
TALAWANA	MARBLE BAR	TURKEY CREEK	HALLS CREEK
TALBOT BROOK	NORTHAM	TURNER	HALLS CREEK
TALISKER	CARNARVON	TURON	KELLERBERRIN
TAMBELLUP	ALBANY	TUTUNUP	BUNBURY
TAMMIN	KELLERBERRIN	TWIN PEAKS	MULLEWA
TAMMIN SOUTH	KELLERBERRIN	TWO PEOPLE BAY	ALBANY
TARDUN	MULLEWA		
TARIN ROCK	GNOWANGERUP	UBERIN	NORTHAM
TARRAJI RIVER	DERBY	UCARTY	KELLERBERRIN
TARWONGA	NARROGIN	UNICUP	ALBANY
TARWONGA WEST	NARROGIN	ULEWARRA	CARNARVON
TEDDINGTON	ALBANY	UPPER KALGAN	ALBANY
TENINDEWA	GERALDTON	URALA	CARNARVON
TENTERDEN	ALBANY	UTAKARRA	GERALDTON
TENTERDEN WEST	ALBANY		
TEXAS DOWNS	HALLS CREEK	VALEMARIE	ALBANY
THANGOO	BROOME	VASSE	BUNBURY
THEDA	WYNDHAM		
THE LAKES	MIDLAND	WADDERIN	KELLERBERRIN
THOMSON'S BROOK	BUNBURY	WADDI FOREST	MULLEWA

TOWN	OFFICE	TOWN	OFFICE
DINGTON	MOORA	WATTLE CREEK	MT. MAGNET
EEL	NORTHAM	WEABERRGE	WYNDHAM
WAGGA WAGGA	MT. MAGNET	WEDECARRUP SOUTH	KATANNING
WAGERUP	COLLIE	WELBUNGIN	KELLERBERRIN
WAGGRAKINE	GERALDTON	WELCOME HILL	KELLERBERRIN
WAGIN	KATANNING	WELLARD	FREMANTLE
WAHROONGA	CARNARVON	WELLERANA	ROEBOURNE
WAIKIKI	ROCKINGHAM	WELLINGTON DAM	BUNBURY
WALDBUNG	ROEBOURNE	WELLINGTON MILLS	BUNBURY
WALEBING	MOORA	WELLSTEAD	ALBANY
WALGOOLAN	KELLERBERRIN	WENDOVER VALE	BUNBURY
WALGOOLAN NORTH	KELLERBERRIN	WEST QUALEN	NORTHAM
WALGOOLAN SOUTH	KELLERBERRIN	WESTCLIFFE	KATANNING
WALGUN	MARBLE BAR	WESTONIA	KELLERBERRIN
WALKAWAY	GERALDTON	WESTWOOD MILL	COLLIE
WALLAL DOWNS	BROOME	WHELARRA	GERALDTON
WALLAROO	KALGOORLIE	WHIM CREEK	ROEBOURNE
WALPOLE	MANJIMUP	WHITE CLIFFS	LAVERTON
WALPOLE NORTH	MANJIMUP	WIALKI	KELLERBERRIN
WALYURIN	NARROGIN	WIALKI NORTH	KELLERBERRIN
WAMENUSKING	KELLERBERRIN	WIALKI SOUTH	KELLERBERRIN
WANARRA	MULLEWA	WIALKUTTIN	KELLERBERRIN
WANDEGEE	CARNARVON	WICHERINA	GERALDTON
WANDANARRA	CARNARVON	WICKERPIN	NARROGIN
WANDERING	NARROGIN	WICKERPIN EAST	NARROGIN
WANDINA	MULLEWA	WIDGIEMOOLTHA	KALGOORLIE
WANNA	CARNARVON	WILDINGS	NORTHAM
WANNAMAL	NORTHAM	WILGA	BUNBURY
WANAMEL EAST	NORTHAM	WILGARUP	MANJIMUP
WANSBROUGH	ALBANY	WILGOYNE	KELLERBERRIN
WANYARRI	LEONORA	WILLIAMS	NARROGIN
WARAMBOO	CARNARVON	WILLYABRUP	BUNBURY
WARBURTON MISSION	WARBURTON RANGES	WILROY	MULLEWA
WARNER GLEN	MANJIMUP	WILSON PARK	COLLIE
WAROONA	COLLIE	WILUNA	ROEBOURNE
WAROONA	CARNARVON	WINCHESTER	GERALDTON
WAROONA DAM	COLLIE	WINDIDDA	ROEBOURNE
WARRALALKIN	KELLERBERRIN	WINDIMERRA	MT. MAGNET
WARRAWAGINE	MARBLE BAR	WINDSOR	MT. MAGNET
WARRIE	MARBLE BAR	WINNEJUP	BUNBURY
WARRIUP	ALBANY	WINNING	CARNARVON
WATERBANK	BROOME	WINNING POOL	CARNARVON
WATERCARRIN	KELLERBERRIN	WITCHCLIFFE	MANJIMUP
WATERLOO	BUNBURY	WITTENOOM	PORT HEDLAND
WATHEROO	GERALDTON	WITTENOOM GORGE	PARABURDOO
WATTENING	NORTHAM	WOGANNO	MT. MAGNET

TOWN	OFFICE	TOWN	OFFICE
ARL	KELLERBERRIN	YALANDY	CARNARVON
KALUP	COLLIE	YABALGO	CARNARVON
NOLLANOLIA	MULLEWA	YALBARRIN	KELLERBERRIN
WONGAMINE	NORTHAM	YALBRA	CARNARVON
WONGAN HILLS	NORTHAM	YALGOO	MT. MAGNET
WONGAN HILLS EAST	NORTHAM	YALLEENA	ROEBOURNE
WONGANOO	ROEBOURNE	YALLINGUP	BUNBURY
WONGOONDY	GERALDTON	YALOGINDA	MEEKATHARRA
WONNERUP	BUNBURY	YAMARNA	LAVERTON
WONTHELLA	GERALDTON	YANDAL	LEONORA
WONYULGUNNA	ROEBOURNE	YANDAMINORA	LEONORA
WOODANILLING	KATANNING	YANDANBOKA	GERALDTON
WOODBROOK	ROEBOURNE	YANDANOOKA	GERALDTON
WOODLEIGH	CARNARVON	YANDEEARRA	ROEBOURNE
WOOGALONG	MT. MAGNET	YANDI	GERALDTON
WOOGALONG	MULLEWA	YANDIE CREEK	CARNARVON
WOOGENILUP	ALBANY	YANDIE	MEEKATHARRA
WOOGENILUP EAST	ALBANY	YANMAH	MANJIMUP
WOOLEEN	MULLEWA	YARDING	KELLERBERRIN
WOOLGERONG	MULLEWA	YARINGA	CARNARVON
WOOLONGA	ALBANY	YARLAWEELOR	MEEKATHARRA
WOOLIBAR	KALGOORLIE	YARLOOP	COLLIE
WOOLUNDRA	KELLERBERRIN	YARNALOOLA	CARNARVON
WOOLYENYER	ESPERANCE	YARRABUBBA	MEEKATHARRA
WOORAMEL	CARNARVON	YARRI	LEONORA
WOORLBA	ESPERANCE	YARRIE	MARBLE BAR
WOOROLOO	METROPOLITAN	YATE POOL	KATANNING
WORSLEY	COLLIE	YAWERLIN	KELLERBERRIN
WUBIN	MULLEWA	YEALERING	NARROGIN
WUBIN WEST	MULLEWA	YEEDA	DERBY
WUNDOWIE	NORTHAM	YEELIRRIE	LEONORA
WURANGA	MULLEWA	YELBENI	KELLERBERRIN
WURARGA	MULLEWA	YELLANUP	ALBANY
WYALKATCHEM	KELLERBERRIN	YELLOWDINE	KALGOORLIE
WYALKATCHEM SOUTH	KELLERBERRIN	YELMA	ROEBOURNE
WYDGEE	MT. MAGNET	YELVERTON	BUNBURY
WYENING	NORTHAM	YERANGATUP	ESPERANCE
WYLOO	CARNARVON	YERAPIN	KELLERBERRIN
WYNDHAM	WYNDHAM	YERRECOIN	NORTHAM
WYOLA	KELLERBERRIN	YERILLA	LEONORA
WYOLA SOUTH	KELLERBERRIN	YETNA	GERALDTON
		YGNATTERING	KELLERBERRIN
XANTIPPE	NORTHAM	YILLIMINNING	NARROGIN
		YILMIA	KALGOORLIE
YAKABINDIE	LEONORA	YINDI	KALGOORLIE
YALALONG	MULLEWA	YINNETHARRA	CARNARVON

TOWN	OFFICE	TOWN	OFFICE
ANMI	MT. MAGNET		
NANGARRA	MT. MAGNET		
YOONA	GERALDTON		
YOONGARILUP	BUNBURY		
YORK	NORTHAM		
YOOTHAPINA	MEEKATHARRA		
YORKRAKINE	KELLERBERRIN		
YORKRAKINE WEST	KELLERBERRIN		
YORNANING	NARROGIN		
YORNUP	MANJIMUP		
YOTING	KELLERBERRIN		
YOUANMI	MT. MAGNET		
YOUNDEGIN	KELLERBERRIN		
YOUNG RIVER	ESPERANCE		
YOUNG'S SIDING	ALBANY		
YOWENAGEABBIE	MT. MAGNET		
YUIN	MULLEWA		
YUINMERRY	MT. MAGNET		
YUNA	GERALDTON		
YUNA DOWNS	PARABURDOO		
YUNA EAST	GERALDTON		
YUNA NORTH	GERALDTON		
YUNDANINDERA	LEONORA		
YUNDERUP	ROCKINGHAM		
ZINGEMARNA	MULLEWA		

HISTORY OF THE DEPARTMENT FOR COMMUNITY WELFARE

Although the State Children's Act was not passed until 1907, there were several ordinances and Acts of Parliament dating almost from the founding of the Colony in 1829 which provided for assistance to indigent persons including women and children. However, in contrast to our modern and increasingly enlightened legislation, many of these early provisions appear very harsh.

In 1842 a guardian of juvenile immigrants was appointed whose duty it was to regulate the assimilation of new arrivals in the Colony and to arrange for their apprenticeships and employment. It is unpleasant to note that, for any misdemeanour, or conviction, an apprentice could be imprisoned for three months and lose annual allowances due to him. For a second offence, in addition to imprisonment or a fine, he could be given a whipping not exceeding three dozen lashes'. Any time spent in prison was not considered portion of an apprenticeship. If a master or mistress ill-used an employee he or she could be fined an amount of £5.0.0. and ordered to pay any allowances owing.

In 1845 an ordinance was passed covering destitute persons, liabilities for maintenance and the binding of children in apprenticeships from ten years of age onward with similar penalties as provided in the 1842 Act.

In 1874 the Industrial Schools Act was introduced which allowed for the granting of approval to schools, orphanages and institutions providing for the care and education of orphaned or necessitous children and making these subject to the supervision of the Colonial Secretary.

During this period, poor-houses to accommodate indigent persons were in existence. The inmates were required to do outdoor work on government buildings and gardens, while women did washing and needlework, including the making of mailbags. Up to 1,900 inmates were obliged to accept wines and spirits as part of the very meagre wages for their labour.

A reformatory, now known as "the hostel" was established at Rottnest in 1882 to detain children who otherwise would have been imprisoned for various offences. Ten years later, the Superintendent recommended that boys under the age of 12 years should be sent to an ordinary institution and early in the century the reformatory ceased to be used.

In 1882 the Poor Relief Department was established. It controlled the Old Men's Home at Mount Eliza, the Old Women's Home in Murray Street, and children in four orphanages. It was also concerned with outdoor relief. Problems of unemployment in 1896 necessitated the creation of a State Labour Bureau, and in 1899 a new Public Charities Department was formed with its offices in Pier Street, which comprised both the former Poor Relief Department and the State Labour Bureau.

In 1907 the Department once more became known as the Poor Relief Department. Its functions were to administer relief to the destitute, to control Old Men's and Old Women's Homes; to provide for children committed to Institutions and to administer the State Labour Bureau.

Destitute and neglected children, as well as those convicted of indictable offences, were dealt with under the Industrial Schools Act in Police Courts. Institutions for orphaned children and those committed by courts were controlled by the Church of England, Roman Catholic Church and the Salvation Army. They provided separate institutions for delinquent children.

In December 1907, an important advance was made in Child Welfare by the enactment of legislation which was the outcome of the infamous Mitchell baby-farming case. A new Act displaced the Industrial Schools Acts of 1874, 1877, 1882 and 1893 (all of which were repealed) and was assented to in December 1907, although not actually proclaimed until March, 1908. This Act was named the State Children Act, and children committed by Children's Courts were called 'State Children.'

The new Act made better provisions for children, including power to establish Children's Courts throughout the State, and provision for the boarding out of children in private homes so that they might have the benefit of family life. Children engaged in street trading and employed at all places of entertainment were also to be protected.

The Children's Protection Society, which was formed as a result of the case of baby-farming already quoted, was in the forefront regarding the importance of revised legis-

In 1959, a scheme of decentralisation of the Department's activities was implemented. Where formerly the Department had two male inspectors to attend to its work in country areas (both of whom were domiciled in Perth), now several regional offices were established and male inspectors were stationed permanently in these country district offices.

In 1959 the Adoption of Children Act of 1896-1926 was amended, making it obligatory on the Department to furnish the Judge sitting in Adoptions in the Supreme Court, a report on the suitability of applicants in every case of adoption.

In the same year, the Child Welfare Act was amended to give the Department greater flexibility in the management of wards committed to its care.

The residential reformation of boys was promoted by the establishment of "Riverbank" a closed reformatory, in 1960; by the assistance of the Anglican Church in undertaking the handling of less difficult boys at their farm school known as "Hillston" in Stoneville; and the residential reformation of girls by the opening of the Home of the Good Shepherd in Leederville.

The satisfactory care of deprived children was promoted by a policy of placement in foster homes rather than in large residential institutions.

In 1961, the Welfare and Assistance Act empowered the Department to make monetary payments to persons in distress and having the care of children. The payments had previously been made at the discretion of the Hon. the Minister for Child Welfare without legislative Authority. The Welfare and Assistance Act preserves the Minister's discretion but gives a legislative authority for the granting and recovery of monetary assistance.

In 1964, new premises for the Children's Court, erected on the site of the old Court in Irwin Street, Perth, were officially opened.

In 1965, the Longmore Remand and Assessment Centre, Bentley, was established on a site in the Collier Pine Plantation.

In 1966, the Child Welfare Department moved to new premises at "Claver House", 823 Wellington Street, West Perth.

During the 1967 Session of Parliament an amending bill was passed dealing with the following matters:

(a) The introduction of a new Section (47C) under which parents, who are having difficulty in managing their child, may apply to the Minister for the committal of that child to the Department for a specified time only, so that the child can receive appropriate treatment or advice. The Minister is not obliged to commit any child merely because the parents apply, but may do so if he is satisfied that such action is in the best interests of the child. If the parents' application is granted, they are obligated to pay maintenance for the child, so long as he is in departmental care.

(b) The introduction of a Section (66A), authorising the Minister in Western Australia to make reciprocal arrangements with Ministers in other States for the care of wards.

Because of the increasing mobility of young people throughout Australia, an increasing number of wards now cross State boundaries, either to escape surveillance in their guardian State or in search of work and experience. A number of these demonstrate their instability by coming before Courts in their new locality. It is desirable that there should be collaboration between the State Departments in following their movements and continuing surveillance and control over such young people. Section 66A authorised the Minister to transfer information about, and authority over, wards to his fellow Ministers in other States, provided they have legislative authority to accept the responsibility, and to reciprocate in this interstate service by undertaking the care of wards from those other States.

Another aspect of this amendment is the authority to transfer a ward to another State for specialist treatment or special placement, if that is considered necessary.

(c) With the increasing employment of married women in the Western Australian community, there had developed a number of "child minding" facilities, some in private homes, some in specially built premises, some conducted for profit to the proprietor, some as a community service. These are distinguished from "kindergartens" in that their primary purpose is not specially educational but

One major issue concerned arrangements existing between the State and the Commonwealth Governments for the payment of allowances to persons receiving assistance under the provisions of State schemes and to persons not eligible in the normal way for Commonwealth pensions. All Ministers reported a rapid rise in the number of deserted wives and unmarried mothers who turned to State Welfare Departments for their assistance.

Also discussed were the roles of the Commonwealth and State Governments in the provision of assistance for handicapped children and the attitude of the Commonwealth Government towards the recognition, for pension purposes, of illegitimate children and double orphans. Regarding these latter matters the States argued for an easing of the Commonwealth's attitude.

Agreement was reached between the State representatives for further amendments to the Adoption of Children Act and future desirable amendments to the Child Welfare Act.

Staff

The number of staff employed within the Department and its facilities totalled 525 at the end of July 1971.

The policy of the Department for increasing use of qualified Social Workers in the Field Services and screened and trained staff in institutions was steadily being put into effect.

Subdivisional Office

In 1971 a subdivisional office was opened in Balga.

Amendment to Child Welfare Act

On 10/12/71 an Amendment to Section 20 of the Child Welfare Act was assented to. This amendment was concerned with the jurisdiction of a Children's Court to deal with persons under the age of 18 at the time of committing an offence. The amendment provided that the jurisdiction of the Court should apply to a person who was under eighteen at the time of offending, notwithstanding the fact that he might have attained the age of eighteen at the time of the Court hearing or Court disposal.

Community Welfare Department

On July 1st 1972 the Community Welfare Act came into force and the Department for Community Welfare was established.

The Director of the former Child Welfare Department was appointed Director of the new Department.

Certain of the welfare activities for Aboriginals which had previously been undertaken by the Department of Native Affairs were incorporated with those of the Child Welfare Department in a major reorganisation of both Departments in order to undertake the new functions of Community Welfare as outlined in the Act.

Field Services comprising 8 metropolitan Divisional Offices including a new one located in East Perth, and two subdivisional offices based away from Head Office, and six Country Divisional offices with a number of District Offices were integrated.

Institutional Services embracing all Child Welfare Institutions and hostels as well as country and metropolitan hostels of the Department of Native Welfare with the exception of "Nindeebai" hostel at Boulder, were amalgamated.

Residential in-service training courses were arranged for field officers formerly with the Department of Native Affairs, to become familiar with the routines and procedure of Child Welfare work.

Aboriginal Affairs Planning Authority Act

On 1st July, 1972, the Aboriginal Affairs Planning Authority Act was proclaimed and came into force. It repealed the Native Welfare Act of 1963 and abolished the Department for Native Welfare. It statutorily established a Portfolio for Aboriginal Affairs.

The Planning Authority is concerned with specialist services for the Aboriginal community.

Housing Commission.

Policy with regard to the new department was that it should focus on the development of regionally based services, increase its number of professionally trained staff, expand its home-help services for families in difficult situations and work more closely with private welfare agencies.

Bus and Train Travel Concessions

The first additional social service function to be passed to the Child Welfare Department under the new Ministry was that of public transport concessions. By the end of the year the Department was ready to administer a scheme for providing free or concession travel for pensioners and other persons in circumstances warranting this. The scheme replaces and extends an arrangement which previously involved several Departments. Some deserted wives, unmarried mothers and wives with husbands in gaol are also now eligible to benefit from the scheme.

Following his appointment, the new Minister for Community Welfare extended his knowledge of his two Departments at field level by undertaking a tour in May 1971, with the Director of Child Welfare and the Commissioner of Native Welfare, of north-west towns and country centres. Discussions were held with the leaders of native missions, with country shire and other local representatives and with district officers of the two Departments.

Port Hedland District Office Opened

To cater for population growth in the Pilbara Region and general expansion in this area, the Child Welfare Department opened a District office at Port Hedland on 8th June. There were now nine Child Welfare District Offices, staffed by 12 officers, in the State's country areas.

Decentralisation and the Field Services

In accordance with its policy the Child Welfare Department continued to decentralise its field services and in 1971 for the first time, was able to service the whole of the metropolitan area from 7 divisional offices.

Late in the year a sub-office of Fremantle Division was opened at Rockingham.

Ironically the very process of decentralisation increased the total work load of the field officers by bringing them in closer contact with local community problems.

New Institutional Accommodation

By the end of the 1970-71 year, four new cottages and an administration building were nearing completion on the 10-acre site of the 'Bridgewater Child Care and Assessment Centre.'

Juvenile Suspended Court Action Panel

Several changes were made during 1971 with regard to the Juvenile Panel system. The Panel deals with certain first offenders who otherwise would be required to appear before a Children's Court.

In the past, the system operated only in the Perth metropolitan area, but on 1st April 1971, was extended to country areas served by district officers of the Child Welfare Department.

The maximum age of children who may appear before the Panel was also raised. The scheme, begun in 1964, and first applied to children under 13 years, now extended to 15 year olds.

A further development was the appointment of ex-Police Superintendent, J.H. Graham, as the Police Commissioner's Panel representative for the metropolitan area. Mr. Graham retired from the Police Force in May, 1971. Before his appointment there had been no permanent Police member on the Panel.

Annual Conference of Ministers and Administrators in Child Welfare

A conference between Directors of Child Welfare in Australia, New Zealand and Papua, New Guinea, was held in Hobart early in March and preceded a meeting of State Ministers responsible for Social and Child Welfare later in the month.

lation in the interests of children, and it is believed was largely responsible for the introduction of the Act, but it was Mr. Longmore, who was Head of the Department in those days, who actually obtained the necessary data for inclusion in the Act.

When the new Act was put into operation in March, 1908, male and female members were appointed to the Perth and Fremantle Children's Courts. These persons were chosen for their known interests and activities in connection with children. Similar action was taken in the country and Children's Courts were established in the main country areas. The Children's Court in Perth was first established in a room in the Department at 51 Murray Street. This accommodation was much too small, but it was made to do for twelve years.

In 1912 Kingsley Fairbridge came to Western Australia to establish a Farm School for English boys and in 1913 brought out the first group of children. The site of his original project was over the railway line from the present farm school and was a block of some 380 acres. The farm was financed by the Child Migration Society, London, supplemented by a system of grants.

In 1916 the Administration of the homes for aged men and women passed over to the Medical Department.

In 1918 a male Probation Officer was appointed to supervise boys released on probation under the State Children's Act, and to help and advise parents.

In May, 1920, the Department was transferred to Hay Street. It became a familiar sight of a morning to see a sulky and driver waiting outside the premises for inspectors to commence the day's work.

Investigations on behalf of the Department were carried out in districts ranging from Byford to Kalamunda and Mundaring by five metropolitan lady inspectors. A permanent office was established at Fremantle and the male inspector there was required to attend to the horse and keep the vehicle in good condition, in addition to doing his daily routine.

In 1922 provision for mentally deficient boys was made by an arrangement with the Salvation Army, who took over the care of educable cases at a special per capita rate.

In 1927 the title of the Act was amended to Child Welfare Act and the term 'ward' replaced State child. The name of the Department was changed to Child Welfare Department.

In 1929 a Stipendiary Special Magistrate was appointed for the Perth, Fremantle and Midland Junction Children's Courts, replacing the voluntary male and female Justices.

As well, in 1931, a female probation officer was appointed for delinquent girls, and a paid Special Magistrate was appointed for the metropolitan area. This was a full-time appointment and the Magistrate was available for interview by parents with difficult children.

In 1931, the issuing of Unemployment Relief was transferred to the Unemployment Relief Department which was taken over by the Commonwealth Department of National Service in 1942.

The administration of the Child Welfare Department was originally vested in the Chief Secretary's Department, but in 1931, it was placed under the control of the Under-Secretary for Mines. It was not until 1934, when a full-time portfolio for Child Welfare was created, that the Department came under the control of its own Minister.

In 1937 another Farm School for boys was established by the Christian Brothers at Tardun. Specially selected boys proceed to this agricultural school from the Clontarf Boys' Home.

During the period of World War II juvenile delinquency increased, and occasioned a Royal Commission in 1943. Both the male and female staff were augmented to cope with the many children placed under supervision.

Between the years 1947 to 1969, various Child Welfare Acts were passed, amended and consolidated for the making of better provision for the control, maintenance or reformation of neglected and destitute children.

In 1955, the Department moved from Hay Street to 184 St. George's Terrace.

rather is the physical care of the child in the absence of the mother.

Section 118A, now added to the Child Welfare Act, imposed on the Department the duty of inspecting and licensing Child Minding Centres. In carrying out its new responsibility, the Department wished not merely to establish and to police minimum standards for the building and staffing of Child Minding Centres; it hoped through the advisory service to substitute the concept of "child care" for that of "child minding." The Department hoped to see each centre provide such a programme of interesting and developmental experience for its children that they would not only be cared for safely and hygienically, but that their physical and mental growth would also be promoted.

In 1967, the Department established Watson Lodge to accommodate a small number of girls who had failed to settle in institutional care. Tudor Lodge, a hostel catering for working boys who are wards, which was opened in 1948, was re-established in 1959, and Stuart House which provides similar facilities for girls was opened in 1960.

Amendments passed by Parliament in the 1968 Session included provisions to remove any anomalies between the Act and the Criminal Code in respect of certain offences by adults against females, and to widen the scope of action available to Special Magistrates by permitting them to fine young people substantially and to place them on substantial bonds as alternatives to committal to the Department, or imprisonment.

By defining the licensing requirements of the Act more clearly, better provision was made also for the control of young children participating in commercial advertising through the media of radio, television or newspapers. Discretionary power was allowed in the application of regulations under the Act.

In 1969 the Act was further amended.

Also in 1969, "Bridgewater" Assessment Centre, was opened, this being a series of five cottages, and a kindergarten (open to the children of local residents as well) for the temporary care and assessment of neglected and destitute children awaiting further placement.

In the same year, in accordance with the decentralisation of the Central Office into Divisional Offices in strategic suburban centres, the Victoria Park and the Belmont Divisions were established.

In 1970, Divisions were established at Morley and Mount Hawthorn.

On the 18th February, 1970, the Hon. Minister for Child Welfare opened "Nyandi" a rehabilitation and treatment centre for girls, at Allen Court, Bentley.

Also established in 1970, was a group home for foster children at Gelorup, near Capel, which is known as "Canowindra".

The McCall Centre, a long-term residential treatment unit for emotionally disturbed children under the guardianship of the Director, opened in Highgate in 1970. The permanent premises of the centre, which will accommodate twenty children, will be at The Old Cable Station, Curtin Avenue, Mosman Park.

In 1970 the Child Welfare Act was again amended. Changes to Section 20 gave the Supreme Court or District Court wider powers in dealing with juveniles referred for trial or sentence. Amendment to Section 35 allowed for a juvenile to be brought back to Court on a summons in the first instance rather than a warrant. Sections 111 and 113 were altered to tighten the sanctions against unlicensed fostering of children under 6, and the Second Schedule of the Act was deleted and replaced.

On 1st May 1970 Amendments to the Adoption of Children Act 1896-1964 and Rules relevant to the Act came into effect.

Community Welfare Portfolio:

A new chapter in the history of social welfare in Western Australia began with the creation of a Community Welfare Portfolio on the 3rd March, 1971, and Mr. W.F. Willesee became the first Minister for Community Welfare. Work began on the Community Welfare Bill and on preparations for the proposed amalgamation of the Child Welfare Department and sections of the Native Welfare Department which, together, would form the Department for Community Welfare, and discharge welfare services previously performed by both. It was proposed that in time this new Department would expand to embrace additional welfare services required by the community. It was planned that other facets of the previous work performed by the Department of Native Welfare would be carried out by a separate body, the Aboriginal Affairs Planning Authority. Conventional housing for Aborigines would be controlled by the State

STATEMENT OF DUTIES

DIRECTOR

1. Responsible to the Minister for Community Welfare for:-

1.1. The general administration of the Child Welfare Act, the Welfare & Assistance Act, the Adoption of Children Act, the Community Welfare Act, and the Guardianship of Children Act.

1.2. To advise the Hon. Minister on:-

(a) Policies appropriate to the advancement of child, family, and Community Welfare in Western Australia.

(b) New or amending legislation necessary to the development of those policies.

(c) The staff, facilities and practices necessary to implement the legislation.

1.3. The guardianship of all wards and the care, management and control of their persons and property, as required by the Child Welfare Act and the Community Welfare Act.

1.4. General matters relative to the legal adoption of children.

2. Responsible to the Public Service Commissioner for:-

2.1. The general administration of the Community Welfare Department.

2.2. Carrying out the responsibility of a Permanent Head, as laid down in the Public Service Act.

2.3. Submitting recommendations, etc., required under the Government Employees (Promotions Appeal Board) Act, 1945-66.

3. To the Commonwealth Minister for Migration:

3.1. As guardian of all persons under 21 years of age entering the State as Immigrants unaccompanied by parents or near relatives.

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DEPUTY DIRECTOR

Duties

1. Assist the Director in the general administration of the Department in all its activities in collaboration with heads of sections, divisions and districts.

2. Act in the place of the Director in his absence.

3. Attend to all staff matters concerning the Department.

4. Carry out special assignments and enquiries as requested by the Director.

5. Carry out duties specified under the Community Welfare Act.

Special Assignments

(a) To confirm, on behalf of the Director, specific case conference programmes of Wards.

(b) To be responsible to the Director for the control and care of migrant children in this State.

ASSISTANT DIRECTOR-INSTITUTIONS

LIST OF DUTIES

Responsible to the Deputy Director for the following:-

1. Advise the Director and Deputy Director concerning the proper planning and operating of a comprehensive range of departmental institutions and facilities.

2. Supervise the running and performance of existing institutions and facilities so that they operate in an efficient manner and in conformity with the appropriate aims, practices and standards.

3. Investigate any matter concerning institutional practices or happenings that may affect the well-being of staff or inmates.

4. Prepare for the Director's consideration annual staff budget requirements and other details relating to the operational costs of institutions.

5. Arrange the advertising selection and training of new staff and the in-service training of existing staff.

6. Confer at regular intervals with Superintendents of Institutions concerning matters of institutional policy and operation.

7. Make representations, when required, on behalf of the Director concerning industrial matters.

8. Liaise with senior officers of the Public Works Department, other Government Departments and private architects concerning the planning and construction of departmental facilities.

9. Liaise with managers of all private institutions and lying-in homes in the matter of conduct of such institutions and the personal welfare of inmates.

10. Incur expenditure on behalf of the Department.

STATISTICIAN

DUTIES

(a) Placing of Court Records on the Government Computer

This involves coding informative reports and running these off on the computer which results in an alphabetical list of all children who have appeared in Courts in Western Australia. In each particular input a number of errors will be produced, such as incompatibilities and inconsistencies. Correction of errors and resubmission of data follows.

Tabulations of types of offence, sex, age, court, are arranged. These arrive in a coded form which must then be decoded into meaninful tabulations and grouped.

(b) Liaison with the computer staff for new programmes for further tabulations.

(c) Preparing graphs and tables on trends derived from these figures.

(d) Collection of figures from Welfare Branch and Institutions on other statistical series which computer is not handling.

(e) Preparation of tables for the Annual Report.

(f) Preparation of tables for interstate standardised statistics for conferences.

FUTURE PROJECTS

(a) Analysis and interpretation of personal, social, medical data relating to departmental clients and the community, and correlation between cause and effect.

(b) Sample surveys of population coming under notice of the Department. Interpretation of these.

CASE CONFERENCES

FIELD OFFICERS

Field Officers should use General Form 62 when submitting information for an initial case conference and General Form 63 for supplementary conferences. See Appendix to Manual.

These forms give an outline of the areas which should be covered in a comprehensive case conference. They are intended as a guide to Chairmen in their conduct of conferences and to Field Staff and Group Workers in their preparation of adequate information to enable satisfactory decisions to be reached.

All plans made for a child should be constructed with regard to his ultimate welfare and it is, therefore, essential that short-term targets be related to long-term goals, which should be clearly indicated.

All information contained in Case Conference notes is strictly confidential and should never be divulged to anyone, except those directly concerned. At no time should a child or his parents be given details of conferences.

3-1-1-a CASE CONFERENCE NOTES TO DEPARTMENTAL INSTITUTIONS

Case Conference notes are normally distributed by the Resources Officer to any departmental institutions involved.

Arrangements have been made for a copy of case conference notes to be retained at "Longmore", "Bridgewater", and the Community Welfare Reception Home until after verbal confirmation of the Plan has been obtained and then sent, together with any child being placed in a departmental Institution, so that information concerning that child is readily available.

3-1-1-b CASE CONFERENCE NOTES TO PRIVATE INSTITUTIONS

Full case conference notes will be sent to the following institutions only:-

Neuville
Ngal-a
Clontarf
Castledare

No other private institutions are to receive full case conference notes. Instead they will receive part of the typed conference report as follows:-

(a) The Field Officer's report of family details excluding the section marked Field Officer's assessment.

(b) The full Group Worker's report.

(c) Field Officers will indicate approximate level of intelligence and any schooling problems which are anticipated from the Psychiatrist's report.

(d) No part of the Psychologist's report will be forwarded.

(e) The "Discussion" section will also be excluded.

In order to facilitate distribution of appropriate portions of the case conference to private institutions, typistes at the three major assessment centres as well as Head Office have been instructed to type each report for the conference starting on a new sheet of paper when plan is to place in Private Institution. Thus, it should be a relatively easy practice for the group worker's entire report to be detached, and for the appropriate part of the Field Officer's report likewise.

Supervisors at the locations referred to above are asked to ensure that their typistes follow this instruction.

Confidential Reports to Private Institutions

In cases where there are no case conference notes or where additional information regarding the background or health of a child is required officers should complete a report according to the Confidential Form for admission to private institutions.

(See Section 16-1-2-4)

3-1-2 GROUP WORKERS

Group Workers must report on:-

(a) General attitude and temperament
(b) Habits and mannerisms
(c) Unusual or anti-social acts
(d) Attitude towards authority and others
(e) Attitude towards self
(f) Recreation interests and ability
(g) Techniques of handling child
(h) Child's thoughts for the future

It must be observed that this information will be gleaned by observation whilst a child is under assessment conditions, and may not necessarily be the situation in normal environment.

Evidence for reaching a conclusion should be stated.

3-1-3 3. PSYCHOLOGISTS

Psychologists must report under the following:

(a) Description of child
(b) Intelligence
(c) Personality
(d) Needs

3-1-4 DISCUSSION

This should include the feelings of those involved in the Conference, indicate method of approach, reason for Plan and comments on the carrying out of the Plan. If Plan is contrary to Court recommendations, it is necessary also to state reasons for recommending departure, so that confirming authority clearly has all facts before him.

3-1-5 PLAN

This should state programme envisaged and the next step to be taken if the current plan does not work. Conference should avoid listing actions as part of a plan which should have been taken prior to the holding of the Conference.

3-1-6 RE-CONFERENCE

Where a "re-conference" is being conducted, the previous Plan or Plans and points must be stated, also information concerning action taken under the previous Plan or Plans, frequency of contact, results, and a concise resumé of the case indicating efforts made to make the original Plan work. An evaluation of results including a full coverage of all points previously decided, and where and how breakdown has occurred.

3-1-7 GENERAL COMMENT

It is necessary to include full names, file numbers, details of other Conferences. By carrying out the above suggestions, Chairmen will facilitate action being taken to confirm programmes.

Also, should it be necessary to introduce any outside Agencies into Conference at any time, they should be shown on the report, and prospective areas of comment listed, and should include:-

(a) Their contact
(b) Attitudes
(c) Ability to help

resumé

CONFIRMATION OF CASE CONFERENCE PLANS

1) Telephone Confirmation

Telephone confirmation is only to be sought in exceptional circumstances. These must relate to the welfare of the child concerned and not to the need to remove Wards from crowded assessment centres. Where, for any reason, speedy confirmation of plan is desirable, the notes and file should be sent direct to Head Office, by hand if necessary.

2) Case Conference Notes and Head Office Files

Case conference plans cannot be approved without reference to the appropriate file.

The Field Officer involved in the case conference should make every effort to see that Head Office file is made available for the conference. No member of staff is permitted to withhold the file from a case conference discussion for any reason. No member is permitted to detach case conference notes from a Head Office file until the plan has been confirmed.

CHILDREN'S COURT

by G.R. HITCHIN
Special Magistrate
Appointed 17.6.70

The traditional administration of criminal justice is often characterised by theories of retribution, of deterrence and of law as an inflexible body of rules. This accomplishes neither legal justice nor social good - and quite often is the cause of failure in the repression and supression of crime.

"Law" is a living, social institution. It is legislated by Parliament and adjusted according to the needs of the community.

History itself has been a struggle against the weight of tradition. Tradition is something we owe our forbears, but we are also concerned with new discoveries - new attitudes. We have the tradition of society, the Bar and the Law. Sometimes it becomes a struggle for each to appreciate the other's point of view.

The Children's Court is the first legal tribunal where law and science have been used. This includes human behaviour, biology, sociology, pyshology, anthropology and psychiatry.

In Children's Courts each child is studied and treated as an individual. These principles are radically different from those of most other courts.

1. "INDIVIDUAL JUSTICE"

Specialised handling of children and adaption of orders accordingly.

2. IT IS LEGAL TRIBUNAL

where the law and science should work side by side - especially the science of the Humanities.

3. IT IS REMEDIAL TO A DEGREE

and should be preventive rather than punitive.

There are other serious considerations in its activities.
It must never be considerd to be "sloppy", emotional or irrational.
The disposition of cases should be based on the following:

a) The best available knowledge of the needs of the child,

b) the availability of facilities to meet these needs

c) the assurance that the community receives adequate protection in such action.

This then means that the child must always be regarded as an "individual" and its rights respected as such. It also follows that the legal rights of the community are respected and the legal rights of both parents and child are also protected.

Touching on "Individual Justice", one must consider:

a) The conditions under which the State is empowered for intervention in terms of which there are certain procedural safeguards for the protection of the rights of parents and children.

b) Both the child and the parents are entitled to know the basis of State intervention.

c) Statutes empower specific action rather than unlimited discretion and power.

To carry out its role as a "Legal Tribunal", the Court, in addition to law enforcement officers and legal practitioners, must use the services of probation and welfare officers - Social Workers, Physicians, Psychologists and Psychiatrists and Educationists, who search for social, psychological and mental health backgrounds in order to arrive at reasonable and just solutions of individual cases.

It is necessary to tear down primitive prejudice, hatred and hostility. It is possible to use truth, love and understanding in these matters.

It is acknowledged as common law that the State has duty of protection to children. Laws are in force which deal with people who offend.

We are constantly "Building a new Structure on old Foundations". The purpose of a Children's Court is to deal with a child, not as a criminal, but as a person in whose guidance and welfare the State is peculiarly interested.

Even in criminal legislation, many changes have occurred during the past century. It is on record that in the early part of the last century a fourteen year old child was hanged for some offence for which to-day he possibly could have received probation.

Children's Courts are the product of this century, although there is much evidence which indicates that the thinkers and social reformers took positive steps in the preceding century to bring about reform, in an effort to prevent children being deserted and suffering the degradation of the hulks, and the indignities of the early days.

Note: Children were committed to the hulks (i.e. stationary vessels) in N.S.W. These were moored in the harbour.

Let us look into the past. The Children's Court in Western Australia was established as a result of some forward thinking in 1907, when the State Children's Act (later to become the Child Welfare Act) was brought into being.

The first Children's Court in Western Australia was held in 1908. Its location was in a room, described by the late Hon. A. Lovekin, M.L.C. in his booklet "The Children's Court, Perth, during Two Decades", as a shocking place.

"At the conclusion of the sitting, with my brother Justice I made a tour of the precincts of the Court. It was a shocking place. The Court room itself was a room about 20 feet long by 14 or 15 feet wide. It did duty as Clerk's office as well as Judicial chamber. Opposite was a room where charity was dispensed to the unfortunates who needed it. Upstairs were some clerical offices into which the employees were packed like sardines amidst bundles of paper. At the rear was a kitchen and one living room for the caretaker, who combined with his caretaking and court ushering duties, the position of gaoler and flagellator. Alongside were two rooms with low roofs of galvanised iron, devoid of ceilings. One of these was for the use of female children and the other for male children, during their temporary confinement or until transfer to an institution. There was one bed in each room - filthy and infested with vermin. If two children of the same sex were under detention, they had to occupy the same bed. If more than two children were there at one time, I do not know what happened. There were no lavatory conveniences in the rooms. These necessaries were provided in the yard a few feet away from the kitchen and consisted of a pan W.C. and an open water tap, which was used for the performance of the necessary ablutions - when required. I was shown a heavy strap with a large buckle attached to it, used, when occasion called for it, to impose the six, ten or twelve strokes which the Court might have ordered infliction upon the unfortunate delinquents who came before it. Such was my initial experience at our Children Court."

The Parent Department until that time had been known as the "Charities Department" and by way of help to distressed provided "indoor" relief. This accommodation was located, in the early days, near the present Swan Brewery and also in Pier Street, Perth on the site of the present P.M.G. Exchange. "Outdoor Relief" was by way of rations issued, and in some instances continued in this form up to the mid thirties.

Later the Court and the Department moved to premises at 508 Hay Street. The building still stands. Originally, as "St. George's Hall", it was the first public hall in Perth. It later served as the Government Lithographic Department and was part of the printing works.

Mr. Lovekin describes the Court:

This building is also totally unsatisfacotry for its present purpose. I have sat in the Court Room with the rain falling through the headlight. I have seen pools of water on the floor. I have objected, without avail, to the damp and musty odours which from time to time permeate His Majesty's Hall of Justice. I have been subject to the cold winter winds blowing through four doorways, admittedly unavoidable, as the business of the officers had to be proceeded with.

The entrance to the Court is up a narrow lane which is the rendevous for unemployed seeking assistance, and where distressed persons - women in numbers - have to wait their turn to interview the relieving officer. Turning to the right, half way down the lane, one meets a public latrine and, adjacent thereto, is the front entrance of the Court. Inside this front door is an open wash hand basin and another latrine for the use of officials. Opposite to these is the Probation Officers' room, dingy and cold, and ill-lighted. Then comes the Court room, with the Clerks' office on the right. The floor of the latter is ever damp, in winter the water runs down on the inside of the walls. Fortunately, the clerk, Mr. Dunn - an excellent officer - is a young man and so far

unsubjected to rheumatism. Next to the Clerks' room is the Justices' room. Furniture is a scarce commodity. We furnished our own room with a few chairs, table, bookself and carpet, at a cost of £60. The Government magnanimously found us a small radiator for use during the winter and for which it provides the cost of the electric current. Occasionally, when there has been heavy rain overnight, the carpet is found to be saturated at the sitting of the Court on the following day".

When the University vacated the site in Irwin Street (between Hay Street and St. George's Terrace) and moved to Crawley, it left behind several frame buildings. Others were taken with them and these are now located in "Irwin Street" at the University.

One of those remaining, was a wooden structure which had formerly been the Mechanics Institute at Coolgardie, and, when that field of education declined, was moved in sections to Perth. This served as the Chancellor's Office and Administrative section.

It became vacant in the thirties and the Children's Court was moved there, which is the site of its new building.

During its existence, the Court has been presided over by many Members and Magistrates, some honorary and others paid. Names which immediately come to mind are Messrs. R.P. Vincent, F.D. Good, Hon. A. Lovekin M.L.C., H. Casper, J. Carter, C. Harper, J.M. Lapsley, Mesdames Beadle, Rischbieth and many others.

The first Stipendiary Magistrate was Mr. F.F. Horgan. He was followed by Mr. A. Schroeder, who was appointed not as a qualified magistrate, but as a person with knowledge of people.

Mr. E. B. Arney, Stipendiary Magistrate, followed Mr. Schroeder, then Mr. W. Hardwicke, Stipendiary Magistrate.

Again it was felt that the influence of a person who had experience of young people should hold the office and Mr. A.L. Young became Special Magistrate.

Children under seven years are considered legally incapable of committing a crime. Legislation has provided that the age limit of juvenile Courts is extended to eighteen years, except for four capital offences.

The community has, down the years, varied from "the get tough" as against "the needs of a child" type of approach. It is hoped that the Act will always remain as described in Section 25 of the Child Welfare Act:

The court, in dealing with a child, shall have regard to the future welfare of the child."

So remember, when you make inquiries or prepare data for courts, always be thorough, concise and give reasons for any recommendations. You owe it not only to the child and its needs, to the department and its image, but also to the court and its charter, to see that both justice and commonsense prevail.

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IMPRISONMENT OF CHILDREN

The Director requires, in the event of any child being sentenced to a term of imprisonment, that Assistant Director-Field be notified immediately by telephone.

ADMINISTRATIVE INSTRUCTION NO. 2

re: Breach of Probation

1. Where a child breaches probation by committing a further offence a charge of breaking terms of probation will be made at the same Court hearing as the offence.

2. To facilitate this process verbal approval may be given by the Director, Deputy Director, Assistant Director-Field or the Chief Social Work Supervisor.

3. A written complaint will be lodged with the Children's Court whenever possible. If this is not possible the Special Magistrate of the Metropolitan Children's Court is prepared to accept a verbal complaint provided the necessary written complaint is completed the same day.

4. Where, for any reason, it is not desirable to proceed with a charge of breaking the terms of probation due to a further offence, approval should be secured from those Officers mentioned in (2) above. Reasons for not proceeding must be outlined on the Informative Report and brought to the attention of the Special Magistrate by the Officer presenting the case in Court.

5. Where a charge of breaking the terms of probation is contemplated for any reason other than a further offence, it should be submitted for approval in writing to the Director or Deputy Director.

DIRECTOR.

2/12/70.

THE RIGHTS OF A CHILD

1. Under existing laws a young person cannot purchase or acquire alcohol on licensed premises if under the age of 18, or be present in a betting shop if under the age of 21.

2. He can attend a race meeting.

3. He can drive a vehicle at the age of 17. Children under 16 require a licence to perform in any public entertainment which is not for the benefit of a school or patriotic purpose and are subject to conditions as to times and frequency.

4. Boys from 12 years of age upwards may sell newspapers and the like in public places, provided they have a licence.

5. Children must complete the school year in which they turn fifteen.

6. A boy under 14 cannot be employed in a racing stable.

7. Children cannot take part in acrobatic entertainment or a circus if their physical welfare is in danger.

8. A girl of 16 or a boy of 18 may marry, but require parental consent of both parents or of the surviving parent. In case of a broken family, the written consent of the parent who has legal custody is required.

9. Girls of 14 or boys of 16 may marry, but the consent of a judge is essential before marriage can be performed and will only be given in circumstances which are so exceptional or unusual as to justify the making of an order.

10. No person under 21 may hold a pistol licence and no persons under 16 may hold a licence under the Firearms and Guns Act.

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LEGAL OFFICER

Duties include:-

1) Court work.

2) General legal advice.

1) Court Work:

The Legal Officer represents the Department in matters in which the Department or wards of the Department are involved in the Supreme Court, the District Court, and the Third Party Claims Tribunal.

In the Married Persons Summary Relief Court the Legal Officer represents the Director on applications for relief or ancillary relief. An officer of the Maintenance Branch appears when a warrant has been issued on behalf of the Department and on other matters concerning maintenance.

In the Children's Court the Legal Officer:-

a) defends wards of the Department who plead "not guilty" and cannot obtain legal representation themselves;

b) conducts any application which is opposed by the parents or guardians of the child concerned.

c) conducts prosecutions instituted on behalf of the Department.

2) General Legal Advice:

a) Motor Vehicle Claims.

Where a ward is injured in an accident the Legal Officer must be informed to make a claim on behalf of the child. As soon as the child has recovered from his injuries arrangements should be made for him to be seen by the Legal Officer so that the extent of any residual disability can be determined.

Workers Compensation:

The Legal Officer advises wards who are injured in the course of their employment regarding the compensation to which they are entitled.

Maintenance:

Officers in this section refer to the Legal Officer any problems arising from actions to recover amounts paid out. These actions are under the provisions of the Child Welfare Act, the Married Persons and Children (Summary Relief) Act and the Welfare and Assistance Act, or under the Mental Health Act, as against the estates of deceased persons.

Affiliation actions are taken under the provisions of the Married Persons and Children (Summary Relief) Act 1965 on behalf of wards.

Adoption:

General legal advice is given on the provisions of the Adoption of Children Act 1896-1972 and the Legal Officer assists officers of the Adoptions Branch with certain cases.

Miscellaneous:

General legal advice is given regarding wills, hire purchase agreements, contracts and litigation.

COURT OFFICER

Duties include:-

1) Court work.

2) Legal advice.

1) Court Work:

The Court Officer represents the Department in Children's Courts held at Perth, Fremantle and Rockingham and exercises the right of an officer of the Department to take part in all trials against children pursuant to Section 122 of the Child Welfare Act and be heard touching the punishment or disposal of the child or ward.

The Court Officer also appears on behalf of the Department on applications to have children declared destitute, neglected or uncontrolled and in cases of complaints of breach of the conditions of a probation order.

2) Legal Advice:

The Court Officer advises members of the Department who are preparing applications to the Children's Court. He also advises on other matters arising in the Children's Court and assists and advises all persons appearing in the Court.

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JUVENILE PANEL

1. The Panel, which consists of a representative of the Community Welfare Department and of the Police Department, deals with offences by First Offenders under the age of 16 years at the time of the offence.

2. The Panel is not empowered to decide on the guilt or innocence of any juvenile as it is not a court of law.

3. The main requirements in considering the bringing of a child before a Panel are:-

a) The child has to admit guilt.

Note: Children under 14 years of age must acknowledge they knew what they did was wrong.

b) The parent/s agree the child has committed the offence.

c) The parent/s agree to the child appearing before the Panel and to sign the necessary Agreement (Form C.W.D. 174).

d) One or both parent/s to be present with the child at the Panel hearing.

e) Both the Community Welfare Department and the Police representatives agree it is a suitable case for the panel.

4. Should the parents not agree to the points in para. 3 conceming them, the child must go before a Children's Court. The parents may elect to have the child brought before a Court if they so desire.

5. Some of the reasons for the Panel to decide on the necessity for a Court appearance are:-

a) The attitude of the child.
b) The nature of the offence.
c) The attitude of the parents.
d) The inability of the parents to provide adequate supervision of the child to prevent further offences.
e) Where there is any dispute as regards the assessment of restitution.

Note: The Panel is not empowered to order or fix the amount of restitution but should deal with each case on its merits and endeavour to have the parents of the child make satisfactory arrangements, if possible direct with the party entitled to the restitution, or else, through the Police concerned with the offence.

6. One of the problems of deciding whether a child should appear before the Panel or the Court arises when a First Offender is associated in the offence with a child who has already had an appearance before the Panel or the Court, or the co-offender is over the maximum age for the Panel. Some Magistrates consider that in these cases all children should be dealt with together which means they should go before a Court. There is no hard and fast rule about this but generally it is considered that in such cases it would appear wrong to deprive the first offender of the opportunity to appear before the Panel.

3-3-2-1 PANEL PROCEDURES.

When the Police have a case which fits the criteria for a Panel hearing they complete the Police Form 'A' in duplicate (see Appendix for sample form). In Perth these are forwarded to an Inspector of the C.I.B. (In Fremantle and Midland arrangements are made between the Police and the C.W.D. Division for notification).

The duplicate copy is given to the Chairman of the Panel who sets a time and date for a Panel hearing and then sends the form to the Supervisor of the Division concerned for allocation to a Field Officer.

Note:

At the present time Panels are held in Perth every Wednesday afternoon and sometimes on a Friday afternoon if the numbers warrant it. Fremantle Panels are held every alternate Thursday afternoon and Midland on Tuesday afternoon as required.

At the same time as the form is sent to the Division the Chairman arranges for a letter, see Appendix, Form Gen. 158, to be sent to the parents of the child, who are then expected to contact the Division for a report to be prepared.

The parent and child are expected to come to the Divisional office. The Field Officer will only visit the home if this is not possible.

The Field Officer handling the case completes an Informative Report in triplicate and forwards this through his Supervisor to the Chairman. For the purposes of preparing the necessary documents and to give the Panel an opportunity of reading it, the report should be in the hands of the Chairman by at least 2 p.m. on the date prior to the Panel hearing.

Note:

Care should be taken by the Field Officer to ensure that the parents are aware of the requirements for Panel cases and that they agree with such requirements.

If the parents and child are unable to attend at the appointed time and date, or Field Officer cannot contact them in time, he should contact the Chairman to arrange another appointment.

After the parents and children are seen by the Panel the original of the Informative Report and a copy of the Agreement (see Appendix Form C.W.D. 174), are returned to the Division for action to be taken for appropriate follow up.

On some occasions the Police may have some doubt as to the wisdom of referring a child for Panel and on most of these occasions it is discussed with the Chairman. If he has any doubt he can refer it to the Division for some inquries to be made and for a recommendation as to what action should be taken.

It is also possible for a Field Officer, after making enquiries, to consider the case is not suitable for the Panel. In these instances it should be referred back to the Chairman, a) setting out the objections which determine his decision, or b) for further discussion.

D.O. FOGARTY.
CHAIRMAN.
17 Dec. 1971.

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12. Self Defence:

A person is not criminally responsible where the act or omission was done in self defence against an unprovoked assault.

However, the amount of force used must be limited to the amount necessary to make effectual defence against the assault, e.g. a person attacked with the fists would only be entitled to retaliate with fists - not with a knife, a gun or boots.

COURT PROCEDURE

CHILDREN'S COURT

The procedure followed in Children's Courts is roughly the same as in any British Court of Law and in the main, the same rules apply. However, the Child Welfare Act (Sections 19 and 20) sets out the constitution and powers of the Children's Courts, and some of these powers introduce more flexibility into the procedure and allow children to be dealt with in a greater variety of ways. Section 25 directs the Court in dealing with a child, to have regard to the future welfare of the child

3-3-3-1 OFFENCES:

These are of three kinds, namely crimes, misdemeanours and simple offences. Apart from wilful murder, murder, manslaughter or treason, all offences by children may be dealt with in the Children's Court. However, in the case of an indictable offence against a child over fourteen years of age, the Court may commit such child for trial before a Judge and Jury, or may hear the case up to the conviction of the child, and then commit the child to the Supreme Court for sentence. Normally, offences of all types are fully dealt with by the Children's Court.

3-3-3-2 OFFENCES BY ADULTS AGAINST CHILDREN UNDER 16 YEARS OF AGE:

These are heard in the Children's Court, but the accused has the right to elect to be tried by a Jury if he so wishes, in which case he is sent on to the Supreme Court.

If heard in the Children's Court, the case must be before a Stipendiary Magistrate. The particular offences applicable are listed in the Third Schedule of the Child Welfare Act.

3-3-3-3 APPLICATIONS (NEGLECTED, DESTITUTE AND UNCONTROLLED):

These are heard exclusively in the Children's Court. The person presenting the Application stands on the right-hand side of the Court, and commences the proceedings (after the Application has been read aloud to the parents of the child). Witnesses are called. Each one is required to stand near the witness chair (or in the witness box) and take the Oath. He then states his full name and official title, and where he is stationed. If it is a practice accepted by the Special Magistrate, he may then read his evidence from a prepared statement. (This is not normal procedure in other Courts, where witnesses must memorise their evidence beforehand.) All witnesses are open to cross-examination by the child and his parents, or a solicitor acting in their interests. They must also answer any questions put to them by the Magistrate. They may then step down and sit in the back of the Court. When all witnesses for the prosecution have completed their evidence the case is closed and the parents (or their solicitor) may call witnesses to try to disprove the Application.

If the parents or the child do not wish to give evidence on oath, the Magistrate may ask them questions or allow them to make a statement (which is not subject to cross-examination).

The Court then decides whether or not to grant the application. If the Application is granted, the Court will then hear additional information which may not have been admissible as evidence, before reaching its decision for the disposal of the child.

3-3-3-4 CHARGES: (Under Criminal Code, Police Act, Traffic Act, etc.)

These occupy most of the Court's time, and most children plead guilty. If they plead not guilty, the matter is usually remanded to another date to enable witnesses to be called by both sides. Where they plead guilty, the matter can be dealt with immediately, but is sometimes remanded for further information such as Department for Community Welfare report or psychological report.

When Plea is "Guilty"

The Prosecutor then gives the facts of the offence to the Court. The child is then asked to give some account of his conduct. This is followed by the presentation of the Informative Report by the Court Officer. All relevant points are read. The Court Record, which has been handed up to the Bench previously is sometimes referred to and then the Informative Report is passed up to the Bench so that the Department's recommendation may be perused, and any confidential information noted by the Bench. A decision is then given, and this often includes a recommendation from the Bench.

The Defence calls evidence of witnesses in the manner explained above. (In

practice the accused is the first witness if he elects to give evidence. He cannot be compelled to enter the witness box.)

Evidence in rebuttal may then be called if desired and permitted by the Court. Evidence in rebuttal cannot be called if such evidence could have been given in the first place. This evidence is seldom allowed.

The Prosecution may recall witnesses to clear up a point, however, this is seldom allowed. The discretion is the right of the Magistrate.

Both parties address the Bench IF PERMITTED. Usually the Defence is first, followed by the Prosecution, but if Defence does not call evidence, the Prosecution is required to address first. There is no right of address - the permission of the Magistrate is required.

The Magistrate sums up and gives his decision.

Then, upon conviction, the Criminal Record is produced.

After this the Field Officer's report is presented, and the decision is given.

General:

When making complaints or Applications, officers should keep as closely as possible to the wording of the Section of the Act - e.g. Child Abuse Case, Section 4, Definition 10:

> "that he is so ill-treated or suffers such injuries apparently resulting from ill-treatment as to indicate that his physical welfare is likely to be in jeopardy."

When Plea is "Not Guilty"

The Prosecution (usually the Police) must call witnesses and must prove their case beyond reasonable doubt. No previous record of the defendant is permitted to be produced until the question of guilt has been decided. The Prosecutor opens his case by calling witnesses one at a time. They stand in the witness box and are swom in. Then they sit down and give their evidence, slowly so it may be written down by the Magistrate and any solicitor appearing for the defendant.

Examination in Chief:

The party who called him has the right to question the witness to extract his story of the event. No leading questions allowed.

Cross-Examination:

The opposite party has the right to question the witness to test his evidence. Leading questions may be asked here.

Re-Examination:

After cross-examination, the witness can be examined again by the party who called him. No leading questions. The witness can only be asked questions about matters raised in cross-examination. No new matters can be introduced.

The Magistrate may also ask any questions he may desire.

The Prosecution closes its case at this stage.

3-3-3-4-1 PLEADING GUILTY OR NOT GUILTY:

General:

An accused person is entitled to plead either guilty or not guilty. Departmental officers should not try to influence anyone either way. They should only discuss the facts with the client and advise him whether or not it appears that he has a defence to the charge.

The decision whether to plead guilty or not guilty must be left to the client himself.

Parents cannot plead on behalf of their children, but if they choose to influence their child (outside of the Court) that is their own affair.

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If a person pleads not guilty, it is most likely the case will not be finalised at his first appearance. It is more likely to be adjoumed (if he has been summoned) or remanded (if he has been arrested) to a date in the future. This gives both parties a chance to prepare their cases and to produce their witnesses at the final hearing.

Generally speaking, an accused person has little chance of winning his case on a plea of not guilty if he has no witness to corroborate his story against the evidence of the prosecution. However, he is entitled to try, and at least it forces the prosecution to give swom evidence rather than just outline the facts.

In order to assist in cases where children or disadvantaged persons have any doubts about how to plead when they have been charged with offences, Social Workers, Family Welfare Officers and District Officers need to be aware of the following basic rules under West Australian law.

1. Children - Section 29 of Criminal Code:

(a) A Child under the age of seven years is not criminally responsible for any act or omission.

(b) A child under fourteen years is not criminally responsible for an act or omission if he has not the capacity to know that he ought not to do what he did.

If there is any doubt about a child's mental capacity to comprehend the charge, he ought to be advised to enter a plea of not guilty. This puts the onus on the prosecution to prove his capacity to know right from wrong in relation to the specific circumstances.

(c) A male child under the age of 14 years is presumed by the law to be incapable of having carnal knowledge.

This means that he cannot be charged as a principal offender with an offence such as rape - but he can be charged as an accessory to another person.

2. Insanity - Section 27 of Criminal Code:

Under certain circumstances persons in a state of mental disease or natural mental infirmity at the time of doing an act are not criminally responsible. This, however, does not apply to children under 14 years as they are already protected under Section 29 (see 1(b) above).

If there is any doubt about the sanity of a person 14 years or older, he ought to be advised to plead not guilty and raise the issue of insanity as a defence.

As this is a difficult defence to prove, the accused person should have legal representation if possible.

3. Joint Charges - Section 586 of Criminal Code:

Under the Criminal Code it is possible for certain charges to be joined together, on the one complaint. Examples are Stealing and Receiving - Breaking, Entering and Stealing - and two or three acts of Stealing from the one person within the space of six months.

Where Receiving is joined with other charges, e.g. Stealing and Receiving, a sole defendant should be advised to plead guilty (if he is guilty) to either Stealing or Receiving, but not to both. "A man cannot receive stolen property from himself". However, if he was in company with another person, and he received some of the proceeds, he can be convicted of both the stealing and receiving.

4. Parties to offences - Section 7 of Criminal Code:

When an offence is committed by one person, another person is equally guilty of the actual offence if he

(a) aids (or encourages) the person in committing the offence

(b) does something or omits to do something for the purpose of enabling the person to commit the offence

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(c) counsels or procures the person to commit the offence.

Example: Two boys went into a store to look at records and steal one or two if the opportunity presented itself. One boy did the stealing while the other boy talked to the shop assistant to distract his attention. This made the second boy equally guilty of the stealing, as he aided in the commission of the offence.

"For a person to be involved as a party to the offence he must appreciate what is going on, and do something to further it."

"When a person merely stands by and does nothing to prevent the commission of an offence, he is not an aider and abettor, where the only duty resting on him is the general duty which rests upon all citizens to prevent crime." (Quotes are from Carter's Criminal Law).

5. Accessories - Section 10 of Criminal Code:

A person who knows an offence has been committed and assists or receives the offender in order to enable him to escape punishment is an accessory.

A person is not an accessory unless he does something positive to assist the principal offender.

Example. A man who alters the engine number of a car stolen by the principal offender can be guilty of being an accessory.

6. Forming a common purpose - Section 8 of Criminal Code:

When two or more persons make a plan to commit an offence together, and in the course of this offence a second offence is committed, each of them is deemed to have committed it.

Example. Two men form a plan to use force on a third man to extort money. One man stands by while his associate hits the victim with such force that he dies. Both men would be charged with murder.

7. Double Jeopardy - Sections 16 & 17:

A person cannot be punished twice for the same act or omission (except where the act or omission causes the death of another person).

It is a defence to a charge to show that the accused person has already been tried and either convicted or acquitted.

8. Unwilled Acts - Section 23:

A person is not criminally responsible for an act or omission which occurs independently of his will, or for an event which occurs by accident - except for express provisions in the Criminal Code relating to negligent acts or omissions.

Example. A boy, after being pestered by several small children, fired an air gun in the general direction of them, towards the ground, intending only to scare them. A pellet hit one of the children in the chest. He was charged with unlawful wounding, but acquitted.

9. Ignorance of the Law - Section 32:

Ignorance of the law is no excuse for any act or omission which constitutes an offence.

10. Married Women - Section 32:

A married woman is not criminally responsible for an offence which she is actually compelled by her husband to commit in his presence.

However, this does not apply to an offence involving grievous bodily harm or an offence punishable with death.

11. Provocation:

Provocation is a defence to assault (or more serious charges involving assault) if the accused is deprived by the provocation of self control, and acts before there is time for his passion to cool.

EVIDENCE & GENERAL RULES AND MATTERS:

Criminal Code, Section 7 - Parties to Offences;

Each of the following persons is deemed to have taken part in committing an offence:-

(a) Every person who actually does the act or makes the omission constituting the offence.

(b) Every person who does or omits to do any act for the purpose of enabling or aiding another person to commit the offence.

(c) Every person who aids another person in committing an offence.

(d) Any person who counsels or procures any other person to commit the offence. The mere fact of presence at the commission of an offence does not in itself constitute a person an "aider and abettor". There must be something by way of assistance or encouragement either by word or act.

3-3-3-6 CRIMINAL CODE, SECTION 29 - CRIMINAL RESPONSIBILITY - IMMATURE AGE:

A person under the age of seven years is not criminally responsible for any act or omission.

A person under the age of fourteen years is not criminally responsible for any act or omission, unless it is proved that at the time of doing the act or making the omission he had capacity to know that he ought not to do the act or make the omission.

A male person under the age of fourteen years is presumed to be incapable of having carnal knowledge.

3-3-3-7 SPECIAL POWER OF CHILDREN's COURT:

It has been given as an opinion by the Crown Law Department that the Children's Court has power to reduce a specified minimum penalty - e.g. Section 60 of the Traffic Act. Unlawfully driving a motor vehicle. Minimum fine $100.00. The child may be dealt with under Section 34 of the Child Welfare Act, instead.

3-3-3-8 MOTOR DRIVERS' LICENCES:

In offences relating to motor vehicles, the Court, if the child is convicted, may order that the child be disqualified from obtaining a Motor Driver's Licence for a certain period. On some traffic charges the licence is automatically cancelled.

APPLICATION AND COMPLAINTS

DETAILED PROCEDURES FOR FIELD OFFICERS:

Introduction:

A child may appear in Court because either:-

A. An application has been lodged asking for a declaration that he is a neglected, destitute or uncontrolled child,

or

B. A complaint has been lodged alleging that he has offended against a law, bye-law or regulation, or that he has broken a bond, or the terms of his probation order.

1. In order to initiate Court action it is necessary to lodge an Application or Complaint at the Court where the action is to be heard and arrange a date for the hearing.

2. All Complaints and Applications must be made on behalf of the Director, Community Welfare Department by an Officer who has been duly authorised in accordance with Section 122 of the Child Welfare Act. It is usual, but not essential, that the Officer concerned in the case is the one who makes the complaint or application. (Authority card must be produced).

3. The Complaint or Application must be signed before either a Justice of the Peace or the Clerk of the Children's Court where the case is to be heard.

4. If it is necessary to summon witnesses to ensure their attendance at the hearing, these summonses are to be signed by the Justice of the Peace or the Clerk of the Court.

5. In all cases parents or guardians must be given reasonable notice to be present in Court with their child, whether a ward or not. (See Section 123 of the Child Welfare Act). They should be given a copy of the Application as early as possible after it has been made.

6. Officers should inform the child, if old enough, and the parents, the reasons for an application or complaint being lodged, and the likely consequences.

3-3-4-2 A. APPLICATIONS - INSTRUCTIONS ON PROCEDURE:

Applications may be brought by the Police, or a private person, usually a relative, or by the Department.

All officers must bear in mind that when an Application is granted and a child is committed to the care of the Department, such order automatically takes away the guardianship rights of the parents. This is a more serious matter than, for example, the granting of a custody order in the Supreme Court. For that reason the Children's Court insists on the Application being proved in a proper legal manner by swon testimony in accordance with the rules of evidence.

In order to achieve a high standard of presentation of Applications, all staff must follow the procedure set out hereunder:-

1. Prior to decision to make the Application:

Explore all avenues to avoid such action by:

(a) Contacting relatives.
(b) Contacting private agencies.
(c) Consider monetary assistance.
(d) Private fostering.
(e) Temporary admission to Departmental facility.

2. If Court action inevitable or advisable:

(a) Consider what Section and what Definition is involved.

(b) Referring to the appropriate Section and Definition, consider what evidence is available.

(c) If there is sufficient evidence available, an officer who is authorised, apprehends the child in accordance with Section 29.

The procedure of serving a copy of the Application on parents is made in terms of Section 123 of the Act. Parents must be given reasonable notice of the Application so that they may be present in Court. Otherwise the Order may be set aside. Therefore, whether or not they are being called to give evidence under a witness summons, they should be given a copy of the Application without delay and this will prevent future argument. The definition of the term "reasonable notice" is a matter for the Court to decide.

If parents are out of the metropolitan area, a telegram should be sent advising sufficient details for the position to be clear to them. If the whereabouts of parents are unknown or where they cannot be reached after reasonable efforts have been made, then the officer should explain in his statement the efforts he has made to serve the Application.

3-3-4-2-4 DATE OF COURT HEARING AND APPLICATION FOR REMAND:

Application must be brought before the first available Court after the child is apprehended, but if an officer is not ready to proceed a remand will be requested by the Court Officer.

3-3-4-2-5 NOTICE TO BE SERVED ON A CHILD:

In terms of Section 24 a notice is to be served on a child to attend Court. C.W.D. Form 60 should be prepared in triplicate, one for the child, one for the court officer and one to be lodged in Court.

For example of correct completion of C.W.D. Form 60 see Appendix Section 3-3-4.

3-3-4-2-6 WITNESSES:

(a) The officer preparing the case does not have to give any evidence if there are better witnesses available.

(b) Always call people to give evidence rather than try to produce documents, e.g. call a doctor to give evidence rather than produce a medical certificate.

(c) Do not hesitate to issue a witness summons if the evidence of a particular person is needed to prove the Application.

(d) If a witness is in gaol get the Clerk of Courts to issue an order to have him brought to Court.

(e) If witnesses have trouble with the English language, arrange for an interpreter to attend Court.

(f) Witnesses are entitled to apply to the Clerk of Courts for a Witness fee after the hearing.

(g) To cover cost of expenses of a witness travelling to Court it is possible to arrange for the Department to advance a suitable sum as Conduct Money.

3-3-4-2-7 WITNESS SUMMONSES should be prepared in triplicate. A copy should be served on the witness in person. If he will not accept the summons, physical service can be made by touching the person with the summons and leaving it with him. The original summons should be lodged in the Court after it has been endorsed on the back to show that it has been served. A copy of the summons should be given to the Court Officer.

A witness summons may have to be served on the parent(s) in addition to a copy of the Application.

3-3-4-2-8 EVIDENCE OF WITNESSES:

Any witnesses other than Departmental officers must give their evidence from memory and the Magistrate will write it down as they give it.

In order that the Court Officer may lead them in the witness box, the Field Officer concerned should write down all the relevant points and have this statement of facts typed in duplicate.

This is known as a proof of evidence and is used in Court by the Court Officer in order to lead the witness through his evidence and keep him to the relevant facts.

Just prior to Court, a copy of the proof of evidence should be given to the witness to read and refresh his memory regarding the evidence he is going to give.

(c) If there is sufficient evidence available, an officer who is authorised, apprehends the child in accordance with Section 29.

(d) See also Section 28 re bail being arranged in certain cases.

The Definition of a destitute or neglected child is contained in Section 4 of the Child Welfare Act. Applications for a child to be declared destitute or neglected are made under Section 30 and a C.W.D. Form 140D should be used.

Applications for a child to be declared uncontrolled are made under Sections 32 and 33 and C.W.D. Form 140E should be used.

3-3-4-2-1 CORRECT PROCEDURE FOR COMPLETION OF APPLICATION FORM C.W.D. 140D:

1) The application should be made out in quadruplicate.

2) "State Departmental Application" should be typed in at the top left hand corner of the form and signed by the Officer making the Application.

This procedure is necessary to obviate the payment of Court Fees.

3) The first date mentioned is the date the Application is made.

4) The second date is the date the offence occurred or when the child was picked up (in the case of a neglect action).

5) If there is more than one date for the offence then the date should be followed by the words "and divers other dates". If the date is not known exactly, it is permissible to state "on or about" the nearest possible date.

6) State the suburb where the child was found at the time of apprehension.

7) State the child's full name, followed by date of birth.

8) After deciding on the correct definition keep to the exact wording as stated in the Act, i.e. "Definition 10, that he is found in such circumstances as to indicate that his physical and moral welfare is likely to be in jeopardy."

9) Applications of this nature do not have to be sworn but merely made. Strike out the word 'Sworn' at the beginning of the last sentence on the form.

See Appendix to Manual Section 3-3-4 for Example of Application 140D correctly completed.

Under Section 32, where application is made at parent's instigation, a statement should be obtained from each parent and also all other persons who intend to give evidence. Each statement should include the name, address and occupation of the parents making it, and also give concise details of the evidence which they are going to give, including where possible, dates and specific examples of the facts which they wish to prove. This statement should be drawn up by the Field Officer concemed, with the assistance of the Legal officer.

3-3-4-2-2 CORRECT PROCEDURE FOR COMPLETION OF APPLICATION FORM C.W.D. 140E:

Instructions 1-6 regarding use of Form C.W.D. 140D are applicable. See Appendix to Manual Section 3-3-4 for example of Application Form 140E correctly completed.

3-3-4-2-3 LODGING THE APPLICATION:

The original application should be signed before a Justice of the Peace or the Clerk of the Children's Court where the case is to be heard. The Justice of the Peace or Clerk of Court will witness the signature of the person lodging the application. The signed application will then be lodged in the Court. The other three copies of the application, which do not have to be signed but must be typed in exactly the same manner as the original, should then be distributed as follows:-

a) The first copy should be retained by the Court Officer.

b) The second copy should be placed on the main file.

c) The third copy should be served on the parents if they live togeth

d) If they live separately another copy should be made out to enc the parents to have one.

HEARSAY EVIDENCE:

All evidence given either by statement or generally in the Court should be direct evidence of what was seen or what was said by the parents or children who are present in Court and not what someone else has told the officer. This is Hearsay Evidence.

A definition of "Hearsay" is:-

> "That which is not the personal observation of the witness but what he has been told by some other person, or said by one person to another in the absence of the accused." (Or in Applications where there is no accused, in the absence of the child concerned).

Evidence of conversations will only be admitted if they are:

(i) a conversation with the person who is the subject of the application,

(ii) a conversation with another person, provided the person who is the subject of the Application is present during the interview and is present in Court.

If an officer has a conversation with some person other than the child, he should call that person to give the relevant evidence in Court.

3-3-4-2-10

EVIDENCE BY FIELD OFFICER:

In Court the officer will be expected, in most cases, to take the oath to present his evidence. The Court Officer will conduct the case.

The type of evidence required to prove an Application depends on whether it is one of Uncontrolled, Destitute or Neglected - and on which definition has been selected.

The Act defines "Neglected Child" in ten different ways and Definition 10 is further sub-divided to cover living conditions, circumstances, behaviour and ill-treatment coupled with physical, mental or moral welfare likely to be in jeopardy.

The evidence produced must be related to the wording of the Applications.

Example 1. Definition 6. Neglect:

The Application is made on the grounds that the child "is not being maintained properly or at all."

In this case evidence must be brought to show:

(a) That the child exists. Evidence. Produce the child in Court or in Chambers beforehand. (The Magistrate prefers to see babies up to 5 or 6 in Chambers beforehand).

(b) Who is liable to maintain the child.
Evidence. Call the mother to say that she is not married or produce a certified copy of the Birth Entry to show the same thing, plus the correct date of birth of the baby. Call a disabled father to show that he is unable to maintain the child.

(c) What money has been paid. Evidence. Call the person in whose care the child has been, to give evidence of monetary payments, if any, and interest, if any, of the parents.

Example 2. Definition 10. Neglect:

Application made on the grounds that the children were "living under such conditions as to indicate that their physical and moral welfare are likely to be in jeopardy."

In this case evidence must be produced to show:

(a) That the children exist. Evidence. Produce the children in Court or in Chambers beforehand.

(b) Poor living conditions. Evidence. Officer gives evidence of what he saw on inspections on different dates.

(c) How physical health is affected. Evidence. Officer gives evidence if he can, or call local doctor or Infant Health Sister (if willing).

(d) How moral welfare is affected. Evidence. Call detective or give evidence of father interfering with daughters and subsequent arrest.

Statements:

All Applications are treated the same as a "not guilty" plea by the Court although no plea is taken. Therefore it is necessary to make adequate preparation for the presentation of the evidence.

3-3-4-2-11

STATEMENTS BY DEPARTMENTAL OFFICERS:

1. In most cases the officer will have personal knowledge of the circumstances and will need to set these out in the form of a statement of evidence.

2. The field officer should discuss the contents of the statement with the Court Officer to ensure that everything contained in it is admissible as evidence. (Hearsay evidence is not admissible).

3. Four copies of the statements should be prepared - one for the Special Magistrate and Lady Member, one for the witness to read from and one for the Court Officer and one for the parents. The Court Officer will append his copy to the main file.

4. There should be no erasures. Any errors should be altered and the alteration initialled by the officer.

5. The statement must be signed at the foot of each page and also signed and dated at the end. It is not necessary to have the statement witnessed by any other person.

6. The opening paragraph should give the full name and position which the officer occupies in the Department as follows:-

(name of officer)
..... states:-

I am a Civil Servant employed as a Social Worker/Family Welfare Office (etc.) with the Department for Community Welfare.

I produce herewith my authority under Section 29 of the Child Welfare Act.

N.B. An authority under Section 122 need only be produced where the officer concerned is conducting the case himself and is not necessary when he is giving evidence in a case conducted by the Court Officer.

Note: The system of presenting evidence by a prepared statement is only used in the Children's Court and is not normal procedure in any other Courts. In other Courts witnesses must give evidence from memory, except that notes made at the time may be used with the Court's permission to refresh the memory.

3-3-4-2-12

TAKING STATEMENTS FROM THE CHILD WHO IS THE SUBJECT OF THE APPLICATION:

1) These should be prepared in quadruplicate, one copy for the Magistrate, one for the Court Officer, one for the child and one for the parent.

2) There should be no erasures. Any errors should be altered and the alteration initialled by the child giving the statement.

3) The statement must be signed at the foot of each page by the child giving it and also signed and dated at the end. The person taking the statement is to sign as the witness.

4) Statements should follow as closely as possible the way in which it is given. It is not necessary to correct the grammar or substitute words or phrases to achieve a better standard of English except at times for obscenities, etc., but the information in the statement should be relevant to the action being taken.

5) The opening paragraph should contain the person's full name, occupation, age and address. The closing paragraph, which should be written by the person giving the statement, should read:-

"I have read this statement, it is true and correct and given of my own free will."

3-3-4-2-13

THE PRESENCE OF CHILDREN CONCERNED IN AN APPLICATION IN COURT:

When a baby or young child is the subject of the application it has been the practice of the Special Magistrate to view the child before the commencement of the Court. Officers should therefore bring such children in to be viewed at least half an hour before Court commences. The Court Officer should be told beforehand so he can be present.

Officers should ensure the attendance of older children at Court and also that of their parents and any other witnesses who have not been summoned to attend.

If there is a language problem, officers should arrange for an interpreter to attend also.

3-3-4-2-14

COURT DECISIONS ON APPLICATIONS:

The process of reaching a decision by the Court in these cases comes in stages.

Firstly when all the evidence etc. has been given the Court may, if it considers there is not sufficient evidence to prove the Application, dismiss it, which finalises the case.

If, on the other hand, it considers the Application well found, the Court may grant the application and declare the child to be a neglected, destitute or uncontrolled child depending on the nature of the Application.

At this stage the Court may hear additional information which may not have been admissible as evidence. This information should include the "Informative Report on Child" which should have already been prepared by the Field Officer concerned.

The final decision of the Court must be in accordance with Section 30 if the child has been declared neglected or destitute or Sections 32 or 33 if the child has been declared uncontrolled, i.e.

(a) Commit the child to the care of the Department for a period.

(b) Release the child on probation on such conditions as the Court may order.

3-3-4-3 B. COMPLAINTS:

Charges are mainly laid by the Police Department, the Education Department (for truancy), the W.A. Government Railways (mainly for defaulters), or the Commonwealth Attorney General's Department.

Welfare Officers prepare Informative reports in these cases. Four copies of these should be prepared, three for the Court and one for the Divisional file.

(See Appendix for Samples of Informative Reports).

3-3-4-3-1 BREACH OF PROBATION:

Complaints are laid by the Community Welfare Department in cases where a child on probation or parent or responsible person breaches the terms of the probation order.

Under Section 38A of the Child Welfare Act the Probation Officer may cause the child to be apprehended and then, in terms of Section 28, allow the child home on bail or in terms of Section 29 place the child in a safe place.

Important:

The Procedure for completing Form 140 is similar to that for Applications. The words "State Departmental Prosecution" should be typed in at the top left hand corner of the form.

The Complaint should be made out on Form C.W.D. 140 setting out the details of the original Court Order and the conditions breached and the original signed before a Justice of the Peace or Clerk of the Court where the case is to be held, and then lodged with the Court. The case will be listed for the next Court sitting.

Complaints should be made out in quadruplicate. The original must be lodged with the Court, one copy must be retained by the Court Officer, one copy must be attached to the Main File and one copy served on the parents if living together. If living separately a fifth copy will be required so that each parent has one.

See Appendix to Manual Section 3-3-4 for Example of Complaint Form 140 correctly completed.

3-3-4-3-2 PREPARATION OF A STATEMENT BY A FIELD OFFICER CONCERNING A BREACH OF PROBATION:

Such a statement should be in numbered paragraphs commencing as follows:

I ..... Welfare Officer of the Department for Community Welfare, state:-

1. Details of previous appearance when child was placed on probation.

2. Details of behaviour and particular conditions breached.

3. Recommendation for future treatment,

and should be signed by that officer in conclusion.

This statement will be read by the Court Officer if the child admits breaking his probation and there is no need for the officer to appear. If, however, he denies it, it will be necessary for the officer to appear and give sworn evidence and for the probation agreement and the Court Order to be produced. Other witnesses, such as parents, would have to be called also in the same way as in the hearing of an Application.

3-3-4-3-3 For Court Decisions following on Applications and Complaints, see Section on Court Decisions.

Start new line with larger margin
& - 'and should be signed etc'
use double spacing.

ADMINISTRATIVE INSTRUCTION NO. 6

Re: Applications - Section 30, 32 and 33
Child Welfare Act.

Will Officers making Applications to the Children's Court under the above sections, please note that the following procedure is now to be used:

> In all matters, except where parents' whereabouts are unknown or they cannot be reached, or are in another State, the Officer instituting the Application will see that the parents are served with a copy of the application (C.W.D. Form 140D), as well as the Witness Summons.

DIRECTOR
20/4/71.

APPREHENSION OF CHILDREN

Officers of the Community Welfare Department who are authorised under Section 29 of the Child Welfare Act (see Authority and Identity Card) are empowered to apprehend wihtout warrant any children appearing to be neglected, destitute or uncontrolled and place them in any of the places as listed in Section 29.

Note: When apprehended, it is essential for the apprehending Officer to arrange for an Application or Complaint to be lodged at the Children's Court for hearing at the first available Court sitting. It is not necessary to proceed with the case at that sitting provided the Court will grant a remand in order to give time to prepare the case.

Officers authorised under Section 29 may also apprehend without warrant and place children to be charged under Section 38 of the Child Welfare Act with breaking terms of Probation, with the consent of the Director. Again the child must be brought before the first available Court.

If it is felt that it is appropriate for any child to remain at home pending the hearing, bail should be arranged with a near relative.

This can be done by presenting the child and near relative to the Clerk of the Children's Court for a recognisance to be signed, or to a Justice of the Peace (there are some on the staff of the Department) or to a reception home or remand home.

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COURT DECISIONS

Provision is made in the Child Welfare Act for the Court to give certain decisions which are considered appropriate, having regard to the nature of the offence and the information supplied to the Court concerning the background of the child.

The possible decisions are:-

3-3-7-1 REGARDING CHILDREN OFFENDING AGAINST THE LAW.

1. Under Section 26 - Dismiss without a conviction being recorded - with or without supervision.

2. Under Section 34

   (a) Commit to the care of the Department for treatment, discipline and training.

   (b) Order the parent to give security for the child's good behaviour and then dismiss the charge.

   (c) Adjourn the case for a near relative to punish the child and then dismiss the charge.

   (d) Release on probation, on conditions.

   (e) Discharge the child on his own bond to be of good behaviour.

   (f) Impose a fine not exceeding $500.

Under Section 34A (Offences punishable by imprisonment)

(a) Gaol for not more than 3 months on each occasion for a child over 14 years and under 16 years.

(b) Gaol for not more than 6 months on each occasion for a child over 16 years.

Under Section 34B (Offences not punishable by imprisonment)

(a) Order the parent to give security for child's good behaviour and then dismiss the charge.

(b) Adjourn the case for a near relative to punish the child and then dismiss the charge.

(c) Release on probation, on conditions.

The Court may also make other decisions which are provided for mainly under the Justices Act 1902-1968. They are:-

1. Caution

2. Fine

3. Release on bond, either to be of good behaviour for a set period, or to come up for sentence if and when called upon to do so.

4. Commit for trial or sentence to the Criminal Court if the Court considers the offence serious enough to warrant this procedure.

5. Gaol. The period of imprisonment of children is limited under the Child Welfare Act in terms of Section 34A as amended.

3-3-7-2- REGARDING CHILDREN APPEARING ON APPLICATION AS DESTITUTE, NEGLECTED OR UNCONTROLLED.

1. Commit to the care of the Community Welfare Department.

2. Release on probation, on conditions.

The Court also has power to remand children for psychological, psychiatric or any other reports, including a remand to Heathcote should this procedure be considered advisable, before making a decision regarding the offence.

CONTRIBUTING TO THE NEGLECT OF A CHILD

Section 137: Child Welfare Act 1947 - 1969.

Prior to 1961 it was established practice that the child concerned must have been actually declared neglected by a Court before proceedings could be instituted against a person for contributing to his neglect. This practice was insisted upon by the Courts. However, that practice has now been found incorrect and must be discontinued.

A person may now be proceeded against for contributing to the neglect of a child even though the child has not been declared neglected by the Court.

However the child must in fact be neglected and established to be so by legally admissible evidence in the proceedings against the person charged with contributing to his neglect.

To establish the afore-mentioned, the authority for production in Court is the case of Chappell v. Goodmen (unreported Western Australian case - Appeal No. 32 of 1961). The following are extracts from the judgement of His Honour, Mr. Justice Jackson, S.P.J. :

The important thing to observe is that for the purposes of the Child Welfare Act, the definition of "neglected child" is not such child as is declared to be neglected by the Children's Court. A neglected child is, therefore, one who because of his or her living conditions, or other circumstances, falls in fact within the definition of the Act, and not one who is declared by the Children's Court to be neglected.

Accordingly, any child to whom the provisions of the definition, in fact, apply, can be a neglected child within the meaning of Section 137, and it follows that a person who contributes to that child becoming a neglected child can be guilty of an offence under the section, without the child having to be declared neglected by the Children's Court.

This seems to be in accordance with the more sensible view of the Child Welfare Act, because it is well-known that there are many instances where it is most undesireable that the child who is in fact neglected should have to be brought up before the Children's Court and a formal declaration made in respect of that child. In many cases, it is much better to deal with the child in a less formal way, very often by returning him or her to the custody of his parents or lawful guardians. But there is no reason why a person who causes or contributes to the neglect of that child should not be proceeded against under Section 137, merely because a declaration is not made.

By analogy, it is not necessary that the child itself should have first been adjudged guilty of the offence by a Court of Law.

CHILD PLACEMENT OFFICER

AREAS OF RESPONSIBILITY:

The role of the Child Placement Officer is mainly a clerical one concemed with the recruitment of foster parents and the processing of foster applications.

(a) Recruitment:

The two main areas are through self-initiated enquiries from the public, and through advertisement by the Department in the press.

(b) Processing of Foster Applications.

Child Placement Officers should never be requested to arrange for placement of a Ward of the Community Welfare Department in a home without confirmation of the case conference plan.

Field Officers should note that if they are given the name of a current foster mother for further placement, they should always contact the Supervising Officer concemed with the existing placement before making a personal approach to the foster mother.

Initial Enquiry

Following initial enquiry from a prospective applicant, the Child Placement Officer sends out an official application form (No. 13), together with the fostering booklet. The booklet briefly mentions Departmental fostering policy and outlines the support offered to foster parents while the child is under their care.

3-4-1-2 PROCEDURE RELATING TO APPLICATION FORMS:

The completed form is checked by the Records Section for previous contact with the Department. If there has been no previous contact, a file is raised and the application is attached and forwarded to the Child Placement Officer who makes out a foster parent card and calls for notification of criminal record from the Police Department. The file is then forwarded to the Divisional Supervisor for allocation to an officer to visit and report.

3-4-1-3 GUIDE TO INFORMATION REQUIRED FOR FOSTER APPLICATION REPORTS:

See Appendix 23-F-1.

3-4-1-4 APPROVING FOSTER APPLICATION REPORTS.

The C.P.O. is responsible for referring prospective foster parents to Divisional Supervisors for assessment, and report by a Field Officer. Approval is then given or refused by the Supervisor.

Reports from District Officers who have received applications in country areas must be approved by their respective Divisional Supervisors.

After approval the C.P.O. notifies the applicants and they are then placed on a waiting list for referral to Field Officers for their assessment as to the suitability for placement of any particular child in that home.

3-4-1-5 REJECTION OF AN APPLICANT:

Departmental policy here is to advise applicants in writing that, after careful consideration of all aspects, the Department is unable to place a child in their care. If there are certain mitigating circumstances, the applicants may be advised to apply later. If there are legitimate reasons which will not give offence to an applicant, these may be mentioned. However, if an applicant is rejected as a result of personal inadequacies, a polite but non-committal note, as outlined above, is indicated.

3-4-2-1 LIAISON WITH INSTITUTIONS BY CHILD PLACEMENT OFFICERS:

Personal liaison with institutions, such as Ngal-a, Bridgewater and the Reception Home, ensures an adequate exchange of information and facilitates more satisfactory placements.

3-4-3-1 GROUP FOSTER MEETINGS:

In some Divisions, meetings are held between groups of prospective foster

parents. It is most desirable that both parents attend these meetings and children are also welcomed. The times and number of meetings of each group depends upon the convenience and interest of the members.

The value of group meetings has been found to be that a considerable amount of factual information can be imparted and discussion is stimulated on many points which might not be covered in individual interviews. At the early stage, before home visiting takes place, prospective foster parents can appreciate the true nature of fostering and clarify their own needs. Group discussion frequently leads to re-evaluation of the desire to foster, it clarifies the difference between fostering and adoption, and may help the individual to think more clearly about the age, sex and type of child required.

Prospective foster parents may also be given the opportunity to meet with experienced foster parents. They are enabled to consider issues at home in discussion with relatives and friends and bring back new questions and thoughts to subsequent meetings. Social contacts established in this group may be continued outside the Department if foster parents wish it.

Group meetings are followed up by individual home visits for final discussion of the requirements of foster parents and an assessment of the home in terms of the Department's requirements for foster children.

Once a family has received approval, further home visits may follow to assess suitability from the point of view of a particular foster child awaiting placement.

Difficulties Frequently Experienced by Child Placement Officers Regarding the Imbalance in Supply and Demand for Foster Children.

Foster homes are required for children of all ages, ranging from babies to adolescent children. There are also a small number of babies needing foster parents willing to adopt them at a later date. In many cases, foster children remain with their foster parents permanently. However, there is always the possibility that the natural parents may apply for the return of their child. This request is always given careful consideration.

There is currently an imbalance between the type of child required and the type of child available for fostering, except in the case of babies who are most commonly sought after and are generally easily available. However, those with physical abnormalities or marked behaviour problems are often difficult to place. In the pre-school age group, ranging from 18 months to 6 years, there is an ever-growing waiting list of foster parents. This situation is caused by a number of factors related both to the children and to the foster parents:-

(a) Only a limited number of pre-school age children are available for permanent fostering.

(b) Although natural parents may not be in a position to care for their children adequately, they retain emotional ties, necessitating regular contact, which many foster parents feel unwilling to accept.

(c) Prospective foster parents feel unwilling to accept an older child who has already developed his own personality and habits.

(d) Children with physical abnormalities and marked behaviour problems become ever more difficult to place as they grow older.

Special difficulties confront the teenage child who has had little home life and inadequate preparation for responsibility as a member of the working community. The support and affection of a foster home may be invaluable here. Others adapt better to a more casual board and lodging arrangement.

3-4-4-1 COUNTRY FOSTER PLACEMENTS:

In many places, country applicants wait months and even years before a child is placed in their care. Those who are concerned largely to build up a family group for greater companionship in a remote area may have to wait for considerable periods before the type of child they require becomes available.

Many foster children are placed in the metropolitan area so as to maintain contact with parents, siblings and other relatives.

Where a child requires regular attendance for medical and dental treatment, the facilities of Child Guidance, or regular counselling by a departmental officer, country placement would not be suitable.

EMERGENCY CARE:

This scheme provides an invaluable service for children in need of short-term care only. It was initiated to avoid overcrowding at the Reception Home, but it has been extended to include not only older children, but babies as well.

The emergency care mother must be a rather special sort of person. On the one hand, she must not become so emotionally involved that she is unable to accept the child's removal. On the other hand, she must become involved sufficiently to fulfil the child's emotional and physical needs.

In some instances, approved foster parents may request a short-term placement in order to become familiar with the nature of fostering.

The placement of children with behavioural problems in emergency care homes controverts the aim of the scheme, which is primarily to prevent overcrowding in Departmental institutions where such difficult children can be kept under constant review by trained staff and assessed for permanent placement. Officers should only request an emergency care home if they are unable to obtain a placement in one of these institutions. On occasions, children have been left for longer periods than desirable in homes specifically designed for short-term placement.

3-4-6-1 REMOVAL OF A CHILD FROM LONG-TERM PLACEMENT:

Long-term foster parents should always be made aware of the possibility that a child may be, one day, removed in keeping with the Department's policy of re-uniting the natural family wherever possible. Formal applications by natural parents for the return of their child must be given every consideration.

3-4-7-1 APPLICATION BY A FOSTER PARENT TO ADOPT:

If a Field Officer has a request from a foster parent to adopt a child, then this should be referred to the Supervisor Adoptions who will then allocate the case to an officer who will endeavour to locate the natural parent or parents, obtain their official consent, and initiate the necessary procedures for adoption applications.

3-4-8-1 MOVEMENT INTERSTATE:

Foster parents may not take their foster children interstate without obtaining Ministerial approval. The Field Officer concerned is required to submit a recommendation to the Minister for his decision. See Section 13-4-1-5. The Field Officer should also ensure that the appropriate Department in the State concerned is notified in cases of prolonged stay, so that supervision of the child is continued and regular reports are received by this Department.

3-4-9-1 PRIVATE FOSTER PLACEMENTS:

Section 111 of the Child Welfare Act:

In terms of the regulations, no person other than a near relative shall be or act as foster mother for gain or reward to any child under the age of 6 years without being licensed by the Department for that purpose.

Section 115:

The home of every licensed foster mother shall at all times be open to inspection by any Officer of the Department.

PROCEDURE FOR REGISTERING PRIVATE FOSTER MOTHERS:

These follow much the same lines as those for registration of departmental foster parents. Private foster applicants are required to complete Community Welfare Department Forms No. 13 and 15. A third Form (CWD.16) is also forwarded to applicants, although this Form is completed only in the event of the private foster child being transferred elsewhere, or being retumed to the parent.

Upon receipt of completed Forms No. 13 and 15, the Records section check files for previous contact with the Department. If there is none, a file is raised for the Forms concerned and this is forwarded to the Child Placement Officer for further action. In due course, the file will be forwarded to the Divisional Supervisor for allocation to a Field Officer for visit and report. Basically, the report should cover the same areas as required in reports on departmental foster parents (i.e. those caring for Wards of the Community Welfare Department).

If the applicant is approved, a licence will then be issued for that person to act as a private foster parent, for a fee of ten cents.

In cases where a child is already placed with a private foster parent, details of this will be forwarded to the Field Officer by the Welfare Branch. The Field Officer is then required to make up a case history card and supervise the placement and visit the home.

3-4-9-2 NOTE:

DIFFERENCES BETWEEN DEPARTMENTAL AND PRIVATE FOSTERING:

Persons making application for licenses to act as private foster parents should be advised that they are required to make their own arrangements regarding remuneration with the person placing the child in their care. No responsibility can be accepted by the Department for payment.

Arrangements for visits and holidays are also a purely private concem.

3-4-9-3 ADVERTISEMENT IN THE PRESS:

The Child Placement Officer is responsible for assisting a parent or parents to find private accommodation for children, after parents have discussed the matter with the Divisional Supervisor of their area. In the case where the Child Placement Officer is satisfied that parents are able to meet their financial obligations and other responsibilities, she will arrange for them to have an authorised advertisement inserted in the local press.

The Child Placement Officer will refer enquiries to the parents for their further action regarding a suitable placement.

Once the parents have made a decision in this respect, arrangements will be made by the Child Placement Officer for the applicant's approval and registration as private foster parents.

3-4-9-4 PARENTAL ACCESS TO WARDS BOARDED OUT:

It is Departmental policy that, wherever possible, natural parents should be encouraged to retain contact with their children. The frequency of contact will depend on the needs of the child, the attitude of the foster parents and no specific rules can be laid down. Arrangements for a child to see his natural parents should be made at times convenient to foster parents and they should be given ample warning. The following considerations should be taken into account by the Field Officer:-

a) The parent/child relationship.

A decision must be made whether contact with natural parents will unsettle the child. In terms of long term planning however, this may not be seen as adequate reason for preventing contact.

b) The reliability of the parent.

This influences the degree of supervision necessary. In many cases contact may need to be supervised at a Departmental office or other suitable place. More reliable parents may require a lesser degree of supervision. However, it is not Departmental policy to supply the natural parents with the foster parents address and any officer who wishes to do so should first discuss this with the Supervisor of his Division. An officer should be aware of, and approve of, all contacts between natural parents and wards boarded out.

3-4-9-5 CORRESPONDENCE:

Children may become very upset if they receive unsuitable letters from relatives or others. For this reason the Department requires all correspondence both ways between parents and their children, or others, to be forwarded through the departmental Officer concemed.

3-4-9-6 HOLIDAY PLACEMENTS:

Holiday placements are required for certain children living in various metropolitan institutions. All holiday-home applicants must be visited and recommended by a departmental Officer prior to placement. The required recommendation is less detailed than a foster report.

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When enquiries are received from interested parents, details are recorded on Form General 13 which is then forwarded to the Field Officer who is required to visit and report. (See Appendix 3-4-9-6).

It should be made quite clear to holiday-home applicants that no financial assistance will be forthcoming from the Department unless it is shown that these applicants will suffer financial hardship, in which case the Field Officer may submit a recommendation for subsidy payment.

3-4-9-7 REAPPRAISAL OF FOSTER HOMES FOLLOWING REMOVAL OF CHILD:

Following notification that a foster child has been removed from its former foster home, the Welfare Branch will request the supervising Officer to submit a recommendation as to the suitability of the foster parents concerned for further placement (see Appendix, Form 7).

The Field Officer is required to submit a report to the Clerk in Charge, Welfare Branch.

SPECIAL INVESTIGATIONS

INVESTIGATIONS OF COMPLAINTS OF NEGLECTED AND DESTITUTE CHILDREN.

This is a most important and difficult function of Field Officers and requires careful handling.

It is departmental procedure to investigate all complaints received, unless they are obviously vindictive, or without substance, or, from the information received, it is not the affair of the Department to intervene. This applies in most instances to cases where married couples are contemplating divorce or a separation, and they wish to use the Department to obtain evidence to assist them in their case.

If this does come out in the course of investigation, the persons must be told that the Department does not act in this manner unless specifically requested to do so by a Court and the request must come in writing from the Court concerned.

Unfortunately, it is very often difficult to obtain proper information before visiting as in the case where anonymous complaints are received. In these cases, it is essential to proceed very carefully. On no account must the source of the complaint be made known to the persons who are the subject of the complaint.

Most people making complaints do not wish to give their names and often refuse to do so, even though they may be told that the Department does not disclose the source of the information. Neverthless, such complaints are investigated provided there appears to be some substance to them.

3-3-9-1 PROCEDURE FOR INVESTIGATION

Prior to Visit:

1. Check if there is a previous record.
2. If it appears that the case may be difficult may be difficult, arrange for another Field Officer or male officer to accompany you.
3. Work out a method of approach to case.

On Visit:

1. Introduce yourself.
2. Advise the reason for the visit as tactfully as possible.
3. Ask to be allowed to go into the home.
4. Discuss situation in general terms to start with.
5. Obtain detailed information regarding family, etc. if necessary.
6. Always try to get the co-operation of the persons.
7. From information received and observations, decide on future actions.

3-3-9-2- TYPE OF COMPLAINT

The majority of complaints fall into one of the following categories and can be dealt with in varying ways:

1. Vindictive: Assure persons concerned that you can find no cause for complaint and advise them that you do not intend to take any further action. It is also advisable to point out to the person against whom the complaint was laid that you had to visit in accordance with usual departmental procedure.

2. Complaints which, after investigation, are found to be matters which do not concern our Department:

   These may be matters such as an argument as to the custody of children or some form of neighbours' quarrel. In these instances, it is necessary to point out to the complainant the function of the Department, and the reasons why no action can be taken.

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3. Complaints which show that there is possibly some neglect:

Most of the complaints received seem to come under this category, but there is not enough evidence to substantiate any case for action to be taken. It is necessary to point out the position to the person against whom the complaint was laid, and advise him or her to endeavour to rectify matters.

4. Complaints which reveal fairly strong evidence of some Negelect:

There are quite a number of such complaints and these are the ones which the Field Officer should try and solve by casework. In many cases, it is certain the children are not getting proper care, but it does not merit drastic action. Advice as to what is required should be given and the persons told of the consequence of Court action and also warned that further visits will be made.

5. Serious cases of neglect:

These are, of course, the most difficult of all. At one time it was expected that any officer who found a really bad case would arrest the children and initiate Court action. Recently, a more cautious approach has been taken. One of the guiding factors should be for the Field Officer to decide whether action is essential and whether by doing this the children will be better placed than they are in their present environment. It has been found on many occasions that it is far better to leave the children in an unsatisfactory situation than to break up the family ties by removal. In these cases, intensive casework is essential.

Where it is decided that there is no alternative but to remove the children, the Field Officer must explain the procedure to the person and make sure that he has sufficient evidence to substantiate the application to the Court. It is essential that if the children are removed an application is lodged to the Court and the case brought up on the next sitting of the Court. It may be necessary to seek a remand at that sitting if the officers are not ready to proceed.

In considering all aspects of investigations into the possible neglect of children, the following should always be borne in mind:-

1. Every case is different and must be treated on its merits at all times.
2. The future welfare of the children is of paramount importance and must be very seriously considered before any decisions are made.
3. The attitude of the parents must be closely observed at all times as so much will depend on them for the future treatment of the family.
4. It should always be the aim of the Field Officer to work with the idea of keeping the children with the family or else to assist the parents to do everything possible to regain the custody of the children as soon as possible in cases where it has been found necessary to remove them.

Naturally most of the people about whom complaints are made, tend to become very irate and require careful handling. A departmental officer does not have the right to demand admission to the home about which the complaint is made, except in accordance with Section 146A which provides for a warrant to be sworn out. See appendix for copy of warrant.

This procedure can only be used in cases where there is already strong evidence that the children concerned are destitute or neglected, and should be removed. However, generally with tactful handling, it is possible to gain admission to discuss the complaint and inspect the home.

Experience has shown that the majority of the complaints are not the concern of the Department, and there is no need for any follow up. Others may be borderline cases where the officer considers that further visits could result in raising the standard of the conditions.

A written report of the results of any investigations made should be submitted to the Supervisor and for record purposes.

DRUG USAGE BY JUVENILES

As a consequence of world-wide concern about the use of drugs and narcotics by juveniles, the following amendment was introduced into the Child Welfare Act in 1970, defining a neglected child as being any child who:-

(6a) is found in a place where any drug is used, or uses any drugs himself, and in either case is in need of care, protection or control by reason thereof.

When departmental officers attending Court are made aware that the police propose to charge a juvenile with an offence involving drugs, or when it is clear from the evidence that the use of drugs is a relevant factor behind the commission of a criminal offence, e.g. breaking and entering a chemist shop to steal drugs, then the proper procedure is for the Court Officer to request a remand on the case. Unless there are special reasons to the contrary, remands should be in custody, particularly in cases involving addictive drugs such as heroin, morphine and cocaine. This will enable the Department to make a full investigation into the health, background and circumstances of the child. Some of the remands could be on bail, with a condition that the child remains at Claremont Mental Hospital during the period of remand. Prior agreement will have to be sought from the Superintendent of the hospital before this course of action is taken.

In making the request for a remand, it should be pointed out to the Court that:-

1. The Department regards drug usage by juveniles in a most serious light, and for this reason we are anxious that the fullest information should be presented to the Court on hearing such cases.

2. The Department wishes to make full investigation as to whether more appropriate action should be taken in accordance with the provisions of the Child Welfare Act, as amended.

In the event of a remand being refused, the Court Officer should respectfully request the Bench to make judicial note of the Department's application for remand.

At the end of the remand period, the departmental report should include a request to the Magistrate to have any offence dismissed and an application for neglect under the provisions of Definition 6(a) substituted in lieu thereof.

If the Court then grants the neglect application and commits the child to the care of the Department, a satisfactory basis for all forms of treatment appropriate to that child's needs is thereby gained.

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EMPLOYMENT OFFICER

DUTIES:

A. Employment of Wards and Migrant Children:

1. Whenever wards are unemployed, the Employment Officer is available as an agent for Field Officers to approach in regard to advice or assistance for any type of employment. The Employment Officer interviews children to ascertain the type of work that is required.

2. The Employment Officer maintains a liaison with prospective employers in order to establish a good relationship between them and the Department in order to satisfy the employment needs of children in our care.

3. (a) In order to arrange a satisfactory rate of pay for the child, service agreements are entered into between the employer and the Department.

(b) The child is encouraged to agree to deductions being made from his wages to be forwarded to the Department and held in a Trust Account in his name until he turns 21.

4. In accordance with 3(a) and 3(b), the Employment Officer must authorise debits and credits in the Savings Bank Ledger.

5-1-2 B. Wages Ledger:

The Employment Officer must check regularly to ensure that increases of wages are being paid to children, and must follow up amounts outstanding.

5-1-3 C. Trust Accounts:

Subject to a Field Officer's outlining the reasons, arrangements are made by the Employment Officer for withdrawal of money from a child's Trust Account.

5-1-4 D. Accommodation and Subsidy:

The Employment Officer attempts to assist Field Officers to obtain suitable board for children employed in the metropolitan area. A Field Officer, given an address by the Employment Officer, may visit the home to determine its suitability.

5-1-5 G. Vocational Guidance Testing:

(a) All vocational guidance tests should be arranged by the Employment Officer.

(b) The Field Officer is to make this request on file and supply a précis for the information of the Vocational Branch of the Commonwealth Department of Labour, setting out appropriate details, such as, background, health, education, attitude, temperament, special abilities and any special problems.

(c) Once an appointment has been made, a Field Officer can then be advised of the date and time of the appointment without delay.

5-1-6 H. Apprenticeship Papers:

Wherever a ward is commencing an apprenticeship or being transferred in his apprenticeship, these papers should be forwarded to the Employment Officer for preparation for signature of the Director as Guardian.

5-1-7 I. Name Changes:

Where children in our care desire for any reason to change their names, the Field Officer should forward this request to the Employment Officer so that preparation of papers can be effected and the necessary application can be made in the proper manner to the Crown Law Department. If available, the ward's parents are required to give their permission. See Section 23-C-1.

5-1-8 J. Birth Certificates:

Where a ward or a migrant child requires a birth certificate, the Field Officer should refer the child to the Employment Officer who will then arrange for a copy of the certificate, which is held in safe-keeping in the Department, to be given to him.

K. Review of Subsidy Paid to Working-Age Wards:

As soon as a Ward turns 15, if he is still on Departmental subsidy, regular reviews commence with regard to the rate of the subsidy. Reviews are made at the time of the child's birthday and also at the beginning of each school year.

The Employment Officer sends form C.W.D.143 to the Divisional Supervisor who allocates it to the relevant Field Officer, or to the District Officer concerned. It should be filled in immediately and returned to C.C.W.B.

5-1-10 EMPLOYMENT FOR PERSONS OTHER THAN WARDS:

Requests for normal employment from any person requiring help is given by the Employment Officer where possible.

Live-in positions are frequently found for unmarried mothers, deserted wives, pregnant girls and single women with or without children.

All enquiries from the public for such employees are referred to the Employment Officer.

1. REFERRALS TO THE COMMONWEALTH EMPLOYMENT SERVICE IN REGARD TO PLACEMENT OF WARDS IN EMPLOYMENT.

2. REFERRALS TO THE DEPARTMENT OF LABOUR AND NATIONAL SERVICE IN REGARD TO VOCATIONAL GUIDANCE TESTING.

For some time past the above Commonwealth Offices have had difficulty in co-ordinating their actions with this Department in regard to the above matters. Several instances have occurred where referrals coming directly from Institutions, Divisions, District Officers and other sources, have been made without sufficient accompanying information on the past history of the child.

The result has often been that the Testing Officers and Employment Officers have had either to meet the child's requirements with insufficient background information, or refer back to this Department for further details. This has resulted in unnecessary delay and could cause inappropriate employment placement.

Attached is a sample form of a new information sheet prepared for the use of this Department, in regard to both Vocational Guidance Testing and placement of Wards in employment.

In order to facilitate referrals in the future, it is now necessary for each Field Officer to follow closely the instructions shown on the following "Instruction Sheet."

INSTRUCTION SHEET:

(a) Vocational Guidance Testing.

(b) Placement of Wards in Employment.

VOCATIONAL GUIDANCE TEST REFERRALS:

1. Complete each section of the form, giving concise, but complete information under each heading.

2. Contact the Employment Officer so that an appointment can be made and the completed form passed to the Department of Labour & National Service.

3. Await advice from the Employment Officer re date and time of appointment.

EMPLOYMENT REFERRALS:

1. Contact the Employment Officer when the Ward becomes available for employment.

2. If the aid of the Commonwealth Employment Service is required in order to find employment and that office does not already possess full information on the child, it will be necessary for the Field Officer to complete the information sheet.

3. This information sheet must then be forwarded to the Employment Officer, will arrange with the Commonwealth Employment Service for an interview regarding employment.

This information will be regarded as 'Confidential' and retained at the Head Office of that Department for safe keeping.

NOTE: It is obvious that in country districts direct referrals from Divisional and District Officers to Employment Service, will have to be made. However, such Officers are instructed, after verbally informing the District Employment Office of the child's background, to complete and forward to the Departmental Employment Officer the Information Sheet, so that this information will then be passed to the Head Office of the Commonwealth Employment Service for its follow-up action.

COMMONWEALTH GOVERNMENT: (Department of Labour and National Service)

EMPLOYMENT TRAINING SCHEME FOR WOMEN:

2-1 Information and Procedures:

Women in the work force are successfully making their presence felt more and more each year in Australia.

It has become evident that there are many women in this country who would like to pursue a career, but have been prevented from this because of domestic duties.

It was only late in 1970 that the Commonwealth Government implemented a special career training scheme for women. The scheme is called "Employment training scheme for women restricted from employment by domestic responsibilities."

LENGTHY TITLE:

The reason for the lengthy title is an attempt to avoid any misunderstanding about the purpose of the scheme.

It is available for women who in the past have been tied to their homes.

The tie of domestic duties can be just the normal one of raising a family, or it can be the result of having to care for an invalid husband or parent.

Often such ties prevent women from pursuing career training, or keeping up to date in the profession they pursued before becoming involved in domestic duties.

Once a women begins to see her way clear of the constant tie of these duties, it is often difficult for her to decide what to do with her new life.

For some, this is the first opportunity over many years to look to themselves.

Some women decide to go to work, yet often they don't know how to go about this.

In Perth, counselling advice and information is available from the Department of Labour and National Service, at 2 St. George's Terrace, Box R1273 G.P.O. Perth.

There, women are encouraged to nominate a career of their own choice. There is no restriction on the choice. The government officers then investigate the training opportunities available in this State and the chances of subsequent employment.

The career training or re-training period varies in each case, from 3 to 12 months, and the government pays for the training fees.

Many women in W.A. have taken advantage of this scheme and are training - or have completed training - in a great variety of careers.

They range from careers in the commercial field, to refresher courses in nursing.

Some are taking professional courses such as dressmaking, which enable them to become self-employed.

Others are completing their once-begun tertiary education at the University or at the Institute of Technology.

The type of training offered covers full-time or part-time courses of study at educational or training institutions, correspondence courses, or "on-the-job" training programmes with approved employers.

Specific details about the scheme are available from the nearest Commonwealth Employment Office, from Shire Councils and from the Department of Labour and National Service - Telephone Perth 23 0391.

Method of Application in Country Areas:

Women living in the country can avail themselves of correspondence courses offered under this scheme.

FINANCIAL HELP:

Financial help from the government depends on the form of training.

For example, women attending full-time or part-time courses at approved institutions will have tuition, examination and certificate fees paid.

A refund of fares to and from the training place may also be claimed.

A maximum allowance of $80 for essential books or training equipment is available.

For full-time courses an incidental expense allowance of $4 weekly is made.

Living away from home allowances are also made, where necessary.

For correspondence courses, tuition, examination and certificate fees are paid as well as postage refunds, and the $80 essential books or training equipment allowance can be claimed.

"ON-THE-JOB"

Women in "on-the-job" training will receive the appropriate wage from their employer.

There is no specific training allowance. However, some women may qualify for a maintenance allowance during the training period.

This allowance is available to those women who, but for their attendance at the training course, would be eligible to claim unemployment benefit.

The allowance is $10 weekly plus $2.50 weekly for the first dependent child and $3.50 for each additional dependent child.

(Information obtained from Department of Labour and National Service Pamphlet. See Appendix to Manual Section 5-2).

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MINISTERIAL AUTHORITY FOR FIELD OFFICERS

Field Officers must obtain certain authorities under the Child Welfare Act and other Acts to carry out their duties.

Under the Child Welfare Act they are:-

1. Appointment as an inspector under Section 7.

2. The authority to apprehend without warrant and place the children prior to being brought to Court as provided under Section 29.

3. Authority to lay complaints, conduct cases and be heard in the Court touching the acquittal or punishment of a child as provided for in Section 121 to 122.

These authorities are combined in one folder signed by the Hon. Minister for Community Welfare and must be produced as required. See Appendix.

CHIEF SOCIAL WORK SUPERVISOR METROPOLITAN

CHIEF SOCIAL WORK SUPERVISOR COUNTRY

LIST OF DUTIES

Responsible to the Assistant Director-Field for the professional performance of the metropolitan/country Field Division.

Duties - General

1. To assist the Director in the application of the Community Welfare Act, 1972, and other Acts administered by the Department.

2. Carry out management of metropolitan/country Field Service. Ensure that Departmental policy, procedures and standards are maintained and provide for community and field service needs.

3. Undertake periodic inspections of Divisions and District Offices and, based on these, provide reports to Assistant Director-Field on progress, standards, procedures and requirements within Divisions. Initiate action when appropriate to overcome any deficiencies which are apparent.

4. Promote the professional development of field officers and the continuing development of professional services at the divisional level.

5. Encourage divisional initiative in meeting the needs of local communities while ensuring that uniform standards for procedures and routine divisional operations are maintained.

Duties - Specific

1. Advise Assistant Director-Field on metropolitan/country Field Service training and staffing needs. Provide routine control of staff location within metropolitan/country divisions.

2. Provide to Assistant Director-Field reports on special occurrences or problems in metropolitan/country field areas, statistical returns and any other routine or special reports as requested.

3. Provide metropolitan/country divisional supervisors and other field staff with routine or special information as required by the Department and assist supervisors to obtain any other reports or information needed for the proper performance of their duties.

4. Advise and assist supervisors in the effective use of departmental and private institutions.

5. Represent the Department at such meetings and on such committees as required.

6. Arrange to provide speakers from field staff for public meetings and on other occasions as required by the Assistant Director-Field.

7. Check field service submissions as required.

8. Liaise closely with metropolitan/country Social Work Supervisor, to ensure effective communication between all departmental field staff and for most effective use of field service resources.

9. Liaise with the Administrative Officer in providing for annual and long service leave rosters for field staff and weekend and holiday rosters.

10. To delegate such of the above duties and responsibilities, within the limits of departmental policy.

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DISTRICT OFFICER (MALE OR FEMALE)

LIST OF DUTIES

Responsible to: Social Work Supervisor.

1. District Office:

   1.1 Apply the provisions of the Community Welfare Act, 1972 and other Acts administered by the Department, within a designated area.

   1.2 Maintain a district office when required and visit outlying areas within that district.

   1.3 Supervise such clerical staff as directed by the Social Work Supervisor.

2. Pre-Court Inquiries:

   2.1 Investigate and collate information concerning children about to appear before Children's Courts as neglected, destitute, uncontrolled or who have committed offences.

3. Court Appearances:

   3.1 Attend Children's Courts on behalf of the Department in connection with the welfare of children appearing before the Court.

   3.2 Attend Courts, other than Children's Court, when necessary in connection with wards and migrants and Aborigines.

4. After Court Actions:

   4.1 Supervise the progress of all children released under supervision, placed on probation and wards released on parole.

   4.2 Seek suitable accommodation and employment for these children.

   4.3 Maintain continuous efforts to channel children into socially acceptable behaviour.

5. Financial Assistance:

   5.1 Investigate applications made under the Welfare and Assistance Act.

   5.2 Submit reports and recommendations to Head Office.

   5.3 Check periodically regarding changes of circumstances.

6. Special Investigations:

   6.1 Inspect and report on applicants to adopt and foster children.

   6.2 Investigate matters as required by the Supreme Court, the Married Persons' Relief Court and the Children's Court.

   6.3 Investigate matters as requested by Eastern States Welfare Departments and other Government Departments.

   6.4 Investigate as directed, any assistance where the welfare of any child or person is causing concern.

7. Aboriginal Welfare:

   7.1 Visit Aboriginal individuals, families and communities.

   7.2 Counsel Aboriginals in health, educational, family and social problems.

   7.3 Foster the educational advancement of Aborigines.

   7.4 Foster group and community activities of Aborigines (Educational, cultural and recreational).

   7.5 Assist Aborigines in dealings with individuals, authorities and agencies (employers, courts, medical services, schools, etc.)

7. Aboriginal Welfare:

7.6 Make recommendations in respect of the tenancy by Aborigines of accommodation on Aboriginal reserves.

7.7 Assist Aboriginals to present claims for damages, Social Services benefits and legal aid.

8. Liaison:

8.1 Liaise as directed with Aboriginal Planning Authority on particular matters.

8.2 Liaise as directed with public and private agencies in matters affecting the welfare of local communities, individuals and minority groups.

9. Administration:

9.1 Assist with the management of Aboriginal Reserves which are in the designated area, when required by the Social Work Supervisor.

9.2 Submit reports on social welfare activities and attend to relevant correspondence.

9.3 Receive Revenue.

9.4 Submit journals and returns as required by Departmental instructions.

9.5 Purchase goods and services within established controls.

10. Other Duties:

10.1 Assist as directed with the supervision and training of Departmental, voluntary and other ancillary welfare staff.

10.2 Escort wards and migrants as requested.

10.3 Carry out preventive work in cases of potential delinquency.

10.4 Locate and apprehend absconders from institutions and foster homes.

10.5 Visit and inspect wards located within the district.

10.6 Supervise juveniles engaged in street trading.

10.7 Act as Probation Officer for the Probation and Parole Board.

10.8 Such other duties as directed by the Social Work Supervisor.

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FAMILY WELFARE OFFICER

Responsible to Social Work Supervisor.

DUTIES

1. Court Duties

   1.1 To investigate cases and, if required, appear before Children's Courts, Married Persons and Children (Summary Relief) Court, Matrimonial Causes Court, or any other Court concerned with the welfare of children.

   1.2 To report to the Court concerning the wellbeing of children and families in whom the Court has an interest.

2. Casework Duties

   2.1 To supervise, guide and assist children in whom the Department has statutory, mandatory or other interest, and work with parents, relatives or other interested persons toward the successful adjustment of children and their families. This also includes children who are migrant children under the Commonwealth Immigration (Guardianship of Children) Act, 1946-1952.

   2.2 To work in co-operation with other officers of the Department on case conference planning for the treatment and management of wards of the Department and to maintain case records of all children allocated.

   2.3 To work in co-operation with other Agencies, Clinics, Departments or persons concerned with child and family care.

   2.4 To undertake such investigative and preventive work with families and/or children as arises from the operation of those Acts under the control of the Minister for Community Welfare.

3. Other Duties

   3.1 To locate and apprehend absconders from institutions and foster homes.

   3.2 To escort wards and other children from place to place as required for special treatment, or their general welfare.

   3.3 To be available after normal hours and at week-ends and Public Holidays in urgent cases of pending Court action or problems.

   3.4 To provide returns and reports as required.

6-1-1

SENIOR FAMILY WELFARE OFFICER

Responsible to Divisional Social Work Supervisor.

DUTIES

1. Check actions on files and documents concerned with the committal, movement, management and ultimate disposal of children under notice in the Division.

2. Collect and collate the statistics and other matters relating to the work of the Division as specified by the Divisional Social Work Supervisor.

3. Act as Court Officer when required on behalf of children who appear before a Court located in the Division.

   (NOTE: Where a full-time Court Officer is appointed, the Senior Family Welfare Officer will assist the Court when necessary.)

4. Carry out case load as prescribed by Divisional Social Work Supervisor.

5. Check and certify the journals and mileage claims of officers in the Division.

6-1-1

SOCIAL WORKER

Responsible to Social Work Supervisor.

DUTIES

1. Court Duties

   1.1 Professionally investigate cases and, if required, appear before Children's Court, Married Persons and Children (Summary Relief) Court, Divorce Court (Matrimonial Causes Act), or any other Court concerned with the welfare of children.

   1.2 Provide professional social work reports to the Court concerning the well-being of children and families in whom the Court has interest.

2. Casework Duties

   2.1 To provide professional casework service to children and families in whom the Department has mandatory, statutory or other interest, including children who are migrant children under the Commonwealth Immigration (Guardianship of Children) Act, 1946-1952.

   2.2 To work in co-operation with other officers of the Department in case conference planning for the treatment and management of wards of the Department and to maintain professional casework records of all children allocated.

   2.3 To work in professional co-operation with other Agencies, Clinics, Departments or persons concerned with child and family care.

   2.4 To undertake such professional investigation and preventive work with families and/or children as arise from the operation of those Acts under the control of the Minister for Community Welfare.

3. Other Duties

   3.1 To locate and apprehend absconders from institutions and foster homes.

   3.2 To escort wards and other children from place to place as required for special treatment, or their general welfare.

   3.3 To be available when requested by the Chief Social Work Supervisor, or Social Work Supervisor, for after-hours duties of an urgent nature.

   3.4 To provide returns and reports as required.

SOCIAL WORK SUPERVISOR

1. SUPERVISION

1.1 To supervise the application of the provisions of the Community Welfare Act, 1972, and other Acts administered by the Department where applicable and within a designated area.

1.2 Be responsible for the proper functioning of divisional and district offices within a designated area.

1.3 Responsible for the performance of all professional field, clerical and wages staff within a designated area.

1.4 Advise, assist and, if necessary, direct field staff as to the standard and nature of their casework.

1.5 Supervise and programme trainee social workers when required.

1.6 Supervise and arrange in service training of field officers, voluntary and other ancillary staff.

1.7 Responsibility for departmental liaison with Local Community bodies.

2. ADMINISTRATION

2.1 Responsible for the management of Aboriginal Reserves within a designated area.

2.2 Responsible for the management of buildings owned by the Department within a designated area.

2.3 Receive revenue.

2.4 Purchase goods and services within established controls.

2.5 To delegate such of the above duties and responsibilities within the limits of Departmental policy.

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HONORARY PROBATION OFFICERS

For a number of years the Department has had the services of Honorary Probation Officers to assist in the supervision of certain selected cases. Generally speaking the Honorary Probation Officers are allocated children for whom it is considered very close and frequent contact is necessary which cannot always be managed by the full-time field staff due to large case loads.

From time to time the Department advertises for interested people to apply for appointment as Honorary Probation Officers. The applications are carefully scrutinised and those considered reasonable are asked to submit to a testing and selection programme by the Counselling Services of the Technical Education Division.

Those considered suitable are then given a training course through the Technical College. This course is approximately an academic year in duration with lectures one night per week. For women, courses can be conducted during the day.

At the successful completion of the course which consists of units in Psychology and Welfare Law and Procedures, the Honorary Probation Officers are considered ready to take over cases.

All Honorary Probation Officers are allocated to the Division in the metropolitan area and work in close contact with the Supervisors. They are allowed a maximum of 3 cases each, most of which are recommended for work by Honorary Probation Officers as a result of Case Conferences, but any Field Officer who has a case which is considered would benefit by the kind of service which an Honorary Probation Officer can give, can request the Supervisor to allocate.

An honorarium of $20.00 per annum is paid to active workers and mileage at the usual Government rates can be claimed for travelling to and from the cases.

DETAILS OF DIVISIONAL PROCEDURES

In order to assist new Supervisors and Field Staff a general outline of duties and procedures in a typical Metropolitan Division has been compiled.

This enlarges on some aspects of the Statement of Duties listed for each officer by the Public Service Board which has been presented at the beginning of this section (6-1-1 to 6-1-6).

In Country Divisions and District Offices duties are extended as outlined in list of duties.

For details of all other procedures consult the relevant section of the Manual. Variations in procedure for country officers with relation to clothing orders for wards are contained in Section 23-C.

STAFF:

1) Social Work Supervisor
2) Senior Family Welfare Officer
3) Social Workers
4) Family Welfare Officers
5) Receptionist-cum-typist-cum telephone operator
6) Students

6-1-4-1 SOCIAL WORK SUPERVISOR:

A. Supervision of all work at Divisional Office

Method:

1. Formal Staff Meetings.

2. All staff to have access to Supervisor for individual discussion of cases from Head Office.

3. All files coming to District Office are sent from Receptionist who records the numbers, to Supervisor. Files are scanned, marked to individual officers with comments, if necessary. Files are marked for "bring-up" to ensure work required by Head Office or Field Officer is accomplished and reported on adequately and consistently.

4. Files then returned to Receptionist who records name of officer allocated to case on file card index.

5. All reports of officers sent to Supervisor before being sent to Head Office or other agencies.

6. All recommendations come to Supervisor for approval before being sent to Head Office.

7. Staff ask Social Work Supervisor if a social work file is required to be opened.

8. All preventive cases must have social work files.

9. Supervisor asked by other Officers for joint interviews with clients.

B. Experimental Methods:

1. Social Work Supervisor initiated prospective foster mother meetings to assess benefits before handing over method to other Social Workers and Family Welfare Officers.

2. Court Cases. All cases of probation, supervision, wards released home, Dismissed Section 26, are sent direct from the Court to District Office. Intake interview by Supervisor or Duty Officer accomplished and immediate referral to other agencies encouraged if required; i.e. Group activity, Child Guidance Clinic, Clinical Psychologist, Medical treatment, Vocational Guidance etc. Case allocated to individual Social Worker or Family Welfare Officer.

C. Supervisor's Caseload:

1. Cases which Officers find too involved or Clinical Psychologist feels senior trained worker should become involved in.

2. Preventive cases referred by other voluntary and statutory welfare agencies.

3. Cases which could give information for better handling, possible future change in attitude on policy of the Department or the general public.

D. Community Involvement:

1. Talks on Community Welfare Department to groups wanting a speaker.

2. Encouragement of associations and sub-club groups to take an interest in particularised cases.

E. Private Institutions:

1. Meeting with all staff or individual institutions to encourage and observe attitudes of staff. This in turn relieves Institution Psychologist.

2. To give and procure information on up-to-date methods re. welfare of children in institutions, fostering, parental and sibling relationships.

3. Encouragement re. training and selection of staff.

4. Thought and discussion of difficulties incurred between voluntary bodies and statutory bodies to promote mutual understanding and final benefit to institution children.

5. Ensure that private institutional children are not left without movement in institutions.

F. Statistics:

1. Monthly Statistics viewed. Quarterly stats giving total movement of children in all areas of work.

G. 1. Case Conferences of children in District Office but not in Institutions.

H. 1. Allocation of Court Cases.

I. 1. Training of Social Work students.

J. 1. Relieve Duty Officer if necessary.

6-1-4-2 SENIOR FAMILY WELFARE OFFICER

1) Prepare monthly statistics for Supervisor.

2) Check journals and monthly mileage of Divisional Officers.

3) Attend to required repairs of office building and equipment.

4) Case load and court work as allocated.

6-1-4-3 SOCIAL WORKERS AND FAMILY WELFARE OFFICERS, AS ALLOCATED:-

6-1-4-3-1 COURT DUTIES See Section 3-3.

1. a) Investigate and report on cases in terms of the Child Welfare Act, Matrimonial Causes Act, Married Persons' and Children Summary Relief Act or other Acts.

b) Appear in Children's Court or other Court.

2. Conduct cases in terms of the Child Welfare Act when no court officer available.

3. Complete informative reports for Applications.

4. Prepare Applications (C.W.D. Forms 140D and 140E).

5. Prepare witness summonses (C.W.D. 45).

6. Prepare and take Statements.

7. Give evidence.

8. Complete informative reports for Complaints.

9. Prepare Complains (C.W.D. Form 140).

10. Apprehend children, if authorised, under Section 29 and then prepare Application or Complaint.

11. Investigate complaints of neglected and destitute children.

12. Attend to the needs of migrant children in terms of the Commonwealth Immigration (Guardianship of Children) Act. (See Section 13-3).

6-1-4-3-2 FOSTERING See Sections 3-4, 7-1, 13-1-7 and 12-1.

1. Investigate foster applications and report according to Gen. Form 72. Conduct Group Foster Meetings.

2. Visit approved foster homes with a view to placement of a particular ward.

3. Place Child (See Instructions re Movement of Children 23-M-2)

   a) Fill in Movement and Subsidy Advice Form 247. (See Section 23-S-2).

   b) Arrange for outfitting of child. (See Section 23-C).

   c) Medical and Dental Care (23-D and 23-M).

   d) School Books 23-S.

4. Visit regularly. Report on file. Submit report to Supervisor.

5. Submit quarterly report on Form 151 and submit to Supervisor.

6. Review placement and subsidy from time to time and submit to C.C.W.B. on Form C.W.D. 143.

7. Refer child to Departmental Psychologist if necessary.

8. Refer to other agencies (see Directory of Social Service Agencies).

9. Liaise with schools, youth clubs.

10. Refer to Employment Officer for assistance with Employment (See Section 5-1).

11. Make use of educational or employment facilities for Aboriginal Children. See Section 1-1, 1-2, 1-3.

12. Become familiar with Group Home procedures (See Section 7-1).

13. Locate and apprehend absconders.

6-1-4-3-3 CHILDREN WHO ARE PLACED ON SUPERVISION OR PROBATION BUT WHO ARE NOT WARDS

1. See parents and child in Divisional Office after court.

2. Visit home.

3. Maintain contact with child at least once a month, where possible, either by

office interview or home visits.

4. Maintain regular contact with parents.

5. Assist with accommodation and employment. (Section 5-1 and 1-1, 1-2, 1-3).

6. Refer parents to other agencies if necessary.

6-1-4-3-4 PLACEMENT OF WARDS IN DEPARTMENTAL INSTITUTIONS

See Section 9-1.

1. Complete Form C.W.D. 247 and forward to C.C.W.B.

2. See Section 23-M on Movement of children.

3. Locate and apprehend absconders.

6-1-4-3-5 PLACEMENT OF WARDS IN NON-DEPARTMENTAL INSTITUTIONS

1. Complete C.W.D. Form 247 and forward to C.C.W.B.

2. Clothing - See Section 9-2-4 and 23-C.

3. If there is one, complete the appropriate information sheet for Institution concerned.
If case has been conferenced forward selected sections of case conference notes for approved private institutions after discussion with Supervisor.

4. Visit regularly and do not leave child in institution longer than necessary.

5. Locate and apprehend absconders.

6-1-4-3-6 PREPARE MINISTERIAL SUBMISSIONS See Section 13-4.

6-1-4-3-7 HOLIDAY PLACEMENTS

1. Investigate and report on homes, referred by C.P.O., on Gen. Form 72.

2. Arrange for movement of wards from own homes, foster homes and departmental institutions for holidays with natural parents, approved holiday parents, approved holiday camps.

3. Complete Form 247 and forward to C.C.W.B.

4. Apply to C.C.W.B. in writing or by phone for rail or bus warrant.

5. Assist with transport of wards or use services of Transport officer. (See Section 6-2).

6-1-4-3-8 CASE CONFERENCES

Prepare and Present Case Conferences.
(See Section 3-1).

6-1-4-3-9 MONETARY ASSISTANCE CASES

1. On receipt of Advice Slip C.W.D. 112 or pink card C.W.D. 25 send out circular letter, if Division has one, or else draw up a letter inviting client to call in.

2. On receipt of Relief Branch Inspection Officer's Report arrange for home visit.

3. Visit home and maintain regular visiting, monthly if possible.

4. Complete Form C.W.D.33 after quarterly home visit.

5. Send out Form 82 and 114.

6. Forward stencilled recommendation forms to Relief Branch.

7. Refer client to Subsidised Medical Services. (See Section 5-M).

8. Refer to voluntary agencies such as Red Cross, Lions, Apex, St. Vincent's, Emergency Housekeeper Services (see Directory of Social Service Agencies).

9. Refer children to Departmental psychologist if necessary or Child Guidance Clinic.

10. Notify change of address on Form C.W.D. 136.

11. Attempt to see putative father in cases of unmarried mothers, or father or defacto in cases of deserted wives.

12. Refer to Law Society for legal aid.

13. Refer to State Housing and prepare report for State Housing where necessary.

14. Refer to Mental Health Services if required.

15. Liaise with schools.

16. Assist deserted husbands to place children, obtain housekeepers.

17. Assist in obtaining employment by referral to Employment Officer or Commonwealth Employment Bureau.

18. If normal channels do not bring results arrange for press advertisement through C.P.O.

6-1-4-3-10 FOSTER CHILDREN See Section 1-7.

1. Visit and report.

2. Refer to Departmental Psychologist if necessary.

3. Youth groups and community resources.

6-1-4-3-11 PREVENTIVE WELFARE

1. Where problem is one of marital disharmony only refer to Law Society, Marriage Guidance and possibly Mental Health Services for extensive counselling and legal advice.

2. a) Counsel children who come to Department for advice.

   b) Refer them to Departmental psychologist if necessary.

   c) Where possible invite parents to call in to Department for interview.

   d) Advise children as to their legal rights and obligations.

6-1-4-3-12 ESCORT WARDS AND OTHER CHILDREN from place to place as required for special treatment or other requirement. Unless the occasion warrants the presence of the officer attempt to make use of the services of the Transport Officer.

6-1-4-3-13 DIVISIONAL FILING AND RECORDS

A. 1) Each officer to maintain his own individual filing system consisting of:-

   a) Yellow cards (C.W.D.169), opened for all new cases. Brief summaries of all action to be noted and dated.

   b) Pink cards. C.W.D.25 for M.A. cases, sent to a Division by Relief Branch. (Where a case is transferred officer should obtain these cards from previous officer).

B. Divisional Index

   a) When a new case is opened officer to open two white cards C.W.D. 181 and 182.

   All yellow cards 169, therefore, should have two corresponding white cards.

b) Card 181 to have name of case, main and divisional file numbers and officer's name. This is kept in Alphabetical index of all cases in Division.

c) Card 182 to have more details (see Section 6-1 in Appendix for sample). This is kept in Index of cases allocated to each officer.

d) When a case is closed this should be recorded on yellow, pink and white cards and cards disposed according to Divisional system operating.

C. Divisional Files

1. If kept these may be filed in Divisional or separate filing cabinets for each officer.

2. These should be kept up to date and summaries of action made from time to time for Master File.

D. Master Files

1. All officers to fill in weekly list C.W.D. 38.

2. File transit slips C.W.D. 240 must be used.

3. File requisition slips 244 must be used.

4. Attach file tags in proper places.

E. Divisional Index for Master File Movement

All files coming into or going out of Division to be noted on card index.

F. Case Loads - Monthly Returns
(With reference to personal and Divisional case-load index)

Each officer must complete a monthly return on Form General 127. This should be done in duplicate. One copy should be attached to the officer's personal statistics file and one should be given to the Senior Family Welfare Officer.

As well, each officer must draw up a list of cases 'on' and 'off' showing name, file number, type of case and reason for transferral or closure. Only one copy is required and this should also be attached to his statistics file.

When officers open or close a case or transfer it to another officer they must remember to mark their yellow case history cards (C.W.D. 169) and pink Monetary Assistance cards (C.W.D.25) accordingly, and also to open or close white cards (C.W.D. 181, 182 or others) kept in the Divisional case-load index. At the end of each month each officer's personal case-load cards (169 and 25) should balance with Divisional case-load cards.

The Senior Family Welfare Officer completes Gen. Form 128 and Gen. Form 144 from the duplicate form 127 which officers have given him. These forms list the total of cases carried by each officer in the Division and list them into various categories.

Forms 128 and 144 are then submitted to Divisional Supervisors for authorisation and comment, including any other activities engaged in by the Division.

The forms are then submitted to Chief Social Work Supervisor.

For examples of these forms and cards correctly completed see Section 6-1 in Appendix to Manual.

G. Mileage and Travelling Claims. See Section 1-2

1. Complete daily journal.

2. Submit monthly claims.

3. Send blue copy of L.P. Order for petrol to Accounts Branch without delay.

6-1-14 After Hours Duties

Officers to be available after normal hours and on Roster duty at weekends and Public Holidays at Reception Home to deal with urgent cases.

6-1-4-4 RECEPTIONIST-CUM-TYPIST-CUM-TELEPHONIST:

1. Deals with inward and outward files checking with file card index marking name, date "in" and date "out" of file.

2. Does letters and reports by copy typing, shorthand or tape recorder for all officers.

3. Operates switchboard.

4. Writes messages for officers or information from Police within Divisional area for Court.

5. Attends to morning and afternoon teas.

6. Keeps Register for social work files, complaints, stamps.

7. Sees to office stationery supplies.

8. Has control of social work filing cabinet.

9. Keeps Divisional index of cases.

6-1-5 DEPARTMENTAL NEWSLETTER

Divisions take it in turns to prepare a Departmental newsletter with an account of Divisional activities.

Constructive criticism regarding Divisional and Departmental procedure is envisaged.

Articles of general social work interest are welcomed.

(Humour and literary ability is valued. Anonymity if required).

GROUP HOMES

Group Homes are not to be confused with Group Hostels, boarding houses or approved lodgings. They are essentially family homes having the capacity to accommodate five or more children on either a short-term or long-term basis.

In order to bring about an improvement in the standard of care in existing Group Homes and to encourage an expansion of this scheme so that large family groups of Wards, or children who have special difficulties may be more easily fostered, increases in benefits have been made.

The current benefits now available are set out hereunder:-

7-1-2 **SUBSIDY RATES:**

a) Primary and pre-school children - $10.00 per week
b) Children at High School - $12.00 " "
c) The rate for children in employment will be calculated on the basis of an allowance for board of - $14.00 " "

7-1-3 **CLOTHING, MEDICAL & EDUCATIONAL EXPENSES:**

The full cost of such expenses shall be met by the Department. However, the usual Departmental procedure for prior approval of clothing issues should be followed.

7-1-4 **HOLIDAY RELIEF:**

The salary for a "reliever" will be paid by the Department to enable the Group Home Mother to take three weeks annual holiday.

7-1-5 **FOOD & HOUSEHOLD ITEMS:**

Household items which can generally be said to be connected with the welfare of Wards, plus items of food, can be purchased through the Government Stores, thereby gaining some tax relief and advantageous rates.

7-1-6 **LAUNDRY SERVICE:**

For each approved bed the Department will issue articles as listed below from what is known as the "Imprest" system:-

1. Bed)
1. Mattress)
1. Rubber Sheet) To be issued if the Department considers it necessary.
1. Pillow)

2. Pillow slips
2. Prs. Sheets
2. Prs. Blankets
2. Towels

In addition to these articles the Department will provide twelve (12) tea towels for each Group Home.

The issue of these goods on the "Imprest" system means that when washable goods, such as pillow slips, sheets, etc., are soiled, they may be returned to the C.W.R.H. Laundry by the Group Home owner, and newly laundered replacements will be provided.

7-1-7 **TELEPHONE:**

Installation costs and rental will be paid by the Department. All out-going telephone calls are the responsibility of the foster parents.

7-1-8 **LIMITATION OF SIZE:**

To obtain approval as a Group Home, the Home must cater for at least five (5) foster children. No upper limit is set, but approval shall generally be limited to a maximum of ten (10) unless exceptional circumstances exist.

7-1-9 **BED FEE:**

A bed fee will be paid whether or not the bed is occupied.

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BED FEE:

The bed fee is to be paid on a weekly basis and three factors will be taken into consideration in assessing this fee:

1. Cost of property rental or repayment;
2. Cost of domestic help;
3. Extraordinary financial circumstances of foster parents.

With reference to the above, it is approved that:-

1. Cost of Property Rental or Repayment:

   a. Where a property is rented the Department will contribute half the weekly rental in excess of the first $10.00

   or

   b. Where property is being purchased, the Department will contribute half the weekly total of house repayment, land and water rates after the first $10.00 (that is, if the Department is satisfied that repayment and rate charges are reasonable).

2. Cost of Domestic Help:

   In order to allow adequate domestic help in the larger Group Homes, an allowance of $4.00 per week per bed for each approved bed in excess of four, is to be paid.

3. Extraordinary Financial Circumstances of Foster Parents:

   a. Under extraordinary circumstances bed fee may be reduced below, or increased above the weekly rate computed above. Such variations would be subject to the approval of the Assistant Director-Field.

NOTE:

The criteria for the determination of the bed fee should under no circumstances be divulged to the Group Home foster parent or applicant.

Review of Bed Fee:

In addition to the normal visiting and checking carried out by Field Staff, the Licensing Officer of the Welfare Branch will visit the Home each six months and check the financial circumstances of the foster parents. He will then submit a report to the Assistant Director-Field recommending continuation, or change of the bed fee rate.

7-1-10 PROCEDURE FOR APPROVAL:

A normal fostering report will be done by the Division concerned, with additional information re size of Home and financial situation.

This should be submitted to the Licensing Officer who will then inspect the home. He will submit a report to the Assistant Director-Field who will give final approval which will contain a determination of the approved bed strength of the Group Home.

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INFORMATION ON HOLIDAY CAMPS

Note: Costs quoted may vary annually.

YOUNG AUSTRALIA LEAGUE

8-1-1

The Y.A.L. conducts various camps throughout the year. For detailed information, contact Y.A.L. 'Phone 23.4876.

December/January:

From the first Monday in January every year for two weeks ending on a Saturday, a camp is held in the Claremont Showgrounds. Children are accommodated in dormitories. They are requested to bring pillow, sheets, blankets and their own crockery and cutlery.

This camp is intended mainly for country children. They are taken to see various places of interest in Perth, and also to the beach.

Girls 10 to 16 years:

From the third Monday in January every year for two weeks ending on a Saturday, a similar camp is held for girls at the Claremont Showground.
Cost: $30.00 for the fortnight.

Y.A.L. Camps at Araluen Centre:

Easter:

Boys 10 to 16 years:

From Thursday evening until Monday afternoon.

Cost: Varies annually. Approximately $8.00.

May School Holidays:

1st week:	Primary School girls.
2nd week:	Secondary School girls.
Cost:	Varies annually. Approximately $14.00.

August/September Holidays:

Boys 10 to 16 years:

Cost: Varies annually. Approximately $14.00.

October:

Girls camp 10 to 16 years.

Cost: Varies annually. Approximately $7.00.

Y.M.C.A.

8-1-2

Boys 10 to 16 years:

Rottnest, under canvas:

All details concerning clothing, utensils etc. are supplied on application form. Camps usually cover the following periods and age groups:

1. 27th December - 3rd January	-	10, 11, 12 year olds.
2. 4th - 11th January	-	13 to 16 year olds.
3. 12th - 19th January	-	10, 11, 12 year olds.
4. 20th - 27th January	-	10 to 15 year olds.

Camp Fees: Vary annually. Approximately $21 inclusive.

Apply direct to Y.M.C.A. 'Phone 21.6189.

Applications open 1st September every year. Allowance is made for a limited number

of under-privileged children, and fees may be met partly by the Y.M.C.A. and partly by the Department if approval is obtained, or wholly by the Y.M.C.A. in certain cases.

Parents may also apply directly, and their circumstances will be considered.

Camps are also held in the May and August School holidays at Stoneville.

Fees: Up to $2.00 daily.

Week-end camps are also held on occasions.

8-1-3 Y.W.C.A.

a) Camps are always held in May and August for Junior Girls from 8 to 12 years inclusive and Teenagers from 13 to 17 years inclusive.

Venues vary annually. Sometimes camps may be held on farms and sometimes at Point Peron.

Fees vary annually. Cost is approximately $12.50 for 5 days inclusive.

b) Classes

These are usually held every school vacation at the Y.W.C.A. premises in 21 Havelock Street, West Perth. The types of activities include cooking for beginners, and advanced gourmet cooking; leatherwork, metalcraft, dancing, gymnastics and trampolining.

Fees range from $2.50 to $4.00 for the 5 day course.

Dressmaking Classes are held over a two week period of 10 days inclusive and fees are about $7.50.

c) Holiday Clubs for Kids

Place. These may be held at 21 Havelock Street, West Perth, or elsewhere.

Sex and Age Group

Boys and girls aged 9 to 12 years.

Sessions

The first session is held in the first week of January from a Tuesday to a Thursday inclusive. The second session is held in the second week of January on the same days.

A child may enrol for one or more sessions.

Cost. Approximately $12 per three day session.

Activities Include:-

Painting, mobile art, craft, clay, creative art, games and sports.

Lunch is not provided and should be brought.

Clothes - wear old or play clothes.

8-1-4 UNIVERSITY CAMPS FOR CHILDREN:

a) Camps:

These are run by the University Camp for Children Club, c/o Guild, University, Hackett Drive, Crawley 6009.

Dates. Three camps are held for about 8 days each starting at the end of December and continuing through January. The dates vary annually.

Sex and Ages.

The camps are for boys and girls from 8 to 13 inclusive. Children aged 7 or 14 might be acceptable in special circumstances.

Details

Application forms which are sent to the Department contain all information regarding the dates, location, transport, clothing and activities. This camp is for children who would not otherwise have a holiday and whose parents could not afford it. Lists are sent round to Divisions and each officer is allocated a certain number of children for nomination. Where an officer knows of a child who urgently needs a holiday, but who cannot be included because his allocations do not allow for inclusion, he may advise the parent to apply directly to the University Camps for consideration. This should only be done in special circumstances as there are a limited number of places.

Picnics and Annual Birthday Party

Children who are included in these lists become eligible to attend functions which are held during the year. These include two picnics. One is held about April and the other about September. The venues may vary. A birthday party is held at the University.

Details of these functions are sent direct to parents.

8-1-5 CHILDREN'S HOLIDAY ASSOCIATION OF PERTH AND STATE OF W.A.

For further details apply to Mrs. G.W. Rushton, G.P.O. Box F.345, Perth, 6001.

Children are placed with host families and parents are asked to contribute if possible, and may be assisted in some cases if unable to meet costs.

ADMINISTRATIVE INSTRUCTION NO. 19

Re: Voluntary Assistance Scheme (Home Maker Services):

As this scheme is now under the control of the Department for Community Welfare, the following information and instructions are provided:-

1. CONCEPT:

In April, 1968 the Hon. Minister for Native Welfare approved a proposal made in the following terms:

"It can be fairly claimed that our housing programme to date has been reasonably successful. This is almost certainly because it has involved a three stage programme which has facilitated proper supervision and training before the next stage of house is allocated. With the reduced erection rate of transitional housing however, the prospects are that it will soon be necessary to move families into conventional housing without their having gone through all the hitherto normal training stages. It will therefore be essential that efforts to supervise families entering conventional houses be redoubled and while we can no doubt expect some increases in permanent staff to cope with this situation, it seems unlikely that these will be in sufficient numbers to guarantee success.

Here again, then, suitable local part-time helpers should prove useful. Ideally they would be mature, sensible and sympathetic married women who have perhaps raised their own families and who now have time to devote some hours a week to the friendly encouragement of native families recently moved into conventional housing in the same town or locality."

In broad terms, their function was to give friendly, practical advice and encouragement to native families adjusting to a new or unfamiliar situation in setting up house in a European community and learning to cope with the commitments and responsibilities inherent in such a situation.

This scheme will be continued by the Department for Community Welfare but with certain modification. It will be expanded and will be extended to all families who need this type of help and not restricted to Aboriginal families. It is anticipated, however, that Aboriginal families will provide the bulk of clients for some time.

The Assistants are not trained social workers and do not possess Departmental authority, although they must obviously work under Department control and supervision. Authoritarianism should be carefully avoided and their effectiveness will be determined by the extent of the personal relationship and the degree of acceptance they can establish with their clients. Where authoritarianism is necessary it should be applied by the appropriate Departmental Officer.

2. DUTIES:

The home maker service is essentially a social welfare function. Voluntary Assistants should be supervised by Field Offices of the Department and the immediate supervision and co-ordination of their work should be the responsibility of Field Officers as part of their overall duties in respect of family welfare.

The specific duties are:

1.1 Promotes the welfare of allocated families by advising them on personal problems, home management, including budgeting, child care, employment, career training, etc.

1.2 Make regular visits to the homes of allocated families and to schools, hospitals, etc., as necessary to maintain an effective family contact.

1.3 Endeavour to uplift the social standards of client families.

1.4 Encourage and assist participation of clients in community affairs.

1.5 Endeavour to enlist and organise aid of voluntary organisations for acquisition and supply of furniture, etc.

1.6 Maintain liaison with Departmental Field Officer.

1.7 Submit weekly journal of daily activities.

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SPECIAL INSTITUTIONAL PLACEMENT FOR WARDS UNDER THE AGE OF THREE

In the case of children under the age of three an arrangement has been made between the Department and Ngal-a Mothercraft Home, South Perth, for their reception in certain cases. Ngal-a is a non-Departmental Institution.

Permission for admission should be requested and obtained from the Matron before a child is taken there.

See section on Non-Departmental Institutions for details of Ngal-a.

SPECIAL DEPARTMENTAL FACILITY FOR DEPARTMENTAL INSTITUTIONS AND APPROVED GROUP HOMES

The Laundry. 3, Walcott Street, Mt. Lawley.

OTHER DEPARTMENTAL FACILITIES

BOTH FOR WARDS AND NON WARDS

This Department runs three facilities for children who may be wards, children on probation, whose parents may be in receipt of monetary assistance or who have been specially recommended for admission.

These include:-

1) The Community Welfare Youth Centre. 9-1-17

2) The Ramblers Group. 9-1-18

3) The Underwater Training Group. 9-1-19

DEPARTMENT FOR COMMUNITY WELFARE

INSTITUTIONS AND CENTRES

List of established Institutions and Centres:

Bridgewater.
Canowindra Group Home, Capel.
Child Welfare Reception Home.
Fourteen.
Hillston.
Longmore.
McCall Centre.
Nyandi.
Riverbank.
Stuart House.
Tudor Lodge.
Watson Lodge.
Bennett House.

All of these are programmed to take specific types of cases and care must be taken to ensure that attempts are not made to have a particular type of case admitted to the wrong facility.

In all cases advance advice of the proposed admission of children must be given to the Superintendents or Duty Officers of the Institution concerned.

DEPARTMENT FOR COMMUNITY WELFARE CENTRES

IN PROCESS OF ESTABLISHMENT

1) The Day Centre, Allen Court, Bentley.

2) Katanning Hostel for youths in employment.

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BRIDGEWATER ASSESSMENT CENTRE,

Duncraig Road, Applecross. Phone 64-2099.

9-1-1 THE CENTRE:

Bridgewater comprises a small community of several cottages each of which accommodate up to 10 children. Primarily it is a short-term care and assessment centre where children's needs and behaviour patterns can be investigated. Essentially the assessment process is one of systematically collecting and relaying information designed to assist both the child and those responsible for his or her future care. Pending the child's return to his own home or placement elsewhere, the Centre attempts to provide a form of life as close as possible to normal living. There are no special physical restrictions.

9-1-1-2 CRITERIA FOR ADMISSION:

Bridgewater is a facility for the short-term care and assessment of destitute and neglected (sometimes called 'innocent') boys and girls three years of age and over who are not deviant or anti-social in their behaviour.

Some examples of the type of children catered for are:-

1) Children whose parents will not or cannot care for them and for whom neglect applications are to be made.

2) Children who have already been declared neglected and who are awaiting assessment.

3) Children taken into care by the Police or Officers of the Community Welfare Department, due to family emergencies.

4) Children whose parents or guardians cannot be located or contacted in sufficient time and who require immediate care.

5) Children referred by Officers of the Department as special cases for re-assessment. Admission of these children should have the approval of the Psychologist-Superintendent "Bridgewater", or the Assistant Director Institutions.

9-1-1-3 THE PROGRAMME:

During his stay, each child is engaged in a flexible programme designed to meet both his personal needs and the Centre's requirements. The general pattern of this programme, including assessment procedures, is as follows:-

9-1-1-4 ADMISSION PROCEDURES:

Cottage and bedroom allocation, orientation and introduction by Group Worker. Group-life Co-ordinator establishes and informs Staff of child's anticipated length of stay, his programme and case conference date.

9-1-1-5 ASSESSMENT:

Medical examination on arrival.

Psychological testing and interviewing, possibly leading to psychiatric referral.

Group Workers' conjoined appraisal of child's social adjustment in a wide range of everyday situations within and outside the Cottage in play, work and domestic activities.

Kindergarten or school attainment and behaviour report.

9-1-1-6 'DAILY LIVING' ROUTINE:

Domestic chores, recreational and religious activities, social contact with local community groups. Letter writing to and from parents. Visits by parents. Instructional activities, particularly for children not yet attending kindergarten or school. Cooking and other domestic skills, crafts, gardening, minor household repairs.

Kindergarten or school attendance.

9-1-1-7 COMMUNICATIONS BETWEEN SIGNIFICANT PERSONS:

Field Officer visits, remains informed of the child's progress and keeps abreast of new developments.

Discussion between Psychologist and Group Workers on points of management.

Consultation between Psychologist and parents or other interested figures as indicated.

1-1-8 CASE CONFERENCE:

Conference attended by child's Field Officer, Psychologist, Group Worker and the Psychologist Superintendent. Other persons able to contribute may also be invited to attend. Future plans for child made and final approval obtained.

9-1-1-9 PREPARATION FOR CHILD'S DISCHARGE COMMENCED:

Child informed of Conference Plan and prepared (initially by Field Officer).

Parents and others concerned informed, advised and counselled by Field Officer or Psychologist as planned.

Meetings between child and foster parents or others as applicable. Week-end visits arranged and progress observed.

9-1-1-9-a FINAL DISCHARGE PROCEDURES:

9-a No mention has been made in the above of treatment or rehabilitative steps in the programme. Although Bridgewater is not primarily a treatment or training centre, it is intended that its philosophy, programme and the interest and skill of the staff will produce a positive or therapeutic social climate beneficial to all children exposed to it. Informal discussions between the child and his "special" Group Workers are encouraged. Individual and group counselling as well as other forms of therapy, which may include the parents as well as child, are undertaken to a limited extent.

9-1-1-10 PROPER USE OF THE CENTRE:

Bridgewater's resources cannot be utilised effectively if they are not properly recognised and the Centre is misused. Incorrect use can also mean that children who most need the Centre's services cannot be accommodated.

While the main responsibility for deciding which children should be accepted rests with the Centre, Field Officers, Social Workers, the Police and others share this responsibility. Initially it is they who will know most about the child to be admitted.

9-1-1-11 INFORMATION CONCERNING THE CHILD:

Background information on children admitted can substantially reduce initial adjustment stresses for the new child. Prior knowledge enables the best available Cottage and most suitable bedroom to be provided. Forewarned Group Workers know better what difficulties to anticipate when assisting the new child into the group life of the Cottage. Personalised considerations make the new child feel more secure and wanted.

General and Personal Admittance Information forms, to be completed prior to a child's admission, have been prepared with the above needs in mind. Whenever practicable, it is asked that these be completed and sent to Bridgewater a day or so before the child's arrival.

BRIDGEWATER

ORGANISATION CHART

Psychologist Superintendent

(Assistant Superintendent)

Clinical Service	Medical Service	Office Service	Educational Service	General Staff	Ancillary Service
Clinical Psychologist	Nursing Sister	Clerk-Typist (1)	Kindergarten Teacher	Group-Life Co-ordinator	Transport Officer
Psychiatrist (P/time)	Doctor (P/time)	Clerk-Typist (2)		Senior Group Workers	Gardener/ Handyman
				Group Workers	Domestics

9-1-1

9-1-2

CANOWINDRA GROUP HOME, CAPEL

This is a group home for foster children at Gelorup near Capel.

ARTMENT FOR COMMUNITY WELFARE RECEPTION HOME

3 Walcott St., Mt. Lawley, 6050.

'Phone: 28-7599

-1-3-1 CRITERIA FOR ADMISSION

Available to take children within the age range of 7 to 13 years who have been:

(i) Apprehended and are to be charged with offences, and who cannot be dealt with in any other way, pending their appearance in a Children's Court in terms of Section 29 of the Child Welfare Act.

(ii) Specifically remanded to the Centre by a Children's Court under Section 37 of the Child Welfare Act, and for whom a proper remand warrant accompanies the child.

(iii) Specifically remanded to the Centre for psychological or other assessment under Section 28 (2) of the Child Welfare Act as amended by No. 27 of 1967 and for whom a specific warrant accompanies the child.

(iv) Committed by a Children's Court for offences and who must be held for assessment. Proper documents must accompany the child.

Available to take Wards over the age of 7 years who are:

(i) Wards not currently charged with an offence, but because of deviant behaviour are considered to be in need of re-assessment.

(ii) Wards in transit and requiring overnight accommodation.

(iii) Wards residing in country areas, who, to attend medical appointments, need overnight accommodation.

(iv) Wards in a destitute state, who need temporary accommodation.

(v) Ordered admission by the Community Welfare Department Administration.

All cases in this section of the criteria must be fully discussed, and approval given by the Superintendent or Senior Group Worker before the child will be admitted.

9-1-3-2 THE AIM:

To provide a warm, friendly atmosphere based on a fundamental philosophy of acceptance. Every staff member perceives and deals with every child as he or she really is, including the strengths and weaknesses, agreeable and disagreeable qualities, positive and negative feelings, constructive and destructive attitudes and behaviour, whilst all the time maintaining a sense of the child's innate dignity and personal worth. This acceptance does not mean approval of deviant behaviour and attitudes, and its object is not 'the good' but 'the real'. Within this atmosphere is a positive, non-punitive policy orientated to the child's accepting reality, and allowing a programme, based on the premise that anti-social children need to learn to socialise by directly or indirectly interacting with the community, to operate.

9-1-3-3 THE FUNCTIONING:

(a) Administration:

(i) Superintendent - responsible to the Assistant Director Institutions for all aspects of the 'Home'.

(ii) Nursing Sister - responsible to the Superintendent for all aspects appertaining to the health and hygiene of the children.

(iii) Clerk/Typiste.

(b) Movements Office:

(i) Manned 24 hours a day.

(ii) Deals with all movements of children (irrespective of age or sex), including:-

(a) admissions
(b) discharges
(c) appointments
(d) school
(e) employment
(f) leave
(g) visitors

(c) 'Houses':

(i) 'Andrew House'
(ii) 'Cawley House'
(iii) 'McPherson House'

(d) Professional Attention:

(i) Every new admission is medically examined by the visiting doctor.

(ii) V.D. Clinic - necessary swabs and slides are prepared by the doctor, sent to Commonwealth Laboratories, and the results received by post. Any subsequent treatment is carried out by the Nursing Sister.

(iii) All necessary referrals for specialist treatment, eg. medical, surgical, psychiatric, etc., are made by the doctor, with the appointment times arranged by the Nursing Sister.

(iv) All necessary dental appointments are arranged by the Nursing Sister with the Perth Dental Hospital.

(v) A departmental psychologist tests every child who is case-conferenced. Other interviews and counselling by psychologists are arranged with the Superintendent as required.

9-1-3-4 EDUCATION:

(i) Primary school children attend Maylands School at which normal special class facilities are available. They are transported to and from school in the Reception Home vehicle, and each child receives 5 cents a day pocket money.

(ii) Primary school children who are too emotionally disturbed to attend a normal school, attend a special class on the premises. This class takes a maximum of six children, and is conducted full-time by a qualified teacher provided by the Education Dept.

(iii) High School children, where possible, continue to attend the school they attended prior to admission. If this is not possible, they are enrolled at Cyril Jackson High School. They travel to and from school by public transport and each child receives 10 cents a day pocket money.

(iv) High school children who are unable to accept teaching in a normal High school also attend a special class on the premises. This class also caters for a maximum of six children, but is conducted in the mornings only by a teacher from the Guidance and Special Education Branch of the Education Department, as attached to Cyril Jackson High School.

(v) Children considered to need to attend an Occupation Centre by the Guidance and Special Education Branch of the Education Department attend the Centre as directed, and are transported by a Slow Learning Children's Group vehicle.

9-1-3-5 CHURCH:

A non-denominational church group conducts a session each Thursday evening, and on Sunday morning children are taken out to Sunday School or Mass. Though children are encouraged to attend, it is not compulsory.

for group and individual counselling as may be necessary from time to time.

Such discussions should be designed to assist lads to adjust to the problems and pitfalls of community living and also of the obligations and opportunities they will experience in their daily contact with the community.

Attendance at an organized group activity per week night is also seen as desirable. Whenever possible, this should be arranged in the locality where the boy will eventually be resident and should be designed in the hope that new positive associations will be formed by such contacts.

Boys attending "Riverbank" daily for the completion of a school programme may be detained at "Riverbank" one evening per week to assist them with their study programme if such action is considered necessary.

Week-ends:

Saturday morning is seen as a period when all lads will participate in domestic and general maintenance duties around the house, and the remainder of the weekend will be designed to bring about improved family and inter-personal relationship. To this end Saturday and Sunday afternoons will provide for approved sporting activities and/or visits to his home or visits by parents to "Fourteen". Approved outings will be allowed on Saturday evening. All boys will remain at home Sunday evening.

Week-end leave from midday Saturday till 5.00 p.m. Sunday may be granted in certain circumstances.

9-1-4-6 STAFF- MARRIED COUPLE resident, the husband preferably to be conversant with and experienced in the philosophy of the "Riverbank" programme.

Week-end relief - Male.

Domestic - full time.

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"HILLSTON" AFTER-CARE SERVICE

There are two after-care officers. Each serves one of the following areas:

1) Fremantle, Victoria Park and Belmont Divisions. Country cases south of Perth.

2) City, Mt. Hawthorn, Morley and Midland Divisions. Country cases north of Perth.

Case allocation:

The After-Care Officers will deal with children admitted to "Hillston" in the following ways:-

1. They will take over from field staff all children with the following exceptions:

   a. Children serving time in default of payment of fines.

   b. Children with siblings at home who are also wards. In these cases the family as a whole is to be served by the Field Officer who is dealing with the family. An After-Care Officer will maintain contact with such children while they remain at "Hillston" and liaise with Field Staff as indicated.

   c. Children who are to have an Honorary Probation Officer or Social Worker (in special cases) appointed and this proposal is part of the case conference plan. Here the After-Care Officer will only retain principal contact while arrangements with these other officers are being made.

2. Boys being sent to country areas (not within the metropolitan divisions) will be the responsibility of an After-Care Officer after admission to "Hillston" and until they have been handed over to a District Officer. If the child has parents or relatives living within the metropolitan divisions, then contact with these will be made by the After-Care Officer at the request of the District Officer (except where other children in the family are being served by a Field Officer as above).

3. All children served by an After-Care Officer will revert to the care of a Field Officer one year after their most recent admission to "Hillston" unless otherwise approved of by the Deputy Director.

9-1-5

"HILLSTON"

FARM SCHOOL FOR BOYS Telephone: 95-1133
95-1277

STONEVILLE

"Hillston" is an 'Open' reformative establishment in a farm-like setting 25 miles from Perth, catering for juvenile offenders for whom the Director of Community Welfare considers institutional training necessary subsequent to the respective child having been committed to the care of the Community Welfare Department by the Children's Court. The establishment has accommodation for seventy boys, and ages of residents range from twelve to eighteen years.

Training Programme is adapted to meet the varying needs and capabilities of boys admitted, and is so designed to create interest and cultivate within each individual a sense of responsibility for his future well-being

This programme involves:-

(i) Academic Education
(ii) Vocational Training
(iii) Physical Training
(iv) Purposeful Leisure Expression
(v) Social Adjustment

9-1-5-2 ACADEMIC EDUCATION:

Although it is not possible for all residents to attend school, and much depends upon the age and/or previous attainment of each boy, all boys do have some form of academic education, but priority is given to boys who are between thirteen and fifteen years of age.

Teaching is mainly remedial, although some boys do attain second year High School level and a few others work towards Junior Certificate level. Specific subjects are studied by boys of higher attainment through the W.A. Correspondence School.

Incorporated in the School programme are metal-work and wood-work sections in which manual training is given such as is provided in State High Schools.

9-1-5-3 VOCATIONAL TRAINING

By reason of the fact that "Hillston" is a Farm School much of the vocational training takes place in outdoor situations and is designed to prepare boys for life in rural areas.

Provisions for such training are as follow:-

(i) Agricultural Work. (Use of tractor and allied implements, ploughing, seeding, cropping, clearing new land, pasture, renovation, etc.)

(ii) Dairy Farming and Animal Husbandry. (Cattle, Sheep, Pigs, Poultry).

(iii) Slaughtering of Stock for Home Consumption and Supply to other Establishments (Beef, Mutton, Pork, Poultry).

(iv) Running Repair and Maintenance Work. (Minor mechanical and bodywork repairs to vehicles and agricultural machinery).

(v) Building. (Erection of cottages for staff and maintenance of farm buildings).

(vi) Bricklaying. (Construction of new facilities and laying foundations for improved out-buildings, etc.)

(vii) Timber Felling. (Use of Power Saw and Chain Saw to provide timber for renewing fence lines, erection of fence lines round newly cleared land, firewood for home use and supply to other establishments).

(viii) Roadwork. (Grading, sealing, general maintenance).

(ix) Orchard. (Ground cultivation, pruning, spraying, fruit picking, grading, packing, etc.

(x) Cooking. (Instruction given in institution kitchen to boys who are interested and have aptitude.)

(xi) Cabinet Making. (Boys seeking apprenticeship).

(xii) Metal Work and Welding. (Boys seeking apprenticeship).

9-1-5-4 PHYSICAL TRAINING:

Under this heading are included normal Physical Training exercises - graduating to 5 BX Chart exercises in which all boys must participate. Others are, according to choice and ability, Athletics, Football, Basketball, Cricket, Hockey and team games of less robust character for those boys who have not hitherto engaged in such sporting activities, or are at a physical disadvantage.

'Hillston' is represented in local competition Associations in Football, Basketball and Cricket respectively.

9-1-5-5 PURPOSEFUL LEISURE EXPRESSION

In order that leisure hours may be usefully occupied a number of 'Clubs' have been organised within the institution to encourage and teach boys to engage in skills and interests which may appeal to them, and which they can reasonably pursue when they have left the institution. The following have been introduced and are operating under super-vision of members of the staff who are themselves interested and proficient in the particular subjects.

Photography	Model Boat-Building
Model Aircraft	Wood-Modelling
Chess	Body-Building
Book-Binding	Leatherwork
Table Tennis	Film Strips & Documentaries
Dramatics	Go-Kart construction

There is also a fairly well stocked library and some 90% of the boys in the institution draw books regularly each week.

During the summer period, good use is made of the surrounding countryside for walks, and the swimming pool is constantly in use as a privilege during the weekend and hot evenings.

9-1-5-6 SOCIAL ADJUSTMENT:

Members of the staff counsel and advise boys individually and collectively in order that social and moral standards may be improved.

In order that what has been taught may be put into effect, various voluntary organ-isations are invited to the institution for Social Evenings, Games Matches and Discussions. Visiting groups consist of male and female members, and participation from both sides is good at all times. Such activities are conducted under unobtrusive supervision.

Visits are made by boys to outside establishments and centres for participation in games matches, etc., and, under guidance of supervising officers, they acquire social ease which has hitherto been unknown to them.

9-1-5-7 DISCIPLINE:

Discipline is maintained by the personal influence of the Superintendent and staff and is promoted by a system of rewards and privileges. Such rewards and privileges may be withdrawn or suspended from individuals involved in misbehaviour as these can only be enjoyed if earned.

The main privileges offered are:-

(i) Visits by parents/guardians fortnightly.

(ii) Home leave for weekend at end of first two months' stay in institution - thereafter monthly, subject to continued good behaviour and good work application.

(iii) Outings to places of interest.

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(iv) Participation in various League matches. (Football, Cricket, Basketball).

(v) Full feature film. (Twice monthly).

(vi) T.V. Viewing. (Selected programmes).

(vii) Social and Dance held bi-monthly.

The school operates a 'House' system - there are three 'Houses' and inter-House competition is operative throughout the day in all phases of the programme. This cultivates a sense of responsibility in each boy with regard to the obligation he has for his 'House' or members of the team to which he is allocated.

A 'House Captain' is appointed to each 'House' as leader, but no authority is given as he must lead by example and his own willing, enthusiastic application to everyday routine.

'Points' are awarded daily for 'House' attainment, and Competition Shield is held by 'House' with highest attainment for twelve months, for one year. Personal attainment is recorded in a Monthly Report on each boy which is submitted to the Director each month.

9-1-5-8 PROFESSIONAL SERVICES:

A visiting Psychologist meets boys in the institution on two days of each week.

Medical treatment is catered for by the St. Andrews Medical Group, Midland, and a Medical Officer visits the establishment on Thursday of each week.

Dental treatment is carried out at the Victoria Park Dental Clinic.

Any Specialist treatment or consultation needed is arranged by appointment through respective agencies.

Religious instruction is given to Protestant and Roman Catholic boys by respective visiting Chaplains each week.

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"HILLSTON" AFTER-CARE SERVICE

There are two after-care officers. Each serves one of the following areas:

1) Fremantle, Victoria Park and Belmont Divisions. Country cases south of Perth.

2) City, Mt. Hawthorn, Morley and Midland Divisions. Country cases north of Perth.

Case allocation:

The After-Care Officers will deal with children admitted to "Hillston" in the following ways:-

1. They will take over from field staff all children with the following exceptions:

   a. Children serving time in default of payment of fines.

   b. Children with siblings at home who are also wards. In these cases the family as a whole is to be served by the Field Officer who is dealing with the family. An After-Care Officer will maintain contact with such children while they remain at "Hillston" and liaise with Field Staff as indicated.

   c. Children who are to have an Honorary Probation Officer or Social Worker (in special cases) appointed and this proposal is part of the case conference plan. Here the After-Care Officer will only retain principal contact while arrangements with these other officers are being made.

2. Boys being sent to country areas (not within the metropolitan divisions) will be the responsibility of an After-Care Officer after admission to "Hillston" and until they have been handed over to a District Officer. If the child has parents or relatives living within the metropolitan divisions, then contact with these will be made by the After-Care Officer at the request of the District Officer (except where other children in the family are being served by a Field Officer as above).

3. All children served by an After-Care Officer will revert to the care of a Field Officer one year after their most recent admission to "Hillston" unless otherwise approved of by the Deputy Director.

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"LONGMORE" REMAND AND ASSESSMENT CENTRE

Adie Road, Bentley - 'Phone, 61.6888.

9-1-6-1 FUNCTIONS AND PURPOSES:

"Longmore" is a short-term Remand and Assessment Centre located in Bentley. It has accommodation for boys and girls in the 13 to 18 years age range. A requirement for admission is that the child should have been involved in the commission of an offence. "Offence" means law-breaking in most instances, but in some cases, children are admitted where no actual offence has been committed: but they are living or behaving in an unacceptable manner, e.g., some girls who are deemed neglected under Section 4 of the Child Welfare Act.

The functions of detention and assessment are practised as follows:-

9-1-6-2 DETENTION PENDING COURT APPEARANCES:

Boys and girls arrested in the metropolitan area are admitted to "Longmore" to be held in maximum security until their Court appearances. If at all practicable, they are released on bail to the care of parents or suitable adults.

9-1-6-3 REMAND:

Children may be remanded to "Longmore" by a Children's Court Magistrate until Court proceedings are completed. This is often done where the Magistrate orders a remand in custody should the child be likely to offend or to run away if remanded in the open. It is done, also, in cases where the Magistrate requires a psychological, psychiatric or behavioural report to assist the Court. There are facilities and staff for psychological and psychiatric investigations at "Longmore".

9-1-6-4 ASSESSMENT:

Whereas "Remand" cases are not necessarily wards of the State at the time of remand, assessment cases are children who have been committed to the care of the Community Welfare Department. They are placed in "Longmore" for the purpose of obtaining a detailed evaluation of their physical, eductional, psychological and behavioural adjustment. Obtaining information in these four areas of adjustment usually takes approximately two weeks. At the end of that time, a Case Conference is held and recommendations for future treatment are submitted to the Director. If this treatment plan is approved, discharge to home, an institution, a hostel or special facility or placement usually follows a few days later.

It needs to be kept in mind that "Longmore" is not a treatment centre. Its function is custodial and diagnostic. Because of this, the environment within the institution requires careful construction so that the needs for discipline and control do not cut across the maintenance of a moderately permissive institutional climate. A moderate amount of permissiveness is essential so that children have an opportunity to behave in a characteristic way; otherwise observations of their behaviour would not be meaningful.

The programme at "Longmore" is divided into work, guided activities of an arts and crafts nature, planned recreation and free time recreation. A balance is kept between these various parts of the programme. Many of the activities are novel and the children find them interesting during their short stay. The main purpose of the programme is to keep the children usefully absorbed and under observant supervision. It also affords a medium for relationship between staff and inmates, for, although their function is mainly to assess behaviour, the staff is encouraged to influence, guide and help children positively when an opportunity is present. This policy is followed because of the conviction that adolescent children (even though in trouble with the law) are mostly susceptible to healthy adult influences, and that if change in behaviour is to occur, then it is best achieved through inter-personal relationships.

The pressures for accommodation at Longmore have drawn attention to the increasing number of children admitted for reasons other than assessment. Children who have no money must serve default for non-payment of fines. Longmore is not geared for this purpose.

Another category of children 'held' rather than 'assessed' includes those delayed because of medical or psychiatric treatment.

A further contributory cause of accommodation problems arises from delay in the

outward movement of children for whom there is no immediate placement available. Part-Aboriginal children present the biggest problem in this category.

Procedures for notifying field staff when a child is charged or due to appear in the Children's Court.

Once a child has been placed in Longmore the administration of Longmore will contact the relevant Division according to the address given by the child. If the Division has no record of the case which is referred, the field officer should nevertheless continue to follow the case through until he has ascertained which Division should be handling it.

Social history reports from Field Staff for information leading to psychological or psychiatric reports

A social history of the child, including a description of the behaviour which led to the charge is necessary before psychological or psychiatric reports are written for Court, whether or not the child has been remanded in custody at Longmore.

Files taken to Longmore

These should be checked at the foyer desk when taken in, to ensure that they are taken out by the officer concerned.

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McCALL CENTRE

'Phone 28.1744

ESTABLISHMENT:

This centre was established in 1970 in temporary premises at 55 Lincoln Street, Highgate, 6000, and accommodates 14 children. The permanent premises of the centre which will house twenty children, will be at the Old Cable Station, Curtin Avenue, Mosman Park.

McCALL CENTRE

NATURE AND FUNCTIONS:

McCall Centre is a long-term residential treatment unit for emotionally disturbed children under the guardianship of the Department, between the ages of 6 and 12 years.

Children are admitted following a case conference attended by the Superintendent of the Centre. The main criterion for admission is the presence of emotional problems which preclude any other placement. Mentally defective children, or children with organic pathology are not admitted.

The staff consist of group-workers, teachers, social worker, occupational therapist, clinical psychologists, and consultant psychiatrist and speech therapist. The social worker takes over responsibility of the child and his family on admission, and follows up the child's progress for a period of two years.

Individual treatment programmes are devised according to the needs of each particular child, and they encompass remedial education, occupational therapy, play therapy, the application of behaviour modification techniques, group therapy, speech therapy, and a wide range of other activities. Every endeavour is made to create an environment which promotes growth, the ultimate aim being the return of the child to his family and the community.

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'NYANDI' GIRLS' TREATMENT CENTRE,
Allen Court, Bentley. Phone 61.4840.

9-1-8-1 ESTABLISHMENT AND ORGANISATION:

This facility, which was opened in February, 1970, caters for girls for whom conditions of maximum security are essential in order to effect treatment and rehabilitation.

Girls are separated by grading into the following units:-

(a) single cabins

(b) group living

(c) controlled residential (cottage)

9-1-8-2 The treatment programme aims to -

(a) promote responsibility and self-management through a system of graded group living with consistent and constructive controls;

(b) promote physical and mental well-being through stimulating and meaningful activities;

(c) provide an opportunity for identification and association with trained, mature and stable adults;

(d) build self-esteem and social standards and values;

(e) provide realistic training.

There must be positive indication that a girl recommended for admission has the capacity to cope with the programme and environment.

9-1-8-3 The formal criteria for admission is, for those -

1. between the ages of 14 and 18 years who, for their own protection and/or that of society, need conditions of maximum security;

2. who have the ability to absorb training at first year High School level and above;

3. who are physically capable of participating in an active and sustained programme and have no disabilities which would disqualify them from so doing;

4. whose attitudes and temperaments indicate that they are capable of progressing and responding to a less controlled situation within a relatively short space of time;

5. who have addiction to alcohol and/or drugs and have a reasonable prospect of rehabilitation;

6. who have no outstanding immediate dental or medical requirements and do not need attendance at clinics or agencies.

It is essential, therefore, that those responsible for placement should -

(a) correctly interpret the criteria for admission;

(b) accurately assess the child's needs and capacity to benefit from the programme;

(c) remain aware of the magnitude of a decision which deprives a girl of her freedom for an indefinite period;

(d) maintain contact with girls and their families, and staff of the facility.

"NYANDI" is not a substitute facility for girls whose main treatment needs are psychiatric, nor for the absorption of chronic shelter cases, or to provide detention for detention's sake.

Refuge + skill on programme

PROCEDURE FOR NYANDI AFTER-CARE SERVICE

After-Care Officer:

Location:

"Nyandi" - Tel. 61 4840
61 4841

Case Allocation:

The After-Care Officer will deal with children admitted to "Nyandi" in the following ways:-

1. The After-Care Officer takes over from all Field Officers upon the girl's entry to "Nyandi" (except in exceptional cases to be discussed with "Nyandi" Superintendent and Assistant-Director Institutions.

2. Girls being sent to country areas (not within the metropolitan divisions) will be the responsibility of an After-Care Officer after admission to "Nyandi" and until they have been handed over to a District Officer. If the child has parents, relatives etc. living within the metropolitan divisions, then contact with these will be made by the After-Care Officer at the request of the District Officer.

3. All children served by an After-Care Officer will revert to the care of a Field Officer one year after their most recent discharge from "Nyandi" unless otherwise approved of by the Assistant Director Institutions or the Assistant Director Field.

"RIVERBANK"

Hamersley Road, Caversham, 6055. 'Phone. 79.1953
79.2252

9-1-9-1 INTRODUCTION:

Established in 1960, "Riverbank" is a maximum security reformative facility for selected juvenile male offenders between the ages of 14 and 18 years for whom there is still hope for rehabilitation, but who are likely to commit further offences of a serious nature and consequently cannot be treated in the community.

"Riverbank" has a capacity for 43 inmates for treatment. The number of boys needing its special programme exceeds this figure. This institution therefore cannot:

(a) Accommodate those delinquents who do not readily fit into other treatment facilities;

(b) Be used by other institutions for disciplinary purposes;

(c) Be used for the treatment of mental defectives.

9-1-9-2 TREATMENT PROGRAMME

An individual intensive treatment programme is planned for each boy and is aimed to cater for his specific needs. To participate fully and derive maximum benefit, it is desirable that inmates be of average intelligence and potentially of average sociability.

Each boy's programme is designed to provide:-

1. Academic education.
2. Vocational training.
3. Physical education.
4. Social education.
5. Leisure activities and interests training.
6. Re-education in socially acceptable moral attitudes and values necessary in effective community and family living.
7. Family counselling.

9-1-9-2-1 ACADEMIC EDUCATION:

Depending on his Treatment Programme, each resident is usually required to attend school for a period of time each week commensurate with his educational needs.

For boys who are educationally retarded, their goal is set at first year high school level English and Arithmetic. These boys may well commence in the remedial group.

Four broad groups are catered for:-

(a) Remedial - working toward first year high school level in Arithmetic and English.

(b) Junior Certificate - working toward Junior Certificate of the Public Examinations Board.

(c) Leaving Certificate - working toward the Leaving Certificate of the Public Examinations Board.

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(d) Vocational or trade subjects - working toward qualifications in trade and apprenticeship subjects.

Apart from the remedial group, all subjects are studied by correspondence with the W.A. Correspondence school and the Technical Extension Service of the Education Department.

Study is done under the supervision of a trained Education Officer.

2 VOCATIONAL TRAINING:

Each boy will undergo a Vocational Assessment test and interview early in his training. The necessary tests are carried out at the institution by Guidance Officers of the Commonwealth Department of Labour and National Service at frequent intervals.

"Riverbank" provides preliminary training in most wood and metal work trades under qualified instructors.

Training is available in leather workshop in various trades, including upholstery, canvas work, boot repairing, leather goods manufacture and repair and in printing with qualified instructor.

Training in cooking, catering and baking trades is given in the institution kitchen.

9-1-9-2-3 PHYSICAL EDUCATION:

The physical education programme covers instruction in P.T., sporting activities, including basketball, football, cricket, hockey, soccer and athletics, and in swimming and life-saving in the institution pool.

Participation in weight-lifting and special gymnasium groups under instruction from W.A. Weight Lifter's Association and W.A. Gymnastics Association personnel, and competition and instruction in badminton from staff and members of W.A. Badminton Association, are all arranged.

9-1-9-2-4 SOCIAL EDUCATION:

On the assumption that social skills give greater social ease and subsequent entry into different social groups, endeavours are made to teach various social skills. Dancing lessons, mixing with adult visitors, practice in social behaviour with opposite sex at social gatherings, table etiquette, ability to entertain guests, and so on, are arranged. This aspect of social education presents particular problems to a closed institution and the staff is assisted by a variety of visitors to the institution.

As a part of this social training, Parents' Days, concerts, dances, drama groups, etc. are sponsored and encouraged.

Religious instruction is undertaken by Ministers of various denominations who conduct services and classes as a part of the programme.

9-1-9-2-5 LEISURE ACTIVITIES AND INTERESTS TRAINING:

With shorter working hours and subsequent longer leisure time available to young people in our society, it becomes increasingly evident that some formal education should be attempted to educate young people toward occupying their leisure time in a worthwhile and rewarding manner.

An endeavour is made to provide a variety of activities and interests and to introduce the boys to these. Instructors are provided in the following: model engineering, model aircraft, photography, woodworking (as a hobby), go-kart construction, arts and crafts (including oil painting), water colour, clay modelling and leather-work (as a hobby), book-binding, motor mechanics and library work.

In these activities, contacts are provided for the boys with similar organisations within the community.

The institution has a comprehensive library in which books of reference and light reading are available to the boys.

9-1-9-2-6 RE-EDUCATION IN SOCIALLY ACCEPTABLE MORAL ATTITUDES AND VALUES TOWARDS COMMUNITY AND FAMILY LIVING:

In an endeavour to have boys acquire socially acceptable moral attitudes and values, they are being constantly counselled and advised by staff. This part of the treatment programme permeates all the activities within the institution.

In a more formal situation, each lad is a member of a counselling group which meets for a one-hour session at least twice weekly.

9-1-9-2-7 AFTER-CARE:

The institution "After-Care Officer" meets a new boy at the Assessment Centre prior

to his admission to "Riverbank" and, where possible, is present at the initial interview with the Superintendent.

The After-Care Officer is required to make immediate personal contact with the boy's parents and to visit the home at least once monthly during the lad's stay in the institution.

Family counselling can be a major factor in the rehabilitation and it is unfortunate that this important aspect of the treatment programme cannot be extended to country committals.

Boys are not unconditionally discharged from the institution; they are released on "TRIAL LEAVE" and After-Care Officers are required to maintain contact with the lad for the unexpired portion of his term as a ward.

Failure to comply with the terms of trial leave can result in immediate return to the institution, but, in this final stage of rehabilitation, every effort is made to continue treatment in the community.

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STUART HOUSE

39 Lawley Crescent,
Mount Lawley, 6050.
Phone 71 5043.

9-1-10-1 CRITERIA FOR ADMISSION:

Stuart House is a hostel for working girls, with accommodation for eight. It is an intermediate placement adjustment centre for girls who are not ready or not able to return home, or to be placed in private board. It is suitable for girls who have employment problems, or who may need guidance in hygiene, or who require a reasonable amount of control in their social life.

9-1-10-2 PROCEDURE FOR ADMISSION:

All admissions should be discussed with the liaison officer before placement, and with the child as well. A copy of case conference notes should be sent to Matron before placement.

9-1-10-3 OUTFITTING:

It is the duty of the Field Officer to outfit a girl before placement, and to provide her with pocket money and special bus fares when employment has to be sought.

9-1-10-4 TIMES OF ADMISSION:

Admissions should be made on Mondays to Thursdays inclusive between 10 a.m. and 4 p.m. where this is at all possible. After 4 p.m. the Matron is busy in the kitchen and does not have time to settle a new girl in adequately. On Fridays a weekend relief is employed, and the Matron is not available. Most of the girls have made arrangements to go out for the weekend, and a new girl admitted on a Friday often spends a lonely time. In emergencies girls are admitted after 4 p.m. and also on Fridays if arrangements have been made with the liaison officer.

9-1-10-5 BOARD:

$8 per week.

9-1-10-6 VISITNG HOURS:

Wednesday evenings.

9-1-10-7 PERMISSION TO GO OUT AT NIGHT:

Girls are allowed out on Friday and Saturday nights until midnight, and on Sunday nights until 9 p.m. provided that they are in employment and that their behaviour during the week has been reasonable. Weekend leave is given with the permission of the Field Officer or the Matron.

Girls who arrive home later than the specified times forfeit further outings.

Those whose behaviour is not satisfactory may also forfeit leave privileges.

In certain cases special permission to go out is granted for girls to attend youth clubs or Beatty Park Pool or other approved places.

9-1-10-8 ABSCONDERS:

It is considered most unsatisfactory for absconders to be retumed by the police late at night or in the early hours of the morning as this disturbs the whole household. Where possible, absconders should be returned the following morning.

Occasionally a girl who has absconded repeatedly is removed to an institution and then requests that she be given another chance at Stuart House. In such a case it should be made quite clear to the girl by her officer that, as she herself has requested the return, she will be removed immediately if she does not conform to the rules of Stuart House in future.

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TUDOR LODGE

Telephone 28 6150

11-1 INTRODUCTION:

Tudor Lodge is located at:

59 Chelmsford Road,
MT. LAWLEY. 6050.

It is an adjustment centre which provides care for 14 working boys normally between the ages of 15 - 18 years.

9-1-11-2 PROCEDURE FOR ADMISSION:

All proposed admissions must be discussed with the liaison officer. The conference notes are required, and must include the fact that the case has been discussed with the liaison officer. A plan for placement after Tudor Lodge must also be indicated. A copy of this conference must be handed to the matron on admission. Boys should not be admitted on Fridays.

9-1-11-3 CRITERIA FOR ADMISSION:

(a) Working boys and boys genuinely in process of employment. Employment of boys is the responsibility of the Field Officers.

(b) Have reasonable expectations of an early integration with society, including transfer to other accommodation.

Tudor Lodge is not a treatment Centre or a corrective establishment. It should be regarded as an adjustment centre, and used as a stepping stone into the community.

Boys with a record of violence, assault and abnormal sexual behaviour must not be admitted on any condition.

9-1-11-4 VISITING:

Unless otherwise specified by the Field Officers, parents are encouraged to visit. Field workers are welcome at any time to discuss their boys' progress, and should remain in contact with boys at least once a month.

9-1-11-5 LENGTH OF STAY:

Tudor Lodge should be used for short-term placements; boys should not stay for more than four months. After admission, boys are on trial placement for one week, thereafter they are invited to stay for a further three weeks at a time.

9-1-11-6 REPORTS:

Every three weeks the matron sends a brief report on each child to the liaison officer. This includes the progress or problems of the boy and whether he is considered ready for private board. The matron also keeps a diary for Tudor Lodge generally and a record on each child's behaviour. The matron and her husband are anxious to assist Field Officers with their boys.

9-1-11-7 CLOTHING:

Field Officers are required to see that boys are outfitted prior to being placed at Tudor Lodge. This is in respect of working clothes and casual wear. After a settling period of approximately a fortnight, the matron is to be supplied with a clothing order for the purpose of her purchasing a better quality clothing suitable for social occasions; this applies only if the boy does not have a decent suit or sports outfit.

9-1-11-8 STAFF:

Matron	-	in charge
Female domestic	-	full-time cleaning duties
Female domestic	-	part-time cleaning duties
Female weekend relief	-	in charge on weekends

The matron, husband and family reside at Tudor Lodge.

9 PAROLE CLASSES:

Tudor Lodge boys attend parole classes if required on Monday, Wednesday and Friday evenings at East Perth Youth Centre opposite Wellington Square, between 7.30 p.m. and 9.30 p.m. The classes are staffed by trained instructors. If a boy is genuinely interested in attending night classes or an organised sporting activity he may forego parole classes after obtaining permission.

9-1-11-10 BOARD, POCKET MONEY:

The standard charge for board is $8.00. The pocket money scale is as follows:

15 years	-	to $5.00 per week
16 years	-	to $6.00 per week
17 years	-	to $7.00 per week

Fares required to and from work are also given out of pay. Boys who do not earn enough to cover board, pocket money and fares are given special subsidy. Boys whose wage extends beyond these expenses have their extra money banked.

9-1-11-11 DUTIES:

Boys are required to do daily chores about the house as directed by the matron.

9-1-11-12 LEAVE:

Weekend leave to parents and friends is allowed after permission is obtained from the field officer. Before going out, boys must be inspected and then fill out leave book indicating destination, the meals he requires at Tudor Lodge and the approximate time of return. On Saturday nights the boys must return by midnight and on other nights by 10.00 p.m. Extension of these times may be granted on special occasions. Boys are not allowed on leave for a week after admittance.

9-1-11-13 LOSS OF PRIVILEGES:

A boy loses privileges if he misbehaves or neglects his duties. This means he is not allowed out except for work and he must do extra duties if required. The maximum duration is usually one week and for minor breaches one or two days may be imposed. In case of persistent misbehaviour, the support of the boy's Field Officer may be sought.

9-1-11-14 PHILOSOPHY OF TUDOR LODGE:

To provide a homelike atmosphere and good living conditions to young men and to assist them in their adjustment to re-entering society.

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WATSON LODGE

162 Aberdeen Street, West Perth. Telephone: 28-5139.

1-12-1 ESTABLISHMENT:

Watson Lodge was established in April, 1967, to offer a facility for the custodial care and management of adolescent girls who are Wards and who need to be encouraged and helped to live with each other, and others in a more socially acceptable manner.

9-1-12-2 The basic functions of the Lodge are:-

1. TO PROVIDE a well appointed, well organised, well adjusted normal home for;

   (a) Restless, unsettled adolescent girls who have been in conflict with the law, but who do not need maximum security.

   (b) Girls who will not, or who are unable to respond to, or adjust to facilities already available, e.g., Stuart House, Home of the Good Shepherd, foster placement, but who show positive indication of being amenable to group-living such as Watson Lodge can offer.

   (c) Girls who have left school and are capable of employment and who need a stable home life during their settling in period, in a new work situation.

   (d) Girls who will require temporary accommodation whilst undergoing medical treatment.

   (e) Girls, who for medical reasons, will require partial segregation from society, and who will require temporary accommodation whilst undergoing treatment.

2. TO INTERPRET the needs and problems of these girls and to endeavour to teach them to recognise and understand these needs, in an effort to:-

   (a) reduce their hostility

   (b) build up greater tolerance of anxiety

   (c) develop maturity of thought and better self concept.

3. TO DEVELOP their own desire to be more acceptable to society through:-

   (a) constructive teaching and training within a home-like situation.

   (b) imitation and their own observations of reliable, sympathetic, understanding staff

   (c) group pressure from those with whom they will be living.

9-1-12-3 THE PATTERN AND PARTS OF THE PROGRAMME:

In order to cover these aspects, the programme is divided as follows:-

(i) Orientation

(ii) Teaching and training

(iii) Recreation

(iv) Activities and hobbies

(v) Group and individual counselling

(vi) Social adjustments

(vii) Assessment and/or Case Conference

9-1-12-4 PROCEDURE:

1. It is essential that before nominating a girl for Watson Lodge programme, the

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Field Officer concerned discusses the case with:

(i) Officer in Charge, Watson Lodge

(ii) Field Officer (Liaison for Watson Lodge), and obtains their concurrence. File must be sighted by above officers.

2. Following case conference confirmation, the girl is admitted on one day orientation but does not sleep at Watson Lodge.

3. The girl then decides if she wishes to give the programme a trial.

4. She is then permitted a two-day visit which includes over-night stay. This must be on a voluntary basis and return to base.

5. Following 2. and 4. above, she is then invited for a one-week trial, during which she will receive $11.00 wages as it is expected that she will participate in the work programme within Watson Lodge.

6. From $11.00, the following payments are made:

$5.00	retained in separate envelope in Watson Lodge safe as girl's reserve.
$3.00	paid to Officer in Charge, Watson Lodge, for first week's board for which an official receipt is issued.
$3.00	placed in girl's "Piggy Bank" as pocket money which is available to her at any reasonable time.

7. If all are satisfied at the end of the first week, a written submission is made recommending continuance. This is submitted on an official form and signed by:

(i) the girl

(ii) Officer in Charge, Watson Lodge

(iii) Field Officer (liaison)

and submitted to the Assistant Director-Field for confirmation for a further three weeks' stay.

8. Prior to the completion of each three-week period, a fresh submission is forwarded in accordance with 7. above.

9. If the plan breaks down, the girl may be returned to Longmore for fresh programming or else the Field Officer allocated is responsible for her immediate further placement in a suitable place.

10. Outings

During the first week, or any shorter stay, no outings are permitted alone but some arrangement may be made by the Officer in Charge, Watson Lodge, depending on circumstances.

On subsequent periods, i.e. 3 weeks, the following arrangements apply:

Sunday evenings) Monday evenings)	Closed and no outing but an interesting programme is arranged by staff of Watson Lodge
Tuesday) Wednesday) Thursday)	7.00 p.m. until 10.00 p.m.
Friday	7.00 p.m. until midnight
Saturday	7.00 p.m. until 12.30 a.m.

Outings are agreed to provided girls have money to go out or some satisfactory arrangements are made and that girls have been attempting to work. Failure to

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return at the appointed time without reasonable explanation will be regarded as serious and lead to a conference.

Venue must be nominated by girls when going out.

11. Family and Friends

Visiting any evening until 10.00 p.m., except Sunday and Monday nights which are closed nights. Saturday and Sunday afternoon visits permitted until 5.30 p.m. Visitors are encouraged, subject to approval of Field Officer. Situation affords opportunity for social visiting and entertaining and is encouraged.

Girls going out with boy friends must nominate names and car numbers and introduce boys to Duty staff member. The boys are to be made aware of times girl is due home.

12. Work

After first week at Watson Lodge, the girl is to be encouraged to seek employment.

The principles of receiving and giving proper "notice" for termination of employment are to be followed as closely as possible.

13. Board is assessed on earnings and needs and must be recorded on each written submission made for extension.

Contributions -

	Board
Earnings over $18 - $20 p.w.	$8.00
over $15 - $17 p.w.	$7.00
and up to and including $15 p.w.	25% p.w.

If a girl is out of work or will not work, a note is to be made accordingly on each "submission" with reason and the girl is to sight and sign accordingly.

14. Hospital Benefits

If paid by girl are to be regarded as a deduction against board. Production of stamped card will be accepted as proof of payment. Notation to be made on "submission"

15. Pregnant Girls

As a rule the maximum number of pregnant girls who will be admitted at any time will be one, as these tend to impede the progress of girls who are not pregnant.

There is an exception in that if a girl becomes pregnant after admission to Watson Lodge determination of stay will depend on circumstances.

16. Food

Diet shall be adequate and balanced and available at meal times to all girls. If girls do not avail themselves of meal times, they may be required to wait until next meal.

Care and economy is to be exercised with food at all times.

17. Chores

Watson Lodge has no paid domestics or gardeners. All inhabitants are expected to perform duties in order to maintain the Lodge as "home". Girls are encouraged to do their own sewing, and knitting. They prepare their own meals under supervision and are taught to plan meals, cook and budget.

18. Laundry

November to May, girls are required to do their own laundry and also the Watson Lodge linen.

During winter months, viz., May - November, linen will be done by Department Laundry.

19. Girls' clothing requirements are to be arranged by Field Officers only in consultation with Officer in Charge, Watson Lodge.

20. Staff at Watson Lodge are required to prepare and arrange interesting programmes in order to involve visitors and field staff with girls. For recreational purposes, there is also television, record player, table tennis, indoor games.

21. In the event of a girl having been "placed out", should such a placement break down the Officer in Charge, Watson Lodge may re-admit the girl concerned without prior approval but must notify the Assistant Director-Field without delay of the circumstances.

22. Field Officers should bear in mind that the eventual aim is, wherever possible, to return the girl to her parents. Therefore, goodwill must be fostered and every effort made to bring about a closer relationship between staff, family and child. To this end, it is suggested that Field Staff should -

(a) advise the parents after case conference at Longmore as to the results of the conference and the date of admission of the girl to Watson Lodge;

(b) supply the parents with the relevant data of the Watson Lodge programme and offer an invitation to visit, wherever possible;

(c) encourage letter writing;

(d) make them feel important and wanted in the knowledge that what they are doing for their child is worthwhile.

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THE DAY CENTRE:

Architects are preparing plans for a day Attendance Centre for Children with school adjustment problems. Provision for thirty children, specially designed class rooms, activity rooms, and play rooms will be provided.

Location:

Allen Court, Bentley.

no space

KATANNING

It is proposed to establish a hostel for working age youths employed in the district.

9-1-15

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ADMINISTRATIVE INSTRUCTION NO. 1

re: Admission of Children

Frequent calls are being received by senior officers in Administration during the evening from the Police (including the Women Police) where admission to an institution is refused.

In future the following procedure will apply:-

1. All requests for admissions will be referred to the Senior Group Worker on duty in the first instance. If the matter cannot be resolved at this level then -

2. Senior Group Worker will refer to the Assistant Superintendent or Superintendent in turn.

3. If an impasse is reached - and this should only occur in very few cases - then and only then will the Assistant Director Institutions, Chief Supervisor or the Assistant Director-Field be contacted. The Director or Deputy Director should only be contacted as a last resort.

Any of those officers referred to in 1. and 2. above are empowered to make any arrangements necessary to receive the child into care or custody, or give any approval for a child to be temporarily detained elsewhere, in satisfactory conditions.

The following requirements will apply:-

1. No boy under 14 years of age and no girl of any age will be permitted to remain in a lock-up overnight.

2. Only when every possible alternative has been considered will a request be made to the Police to hold a male between 14 and 18 years arrested for an offence in a lock-up overnight. Even then, arrangements must be made to remove the child at the first possible opportunity.

3. Whenever possible, institutions will make emergency arrangements to receive a child into care or custody. No instructions to the contrary are to be issued.

4. A child will not be refused admission solely because he does not fit the criteria. In these instances admission should be accepted as an emergency measure and arrangements made as soon as practicable thereafter to transfer the child to the appropriate facility.

5. "We are full up" is not sufficient grounds for refusal. Other institutions must be contacted to ascertain if they can take the child concerned or a more appropriate child already in care, to make room for the child concerned as a temporary measure.

6. Children who have committed an offence should not be placed in Bridgewater. Emerency arrangements will be made wherever possible within institutions.

Superintendents of Assessment Centres must continually emphasize the movement of children to avoid the necessity for emergency measures. Superintendents of Treatment Centres will concentrate on reducing detention time, and co-operate whenever possible in emergencies.

In the final analysis, a child must be admitted if there is no alternative available. Police should not be referred from one institution to another.

The care and custody of children is our responsibility.

DIRECTOR

13/11/70.

COMMUNITY WELFARE YOUTH CENTRE

Telephone: 23 3614

9-1-16-1 PLACE: Corner Hill and Wittenoom Streets, East Perth.

9-1-16-2 TIME: Monday, Wednesday and Friday evenings from 7.30 p.m. to 9.30 p.m. Parents to be asked to notify Field Officer if boy is home excessively late after the class. Normal attendance 3 days per week.

9-1-16-3 LIAISON OFFICER: Located at City Division.

9-1-16-4 ATTENDANCE: When a boy is to be referred to the class, liaison officer to be notified of:

(a) name

(b) address

(c) bus fares - to and from the centre

(d) date of commencement

9-1-16-5 OUTFITTING: It is the Field Officer's responsibility to have the boy outfitted by the date of commencement with:-

1 singlet

1 pair of shorts

1 pair of white socks

1 pair of sandshoes

Wards and Parolees Order on Reception Home.

Sizes must be checked and Order given so that Reception Home can pack articles for collection in the evening.

It is the responsibility of the child's parents to replace articles lost or torn.

9-1-16-6 NON ATTENDANCE: Is valid only in the event of ill-health. This should be confirmed by the parents, by phone, to the instructor in charge of the Centre. Officers will be notified by the liaison officer of non-attendance, and it is their responsibility to follow up, e.g. re breach of probation.

The Administration has recently spent a considerable sum upgrading facilities at this Centre.

Since 1957, instructors have been running 'classes' in this hall for wards, wards on parole and probationers. The nature of these 'classes' is not limited to physical education as such. In the past, the boys have been involved in presenting plays, discussions etc. Much attention is aimed at improving the boys' inter-personal relationships and peer-group interaction. The boys' themselves have become involved in organizing and presenting a variety of displays.

It is of some concern to the Administration, and to those officers more directly involved that, recently, attendances have dwindled to such an extent that the only boys using this facility are drawn entirely from Tudor Lodge. There have been few recent referrals from individual officers.

In the past there has been some argument as to the value of making such classes compulsory. It was argued that attendance should be based on an entirely voluntary basis. It appears, however, that the "would you like to attend?" approach has resulted in 100% refusals (as indicated by lack of referrals from officers), and it would be interesting to see what alternative supervision such boys are receiving.

Due to shortage of room within our institutions, boys who require institutional supervision are placed on probation or prematurely released on parole. In most cases, they are not receiving the supervision they require, and it would seem that in such cases it is

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not always best policy to give these boys the element of choice in the nature of supervision they receive (or whether they receive any supervision at all).

It has been found that, after a short period, the element of compulsion disappears from attendance at the classes and therefore it has been agreed that the compulsory period for attendance be nine weeks. At the completion of nine weeks, it will be up to the boys whether they attend further classes.

These classes have helped to reduce the incidence of recidivism amongst those who attended and this is one aspect which is to be examined in the future. The staff of the Centre are enthusiastic to work in as close co-operation with the Department and individual officers as is possible.

It is hoped that officers will take full advantage of the enthusiasm and services offered by the Officer in Charge and his Education Department-trained instructors, particularly those who are finding it increasingly impossible to provide adequate supervision themselves.

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RAMBLERS GROUP

9-1-17-1 ESTABLISHMENT AND FUNCTIONS:

In 1963 the Ramblers Group was formed as one of the activity groups attached to the Department's Youth Centre for boys who were wards attending the Centre, for their friends and for those recommended for membership by the Department's field officers. The aim of the group was to give an introduction to outdoor interests, enabling boys to gain at least a basic knowledge in a number of activities, including boating, canoeing, camping, hiking and map reading.

Since its inception, the Ramblers Group has continued in membership, in acquiring equipment and in running outings on a number of weekends and other holidays. Equipment now held by the group includes two sailing boats, a number of canoes, a Land Rover, tents and miscellaneous camping, sleeping and cooking equipment.

Activities for the boys range from routine maintenance of their equipment to weekend expeditions to interesting areas north of Perth, and fishing, exploring, camping, bush-craft, swimming, spear-fishing, boating, camp-cooking, "busy bees" and map reading. The value of these activities is in the experience afforded to the participants and in development of initiative and leadership.

9-1-17-2 "RAMBLER'S" EQUIPMENT:

A variety of equipment is available to all members of the Community Welfare Department staff who are interested in leading groups of boys and/or girls under departmental control on outings. The gear is listed below, the means of obtaining and returning the equipment will be explained on application.

Outings of an interesting and adventurous nature could be as exciting and rewarding for the group leader as for the children involved. Outings should be well planned, keeping in mind safety and the limits of the children. The equipment is available - the imagination and enthusiasm is up to you.

EQUIPMENT AVAILABLE:

1. Sufficient camping equipment for 24 people, including tents and tent fittings, cooking equipment, sleeping bags, blankets, ground sheets, primus lamps and stoves, first aid equipment, axes, shovels, camp toilet, folding tables, fire grates, etc.

2. Hiking equipment for a group of six, including haversacks, pup-tents, compasses, ground sheets, light cooking utensils, etc.

3. Four fully equipped "mudlark" yachts.

4. One 17' yacht and trailer (needs repairs).

5. One forward control, 6 cylinder, 4 wheel drive Land Rover in good condition. Persons using this vehicle must be experienced and capable drivers.

Interested persons please contact Mr. N.T. Costello, Longmore. Phone: 61 6888.

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UNDERWATER TRAINING GROUP:

Each summer season from 1961, the Department has organised an Underwater Swimming Club for boys in the 14-17 age group. Membership is drawn from boys who are under some form of departmental supervision and participation is voluntary. Prospective members may be nominated by Field Officers.

Experienced instructors conduct weekly training sessions using compressed air equipment. A high standard of performance in both practical and theoretical areas has been achieved. To 1970, 48 boys have qualified as advanced divers.

This training opportunity has given many boys, who had failed to excel in any particular field of activity, a chance to gain great personal satisfaction by acquiring skills in this rather unusual and interesting occupation.

Because of problems of supervision and transport, membership is limited to 16 members.

Enquiries should be directed to Mr. H. Peters, Victoria Park Division.

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COMMUNITY WELFARE DEPARTMENT FACILITY

THE LAUNDRY:

Located at 3 Walcott Street, Mt. Lawley, provides a laundry service for departmental Institutions and Group Homes.

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NON-DEPARTMENTAL

INSTITUTIONS

9-2-1 SENIOR CLERK, WELFARE:

Location.

The office of the Senior Clerk, Welfare, is located in the Welfare Branch. He is concerned with non-Governmental Institutions.

9-2-1-1 AREA OF RESPONSIBILITY:

To assist the Clerk in Charge, Welfare Branch, in the management of the Branch.

9-2-1-2 DUTIES:

(1) Sharing collectively ingoing correspondence.

(2) Issuing and checking of all expenditure vouchers.

(3) Checking and authorising payments of subsidy for Wards in private Institutions.

(4) Issuing clothing orders as required.

(5) Submission of reports and recommendations regarding the function and control of Institutions, including suggestions for their improvement.

(6) Attending conferences with professional staff regarding future placements and management of Wards in Institutions.

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INSTRUCTIONS TO FIELD OFFICERS REGARDING PROCEDURES FOR PLACING A CHILD IN A NON-DEPARTMENTAL INSTITUTION.

3-1 If institutional or mission placement is required, Field Officers should consult the Social Work Supervisor of the Division where the Institution is located regarding type of placement required. Important factors which would help to facilitate placement are details regarding committal, age, number and type of offences committed, scholastic ability with details regarding special classes, location of parents and anticipated length of placement.

With regard to mission placement, as a general rule, Aboriginal children tend to settle best in geographic regions which are familiar to them, where they would have some affinity with other children already attending the mission. Field Officers should endeavour to seek out the parental background as very often Aboriginal children have siblings or relatives in other missions whom they may wish to join.

9-2-3-2 Once a mission or Institution accepts a child, the onus is on the Field Officer to facilitate and arrange placement.

9-2-3-3 Children placed should have a full outfit of clothing before being admitted.

9-2-3-4 The first few days of placement undoubtedly have an unsettling effect on some Wards and it is at this time that they tend to abscond. It is suggested that Field Officers keep in close contact with the child during this critical period. If there is to be a change of Field Officer during placement, the child should become acquainted with the new officer before the change is made.

9-2-3-5 The Institution or Mission concerned should have background material on a child submitted on a report by the Field Officer according to the example shown at the end of Section on Procedures in Relation to Psychologists. Additional information should be supplied by the Field Officer regarding:-

a) Arrangements for holiday placements with clear instructions as to whether a child is to be allowed to return to his parents or whether he is to remain in the Institution, or be placed out by the Institution.

b) Week-end leave.

c) Contact with siblings.

d) Visits by parents or others.

e) Correspondence with parents or others.

In the case of a child who is placed in a Mission or country area other than the one in which his parents live, liaison is necessary between the Field Officer concerned with the child and the Field Officer dealing with the natural parents, in order to work towards the eventual restoration of the child to his own home.

9-2-3-6 VISITING OF CHILDREN IN INSTITUTIONS BY FIELD OFFICER:

A general form (No. 8) see Appendix to Manual, has been designed for children placed in Institutions and Missions. The purpose of this form is for the Institution Manager to provide the Institution's assessment of the child's behaviour and performance for the period the child has been in its care. This will bring to the Field Officer's attention areas where corrective action and treatment is required.

Institutions have been requested to retain a copy of this form on their own individual files.

9-2-3-7 It must be clearly understood that it was never intended that the completion of this form should substitute for the quarterly visits by Field Officers at present laid down by the regulations.

9-2-3-8 It has been suggested that it would be more beneficial for officers to visit more frequently for shorter periods.

9-2-3-9 Regular reviews of children placed in Institutions should be made and the question of their academic progress should be realistically considered. A long-range view regarding vocational guidance, counselling services and future employment prospects should be taken.

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CLOTHING TO NON-DEPARTMENTAL INSTITUTIONS

Officers should ensure that where a Ward is to enter or has entered a private institution without adequate clothing, he must then be equipped with his basic needs by the Department and not by the Institution.

Each institution receives an amount from the Department which is designed to cover the replacement of clothing articles worn out during the Ward's stay.

At the time a Ward leaves an institution, the officer must again examine the Ward's clothing to ensure that he is fully equipped for his future placement.

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FOSTERING OF YOUNG CHILDREN UNDER 6 YEARS OF AGE IN NON-DEPARTMENTAL INSTITUTIONS:

Licenses have been issued to the following:

1) Ngal-a Mothercraft Home and Training Centre.
2) Mofflyn Home.
3) Withnell House Girls Home.
4) Maria Goretti.
5) Sister Kate's Children's Home.
6) Parkerville Children's Home.
7) Hollywood Children's Village.
8) Nazareth House, Geraldton.
9) Catherine McCauley Centre, Wembley.
10) Kingsley Fairbridge Farm School.
11) Wanslea Hostel.
12) Hillcrest Hospital.

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2 NGAL-A MOTHERCRAFT & TRAINING CENTRE, Jarrah Road, South Perth.
('Phone - 67.1821).

This Centre was first established in 1948 and moved into its present premises in Jarrah Road in 1958.

Its function is threefold.

It exists as a mothercraft training centre where a post-basic course in child health nursing is conducted to give general and midwifery nurses clinical experience in infant health. Each student nurse is in charge of two or three babies to whom she gives particular care, also spending off time duty with them and taking them on outings. In this way the baby develops a bond with one person in particular.

The second function of the Centre is to provide care for children from birth to three years of age, who are unable to be cared for anywhere else by relatives or other persons, or by other agencies, and for whom the Department has no emergency foster home.

This category would include children whose mothers are ill and who have no-one else to care for them, or who could not afford or accommodate a nurse. It also includes babies awaiting fostering or adoption placement. Ngal-a also accepts babies in some cases where there is a family break-up.

The third function of the Centre is to house unmarried mothers who are awaiting the birth of their babies. Many of these mothers are still of school age, and they are encouraged to continue their studies by correspondence. The Management Committee prefers to maintain the atmosphere of a small home rather than that of an institution.

It is hoped to be able to provide more consultative and supportive services to those unmarried mothers who are anxious to keep their babies.

Plans have gone ahead for the opening of a day minding centre to further this aim.

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NON-DEPARTMENTAL INSTITUTIONS

The following is a list of non-departmental institutions which may accept placement of children. For further details consult the latest Directory of Social Service Agencies of Western Australia, published by the Council of Social Services of Western Australia, a copy of which should be available in each departmental Division.

With regard to the suitability of an institution for a particular child, and the availability of placement, consult directly with the Social Work Supervisor of the Division in which the Institution is located.

DENOMINATIONAL INSTITUTIONS:

6-1-1 ANGLICAN:

Parkerville Children's Home, Parkerville. Telephone - Parkerville 239.

9-2-6-1-2 ROMAN CATHOLIC:

Castledare Boys' Home, Riverton Street, Cannington. Telephone - 68.2380.

Clontarf Boys' Town, Manning Road, Manning. Telephone - 68.2947.

'Neuville' Girls' Training Centre, Ruislip Street, Leederville. Telephone - 81.3955.

Catherine McAuley Centre, Station Street, Wembley. Telephone - 81.1016.

Nazareth House, Bluff Point, Geraldton. Telephone 23.1205.

Pallotine Training Centre, Fifth Avenue, Rossmoyne. Telephone - 69.3343.

9-2-6-1-3 METHODIST:

Mofflyn Children's Home, Sussex Street, Victoria Park. Telephone - 61.1067.

Allandale Cottage for Boys, 149 Sussex Street, East Victoria Park. Telephone - 6.3826.

(Children's Homes Office for above Homes is 97 William Street. Telephone 21.7957).

9-2-6-1-4 PRESBYTERIAN:

Sister Kate's Children's Home, 190 Treasure Road, Queen's Park. Telephone - 68.2373.

9-2-6-1-5 SALVATION ARMY:

Hollywood Children's Village, Karella Street, Hollywood. Telephone - 86.1025.

Withnell House Children's Home, 68 Guildford Road, Mt. Lawley. Telephone - 71.1209.

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NON-DENOMINATIONAL INSTITUTIONS:

Kingsley Fairbridge Farm School, Pinjarra. Telephone - Pinjarra 2217.

Ngal-a Mothercraft Home & Training Centre, 1 Jarrah Road, South Perth.
Telephone - 67.1821.

NOTE REGARDING INSTITUTIONS:

As a general rule most denominational Institutions cater primarily for deprived and neglected children. They are, however, likely to accept a limited number of children who have committed minor offences. Except in isolated cases they have no facilities for emotionally disturbed children. The vacancies in these Institutions vary from time to time. However, they are nearly always working to full capacity.

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INTERNATIONAL SOCIAL SERVICE:

An agency, based in Victoria and known as International Social Service, undertakes international enquiries regarding migrant children. Frequently information is requested from this Department and it should be fully and speedily supplied in order to facilitate the effectiveness of the agency and also to promote co-operation with it, as the Department itself, requires information from the agency from time to time.

9-3-2 ## CORRESPONDENCE TO INTERNATIONAL SOCIAL SERVICE AUSTRALIAN BRANCH:

Should be addressed to:

Director,
I.S.S. Australian Branch,
220 Faraday Street,
Carlton,
Victoria 3053.

9-3-3 ## METHOD OF REFERRAL OF CASES TO I.S.S.

It has been found that the most efficient method of referral is by a combination of a Note and a covering letter.

9-3-3-1 The Note should contain basic identifying data for each person concerned:

a) full name,
b) date and place of birth,
c) civil status,
d) address,
e) nationality - former and present,
f) religion,
g) any other essential data concerning health, personality,

- statement of the problem;
- brief history of the developments which led to the current problem;
- description of the persons involved;
- clear statement of the service requested;
- comments.

9-3-3-2 The covering letter should include:

- interpretation of any special legal, cultural or psychological elements;
- if the service requested is an unusual one, adequate explanation should be given;
- if information in the Note is incomplete, reasons for this lack should be given as well as a description of what is being done to secure the information;
- if the case is urgent, the reason should be explained.

As there are very real differences in culture, law, and moral and religious values between the countries in which I.S.S. works, often special efforts must be made to reconciling different points of view.

I.S.S. Branches correspond directly with each other and not with persons or organisations outside their own country.

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LICENSING OFFICER

DUTIES INCLUDE THE LICENSING OF:-

1. Institution Managers.
2. Institutions.
3. Children engaged in all forms of public entertainment.
4. Children engaged in street trading or trading in public places.
5. Foster mothers.
6. Child and Family Care Centres.

The Licensing Officer is also responsible for:

12-1-2 CHILDREN ENGAGED IN PUBLIC ENTERTAINMENT:

Where a child under 16 is engaged in any form of public entertainment, advice to this effect is necessary and departmental approval must be obtained. A field officer, who knows of cases where a child is so engaged, must notify the Department.

When a licence is issued, a copy is sent to the Women Police who attend such functions for purposes of supervision and inspection.

12-1-3 STREET TRADING:

Children from 12 to 16 may apply for a licence to engage in street trading. This includes paper selling, selling at the Royal Show, the Speedway, Drive-Ins, fetes or similar functions.

These restrictions are considered essential to prevent exploitation of children, either commercially or sexually. Consideration is given to the hours of trading and the method of transport of the child to and from the place of trading.

12-1-4 LICENSING OF FOSTER MOTHERS:

Where a person, who is not a relative, is privately fostering a child up to the age of 6 years, a licence is required, and any officer knowing of such a person should advise him or her to apply for a licence.

12-1-5 CHILD AND FAMILY CARE CENTRES:

If a Field Officer knows that a person, other than a relative, is engaged in the care of children between infancy and five years for purposes of remuneration, then the Department should be notified.

12-1-6 ABSCONDERS: See Section 23A.1.

12-1-7 GROUP HOMES:

When approval is required to enable foster parents caring for State wards to operate a 'Group Home' thus entitling them to special benefits, Field Officers should submit a report to the Licensing Officer (see Section 7-1). The Licensing Officer will then inspect the home and submit a report to the Assistant Director-Field for his approval.

If client does not respond to posted Forms No. 114 and 82, Field Officer should notify Relief Branch on stencilled form for that purpose.

IMPORTANT NOTE CONCERNING FILES:

On no account should files be retained at a Divisional Office as this disrupts follow-up procedures by the Relief and Maintenance sections. If it is necessary for a Field Officer to consult a file, this should be done as rapidly as possible and any information required should be noted either on Card 25, or if too detailed, on individual Social Work or Divisional Officers' files which are in use in Divisions. File should then be returned promptly to Head Office.

13-1-1-6 MONETARY ASSISTANCE TO WARDS:

Monetary Assistance is not given to Wards except in those instances where the Ward becomes an unmarried mother. In these cases, payment by the Welfare Branch ceases and assistance is rendered by the Relief Branch according to scale.

13-1-1-7 PROCEDURE FOR PAYMENT OF MONETARY ASSISTANCE AND ISSUING OF RATION ORDERS IN COUNTRY AREAS:

In country areas, District Officer assists applicant to complete application form and forwards it to Head Office together with Report on circumstances and necessity for assistance. If necessary, he will issue a ration order at the appropriate scale for a two week period which should allow sufficient time for Relief Branch to process the application and arrange for payment to be sent by cheque.

13-1-1-8 CHANGES OF ADDRESS:

These should be completed in triplicate on C.W.D. Form No. 136. The original is sent to the Relief Officer who advises the Accounts Branch. The second copy is sent to the previous Field Officer and the third to the Supervisor of the Division to which the client has moved.

Previous Field Officer should forward Card No. 25 to Supervisor of Division to which the client has moved, together with any relevant details about the case.

13-1-1-9 INSTRUCTIONS REGARDING RETENTION OF CARD NO. 25:

13-1-2-8 MAINTENANCE OF WARDS:

When a child is committed to the Department, the responsibility for maintenance rests with -

1. the father
2. the mother
3. the step-father
4. the step-mother

In the case of an illegitimate child, the responsibility rests with -

1. the father
2. the mother

After the committal of a child, the responsible parent is approached concerning maintenance and a mutual agreement is made for a weekly amount to be paid.

In assessing the amount, consideration is given to income and other family responsibilities. In many instances, where there are a number of children at home, maintenance action is waived.

If mutual agreement cannot be reached between the Department and the parent, action can be taken through the Children's Court, providing the magistrate has given liberty to apply for maintenance at the time of the hearing of committal.

When an Order is made by the Children's Court, it is then transferred to the Summary Relief Court and enforced as any other maintenance Order made by that Court.

If liberty to apply is not granted by the magistrate at the committal hearing, there is provision in the Married Persons and Children Summary Relief Act for an Order to be made in that Court.

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OTHER HELP TO PEOPLE IN NEED

13-1-3-1 BURSARIES AND SCHOLARSHIPS:

In July, 1969, the Department was approached by a group of Fire Brigade Employees wishing to make available money to assist non-delinquent wards of the Department who could benefit from further education (not necessarily academic), and who would not normally be assisted through Departmental means. Help has also been offered to assist foster parents and natural parents provide items of sporting equipment, camp fees, uniforms etc. for their children in cases where the Department cannot assist.

The scheme is known as the Fire Brigade Employees' Underprivileged Children's Fund. $1,200 has been deposited in the Fund initially, and so far a grant of $200 has been made to assist a ward in a foster home to attend a private business college. In this instance there was an obvious advantage to be gained socially by the child concerned that would have been unavailable if she had attended technical college in the usual way.

Officers are encouraged to refer cases which they consider could benefit in a practical way through the receipt of a bursary for further education or grant for a particular purpose. Referrals should be made to the Director with a supportive report. In all cases it should be clearly shown that the Department is unable to assist from its own resources.

Please make use of this scheme. We would not like the money to be unused.

More information on the fund is available on file 552/62.

13-1-3-2 BENEVOLENT FUND:

The Benevolent Fund is available to help families and children in need. Any family is eligible if the need is there, even those receiving monetary assistance, but wards are ineligible.

The Fund has, in the past, supplied a single grant of money for what was thought to be necessary. This has included a grant for a refrigerator for a mother with several young children ($50) and also once paid the bond so that a family without accommodation could be housed.

13-1-3-3 SECONDHAND FURNITURE:

Secondhand furniture is collected under the organisation of and with the active assistance of the Clerk in Charge Maintenance & Relief, the Transport Officer, and the Furniture Removal Officer. Donations are stored in the Department's furniture sheds in East Perth. We also store secondhand clothing and Field Officers are always welcome and encouraged to choose items for their clients. It is always advisable for Field Officers to make a prior appointment through the C.C. Maintenance and Relief to visit the store.

Officers requiring furniture should make application in writing to the C.C.M.R.B. or a Relief Officer. Recipients need not necessarily be on monetary assistance. Where there is a file number, this should be noted. Officers are requested to limit their applications to minimal requirements as the supply is not inexhaustible.

New Furniture for Wards

In the case of a ward placement, the Department does not call on stocks of furniture collected for needy families, but usually provides either new or returned items. All such requests should be made direct to the Clerk in Charge, Welfare and Records Branch.

FOSTER CHILDREN

13-1-7-1 DEFINITIONS:

It is most important to distinguish clearly between:-

1) A Foster Child.

2) a) A 'child' in terms of The Child Welfare Act 1947-1972.

b) A 'child' under six in the care of a licensed foster mother.

3) A ward.

1) In terms of Regulation 2 of The Welfare and Assistance Act 1961 a foster child means a child who is being cared for by a person other than his father, mother, stepfather or stepmother.

2) a) In terms of Section 4 of the Child Welfare Act 1947-1972 'child' means any boy or girl under the age of eighteen years.

b) In terms of Regulations 101 to 115 of The Child Welfare Act 1947-1972 'child' means a child, not being a ward, under the age of six years in the care of a licensed foster mother (and would be included in terms of Section 4).

3) In terms of Section 4 of The Child Welfare Act 1947-72 a 'ward' means a child who is committed under The Child Welfare Act, or any other Act, in the care of the Department, or to the custody of the Director for a period that has not expired.

Definition of a Foster Mother

In terms of Section 4 of The Child Welfare Act a 'foster-mother' means a female having the care, charge or custody of a child under six years of age to adopt, rear, nurse or otherwise maintain such a child apart from his or her parent, and not being a near relative of such child.

Definition of a Foster Parent

In terms of Section 4 of The Child Welfare Act a 'foster-parent' means any person to or with whom a ward is apprenticed or placed out under this Act.

Definition of 'Board Out' and 'Ward Boarded Out'

'Board Out' is defined in Section 4 of The Child Welfare Act.

'Wards Boarded Out' are referred to in Regulation 76 of the same Act.

Note:

Therefore a Ward placed with foster-parents should be referred to as 'a ward boarded out' and not as a foster child, and a child under six in the care of a foster-mother should be referred to as such and not as a foster child.

13-1-7-2 FOSTER RATES:

Assistance is given to persons who have the care of a child not related to them and for whom no payment is being received from their parents.

Scale

The maximum rate at present is $5.50 per week.

Contact with parents

Endeavours are made to contact the parent or parents in order to discuss the child's future and to ascertain whether further Departmental action is necessary. Efforts are made to obtain regular maintenance for the child from the parent.

Factors which determine the rate to be paid

a) Any income paid on behalf of the child from a war pension or an annuity, for

example, would be assessed in determing the rate to be paid by the Department.

b) The income of the person caring for the child is not assessed.

13-1-7-3 MEDICAL TREATMENT:

Free medical treatment and medicine is not provided. Persons caring for foster children should be encouraged to make application to The Subsidised Hospital Benefit Scheme, or, if ineligible because their income is above the maximum scale, to register them in a private Hospital Benefit Fund.

13-1-7-4 DENTAL TREATMENT:

Foster children may be eligible for dental treatment in terms of The Dental Services as provided by The Perth Dental Hospital. Depending on whether the family resides in the metropolitan or country area application should be made as outlined in Section 23-D-2.

13-1-7-5 CLOTHING ALLOWANCE:

Persons caring for foster children do not receive the quarterly clothing allowance which is payable to persons in receipt of non-pension rates.

13-1-7-6 APPLICATION FOR SPECIAL ASSISTANCE:

A field officer wishing to make application for clothing, food or other assistance should make written application to the Clerk in Charge, Maintenance and Relief Br ch, briefly stating relevant details.

Grants for such requests are made only from Lotteries Commission Funds which are limited and will therefore be dependent upon available finance.

13-1-7-7 FOSTER RATES TO INSTITUTIONS:

Where a parent has deserted a child or is unable to pay for it, and that child is not a ward, foster rates are payable on the same scale as for foster children in private homes.

Efforts are made to locate the parents and discuss the future of the child and also to obtain maintenance.

Medical and dental and clothing expenses may be met by the Department.

Assistance with school books is provided.

13-1-7-8 REPORTS:

1) Reports on Foster Children

These should be submitted on Form 33 (see Appendix) and forwarded to Relief Branch.

2) Reports on Wards and children

Reports on Wards, children on supervision, probation, migrant children and children under six placed with foster-mothers should be submitted on Form 151 (see Appendix) to Divisional Supervisor and then forwarded to Welfare Branch and any other officers concerned.

clarify please

22C1

MANAGEMENT IN CASES OF SUSPECTED CHILD MALTREATMENT

13-2-1 This covers:-

(a) The battered baby syndrome.

(b) Maltreatment of the older child.

13-2-2 RESPONSIBILITY FOR HANDLING these cases rests with the Maltreatment of Children Section, City Division.

This is in keeping with departmental policy that each Division should develop its own area of specialty in order to develop some expertise in knowledge and practical management of particular cases.

This will also facilitate greater co-operation and better liaison with other agencies involved.

13-2-3 SOURCES OF REFERRAL:

Management of cases will differ according to the source of referral.

Major sources -

a) Princess Margaret Hospital

b) Complaints from neighbours or relatives

c) Complaints from one or other parent

d) Infant Health Centres

e) Medical practitioners

13-2-3-1 a) PRINCESS MARGARET HOSPITAL:

On suspicion of maltreatment the medical staff may refer the case to the Hospital Social Work Department.

If it appears on medical and/or social grounds that the injuries could have been inflicted by the parents, the hospital social worker reports verbally to the Director of Community Welfare Department who immediately refers to the Social Work Supervisor of the Division specialising in the maltreated child.

The Supervisor then makes direct contact with the hospital to discuss the further involvement of the Department in the case.

Written reports follow and a conference of Community Welfare Department and hospital personnel takes place.

Normally, two Community Welfare Department Social Workers are allocated to the case, one to interview the parents initially and deal with Court work if required, and one to follow-up and work with the family.

It is essential that these cases be given priority and handled expeditiously.

The first Social Worker assigned will commence with an interview of the parents and decide whether there is sufficient evidence to lodge a neglect application with the Children's Court. (See Section 4 Definition 10 ... "is so ill-treated, or suffers such injuries apparently resulting from ill-treatment" or "is living under such conditions as to indicate that his physical welfare is likely to be in jeopardy".

In terms of the Department's power to apprehend the child, it is then allowed to remain in Princess Margaret Hospital or, if necessary, transferred to Bridgewater, pending a hearing.

Witness summonses are then issued to both parents or parties involved and also to the medical witness. Arrangements are made for the child to be seen by the Magistrate either at the Court or in hospital if necessary.

If the child is committed, a post-committal conference is held.

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Plans for placement and after-care are formulated at a joint conference of Community Welfare Department and Hospital personnel. The final decision for placement rests with the Director.

Follow Up Procedures -

The second Social Worker assigned to the case takes responsibility for follow-up procedures.

The following are the alternatives for placement:-

1. Supervision at home
2. Placement with relatives
3. Foster care
4. Institutional care
5. Adoption

In the case of Supervision at home, the following are desirable:-

(a) Home visits by Social Worker two to three times a week to begin with.

(b) Fortnightly medical follow-up.

(c) Psychiatric assessment for both parents and/or child.

(d) Integration of community services, such as infant health, and day-care for the child if the mother is working.

Conditions of Release -

These are outlined in writing by the Director to the parents and include provision for temporary or long-term removal of the child at the request of the parents, or if there is professional concern at the possibility of further injury to the child.

13-2-3-2 b) COMPLAINTS:

All complaints alleging maltreatment of a child should be referred immediately to the officer in charge of the Maltreatment of Children Section, City Division. If investigation by officers reveals no evidence, then a referral may be made to the Division of origin for follow-up action if thought necessary.

If sufficient evidence exists, parents would be asked to have the child medically examined at Princess Margaret Hospital. If they refuse, the child would then be taken to Princess Margaret Hospital for examination, by a Departmental Officer. If a case exists on medical and/or social grounds, then the procedure is as outlined above.

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MIGRANT CHILDREN

The Federal Minister for Immigration appoints a delegate in each state to act for him in all matters respecting children under the age of 21, who migrate to Australia without parents or relatives and are liable to be dealt with under the Immigration (Guardianship of Children) Act, 1946-1952.

Usually, the person appointed is the Director of Community Welfare for that State. When a child moves from one State to another, his guardianship is transferred.

Children may be brought in to Australia by private individuals as, for example, young women who are engaged to be married to migrants already settled here. It is essential for the Department to satisfy itself that the environment offered to them is entirely suitable. When this has been ascertained, the child may then be exempted from the Act and the Commonwealth notified accordingly.

Children may also be brought into this country by church or other organisations, such as the Big Brother Movement or the Kingsley Fairbridge Farm School.

A person who has the care of a migrant child is known as his Custodian. He has no legal rights regarding the child and must apply to the Minister's Delegate in all matters concerning guardianship.

It should be noted that no child who is a Ward of the Commonwealth in terms of the Immigration (Guardianship of Children) Act may be prosecuted in a Children's Court. Officers should note that departmental forms exist which should be used to apply for an exemption from Guardianship for the purpose of allowing a child to appear in Court. After the proceedings, the Director may revoke the exemption certificate and Guardianship of the child is then resumed by the Delegate.

MINISTERIAL SUBMISSIONS:

In order for the Hon. Minister for Community Welfare to exercise his powers under the Child Welfare Act, it is generally necessary to submit the information in writing to him for his approval. For the purpose of uniformity, all submissions to him are done as far as possible, in a standardised manner.

13-4-1-2 Submissions are made for the following:-

Extension of Terms of Wards (Section 49)

Ministerial Committals (Sections 47A, 47B, 47C)

Release from Control of the Department (Section 47)

Extension of Period of Probation (Section 34C(1))

Termination of Period of Probation (Section 34C(2))

Breaking Terms of Probation (Section 38(2))

Transfer of Wardship Under Reciprocal Agreement (Section 66A(2))

Permission to Travel Interstate or (Overseas) under Section 66B.

13-4-1-3 The Minutes should be put up under the relevant sub-heading, as listed above, and should include the following information:-

(a) The name of the child

(b) Date of birth

(c) The reason for which approval is sought

(d) The Section of the Child Welfare Act applicable in the circumstances.

13-4-1-4 Reports should therefore be set out according to the following example:-

"THE HON. the MINISTER FOR COMMUNITY WELFARE, Re. Gregory John SMITH - born 16.11.1967. Recommendation for Admittance to Wardship Under Section 47A(1) of the Child Welfare Act, 1947-1972. (or other section applicable).

Relevant information, i.e. name, date and reason. Last paragraph of the minute should be headed and read as follows:-

Recommendation:

That you approve of Gregory John SMITH being committed to the care of the Community Welfare Department until 18 years of age, as provided for in Section 47A(1) of the Child Welfare Act, (or other Section applicable).

(Initials) DIRECTOR, COMMUNITY WELFARE.
(Date)

The submission should be put up on File to the Director as follows:-

1) A report to the Hon. Minister as outlined.

2) The report must be initialled by the Supervisor immediately below the Initials and Date.

3) 2 copies of the relevant form must be completed by the Divisional typiste in the case of Ministerial Committals

For Committal under Section 47(A) use Gen. Form 149.

For Committal under Section 47(B) use General Form 150.

For Committal under Section 47(C) use General Form 151.

4) For other submissions there are no special forms.

5) Verification of date of birth should be obtained from the Registrar General

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through Records Branch if it is not already on file.

6) Where a statement of consent is required, as in Section 47C and 66B, this should be obtained and attached.

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ADMINISTRATIVE INSTRUCTION RE MINISTERIAL COMMITTAL OF MENTALLY RETARDED CHILDREN:

Where the possibility is being considered for the Ministerial Committal under 47 (c) of mentally retarded children (Mongols etc.) - the parents of such children, if available, are to be referred to Irrabeena for advice and counselling about the nature of their children's problems and the facilities that are available BEFORE committal action is commenced.

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COMMITTAL GUIDE POINTS

1. Where proper proof exists for 'destitution', Section 30 of the Child Welfare Act should be invoked, NOT Section 47A.

2. In the matter of 'Guardianship' Section 47B should be invoked only if there are doubts concerning the availability of guardians or parents; otherwise the matter should be determined before the Children's Court in the normal way.

3. Where it can be shown that the Department has suitable facilities, committals under Section 47C should be accepted and recommended. If it means simply transferring responsibility, we would insist on persons proving their cases in Court.

4. It is a dangerous practice to invoke Ministerial committals on every possible occasion. This is considered an easy way out. It could place the Minister in a very invidious position. His powers should only be sought where legally there is no other way of obtaining committal.

5. Parents should be encouraged by all officers to accept responsibility for their children at all times and not to transfer them or abandon them in favour of the Community Welfare Department. It is a pious hope that we can adequately manage all those committed in that way.

6. Children have a birth-right, and departmental officers have a responsibility under the Child Welfare Act to ensure that parents accept their responsibilities.

1-6

SPECIMEN STATEMENT BY A PARENT WHO REQUESTS COMMITTAL OF A CHILD OR CHILDREN UNDER SECTION 47C.

I (We) ..... (name) of ..... (address)

..... (occupation) hereby make application to the Minister for Community Welfare for an order committing my (our) son/daughter ..... (name of child) to the care of the Department for Community Welfare until he/she attains the age of ..... as I (we) consider it is in the best interests of the child. I (we) undertake to provide such maintenance as the Minister may require.

Dated the ..... day of..... 19.....

at.....

Signature(s) of parent(s) .....

Name of witness .....

Address of witness .....

Occupation of witness .....

Three such statements, each signed by both parents and witnessed as above, should be completed. One should be retained by the parents and one placed on main file and one in Divisional Office.

If the parents are separated, each should complete and have witnessed three such statements and each should retain one.

CLINICAL PSYCHOLOGIST

Responsible to Assistant Director:

Duties:

1. To administer psycho-diagnostic tests and to provide assessments and recommendations.

2. To supervise psychologists and clinical psychologists in training.

3. To organise and conduct an in-service training programme for field staff.

4. To provide psycho-therapy (including individual therapy, group therapy and play therapy) to suitable cases.

5. To collaborate with and advise departmental officers on the treatment of cases through case conferences and individual consultations.

6. To co-operate professionally in the mutual handling of cases with other professional persons or agencies concerned in child care.

7. Community education.

8. Other: (Consultant services, general office duties, etc.)

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PROCEDURES IN RELATION TO CLINICAL PSYCHOLOGIST:

See Section 0-5-4 for Main Location & Areas of Duty of Clinical Psychologists.

16-1-2-1 ASSESSMENT CENTRES:

The main file and informative report should go to the Institutions when the child is admitted or, if this is impossible, as soon as possible afterwards. This is necessary not only for the psychologist in planning testing programmes, but also for the Institution in the task of caring for the child.

A brief account of the offence(s) should always be given. It is important to know what the child actually did. For example, details of a stealing offence should include names of co-offenders, what was stolen and from where, whether in school time or at night.

A carbon copy of the case history should be made available to the psychologist, one or two days before the case conference. A case conference should be an end situation, giving final co-ordination to a case.

16-1-2-2 REFERRALS TO A PSYCHOLOGIST:

1. All referrals to be after discussion with Supervisor.

2. The cause of referral should always be given.

3. The Field Officer should also give an opinion of why, from his knowledge of the situation, the referral cause has come about.

4. An adequate case history should be presented, oriented to the "referral cause" as for a conference case history. Consultation between Field Officer and Psychologist is often most helpful.

5. The psychologist should orientate his own report to the referral cause and state clearly his opinion on it, together with a clear statement of any treatment plan.

6. Extra copy of psychological report to be made available for divisional file.

16-1-2-3 THE PSYCHOLOGIST VISITING WARDS IN PRIVATE INSTITUTIONS:

1. The Field Officer should report to the Psychologist whenever a child is placed, forwarding the file for perusal if possible, but in any case giving the reason for placement and some family and school background.

2. Contact before placement could be helpful in some of the more difficult cases, as the Institutions most likely to meet the child's needs could be recommended.

3. Continuing information re home circumstances and behaviour of the child while on home visits is important.

4. Continuing consultation between Field Officers and Psychologist ensures that the placement is a stage in a definite plan for the child.

5. In many cases, further case conference may become necessary. Whenever possible, Institution staff should be present at such conference.

16-1-2-4 RELATING TO INSTITUTIONS:

1. Whenever a child is placed in a departmental or private institution, early contact should be made by Field Officers to explain the placement and what will happen next.

2. When there is to be a case conference, the Field Officer should explain what the conference is, who will be there and that the decision will be made by discussion between all members of the conference. Some children come to an assessment centre convinced they will either go home after two weeks or that they are automatically going to an institution. This may heppen because of a combination of wishful thinking and manipulative tendencies which the Field Officer must correct.

3. If a child is to go to a treatment centre, he should not be told he will be there

for a certain time, e.g. "Hillston" for three months. The principle is of "working one's way through". Staff in treatment institutions find it hard to work with children who believe they have a definite "time" to serve.

4. When a child is not going to be able automatically to go home when discharged from an institution, it is suggested that other officers involved take note that the time to start planning and organizing future placement is as soon as the child goes to the institution. This is especially true when special things such as schooling make future placement difficult. If the plan is for fostering, the respective foster parents can then be introduced before placement through visiting and weekend leave.

5. In all circumstances, the child should be prepared for the move from the institution.

6. The Field Officer should place the child himself and discuss with the Superintendant, any additional information which could help in treatment or management of the child.

7. When a child goes to a treatment centre or private institution, information must go with him.

SEE SECTION 3-1-1-b for important information concerning private institutions to which full case conference notes are sent, and those to which part only of these notes may be sent and for procedures to be followed.

CONFIDENTIAL REPORTS TO PRIVATE INSTITUTIONS:

In cases where there are no case conference notes or where additional information regarding the background and health of a child is required, officers should complete a report for admission to private institutions which is set out as follows:-

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CONFIDENTIAL:

NOTIFICATION TO APPROVED CHILDREN'S HOME
RE CHILD UNDER DEPARTMENTAL CONTROL.

NAME OF CHILD .....
(Block Letters) (For Filing Purposes Only)

1. Name of Child.
2. Place and date of birth.
3. Religion.
4. Last School attended.
5. Class or Grade.
6. Last day attended.
7. Name of Father .....
   Living or deceased.
   Address.
   Occupation.
   Religion.
8. Name of Mother ..... Maiden Name .....
   Living or deceased.
   Address.
9. Siblings Sex Age Address
   ....
   ....
   ....
10. Previous Placement (if applicable).
    Address.
    Relationship to child.
11. Interested Relatives or Friends.
    Relationship to child.
    Address.
12. HEALTH HISTORY:
    Position in family.
    Height ..... as at .....
    Weight ..... as at .....

OTHER COMMENTS:

(include any physical disability, headaches, ear-ache, poor appetite, constipation, bed-wetting, etc.)

.....

.....

INNOCULATIONS	ILLNESSES	APPROXIMATE DATE
Triple Antigen	Measles	.....
1.	Chicken Pox	.....
2.	Whooping Cough	.....
3.	German Measles	.....
Booster	Mumps	.....
Polio	Scarlet Fever	
1.	Others	.....
2.	Rheumatic Fever	.....)
3.	Convulsions	.....)
Booster	Epilepsy	.....)
Others	Haemophilia	.....)
	Diabetes	.....)

MUST be completed if these apply

CURRENT TREATMENT:

.....

.....

.....

13. SENSITIVITY TO DRUGS.

14. HELPFUL INFORMATION (Child's interests, or special talents include .....

.....

15. REASON FOR ADMISSION:

Temporary Admission (i.e. for a few days or weeks).

Interim Order)
Remand for Observation) for maximum of three months, pending further report to Court.

Short Term (i.e. while other prospects are being investigated, e.g. return to relatives, adoption, etc.)

Long Term (i.e. where present indications are that the child will require a long period in the Home).

Field Officer to tick appropriate headings.

N.B. Reason for placement to be elaborated by discussion with approved Children's Home authorities.

16. Name of Field Officer allocated .....

Dated at ..... this .....

day of ..... 19 .....

~~2475~~
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RECORDS BRANCH

18-1-1 AREAS OF RESPONSIBILITY:

(a) Creation of files.

(b) Processing and distribution of correspondence.

(c) Maintaining a flow of files and correspondence to individuals and branches.

18-1-2 DUTIES UNDER SUPERVISION OF CLERK IN CHARGE WELFARE & RECORDS:

1. Supervision of all functions of the section.
2. Supervision of work of the typists.
3. Examining and directing all inward mail.
4. Allotting priority of action and arranging for specific distribution.
5. Arranging of photocopying of material.
6. Attending to formal approvals, correspondence and gazettals of persons recommended for appointment by the Resident Magistrate to Children's Courts throughout the State.
7. Arranging for disposal action on files to archives, repository and destruction.

18-1-3 FILES:

Creation and Distribution:

Where correspondence is received which requires follow-up action, the records are searched for any previous departmental history and, where necessary, a new file is created. It is not sufficient to have such scanty information as "T.A. Smith", or "The Children of John and Mary Brown" because of the fact that, in the majority of cases, records exist of other people who have the same surname and often Christian names as well. In every instance, as full information as possible should be supplied when recording a case or requesting a file.

Details of Surnames, Christian names, and dates of birth are all necessary and, where similarities still occur, other family details can assist in identification. If the type of case is known, it should also be recorded.

Files are numbered on a yearly basis from 1. to the total number created for that particular calendar year, e.g. 1/69 to 2326/69.

When a file is created it is indexed, both numerically on a particular set of cards called the Nominal Index and by individual name, or names, in the Personal Index.

A blue sheet is inserted under the cover of the file and is so placed for future bring-ups.

'Bring-up' or 'Pending' action is used where the officer requires the file at a later date, but has no immediate action. This is in regard to a specific letter or a specific action which cannot be attended to until a certain period of time has elapsed.

Bring-ups are recorded on special cards and are placed in a particular section of the file storage. Each day the Bring-ups Clerk removes the files required on that date and they are forwarded to the officer concerned.

Due to the fact that there are multiple actions on the majority of our files, numerous officers, both field and clerical, need the files at the earliest opportunity. Because of the decentralisation, it is very difficult to maintain speedy movement of the file. It is, therefore, imperative that all officers handling files take their action as soon as possible, and then minute the file to the next person or section who needs to deal with it. The officer minuting the file must do so, bearing in mind the priority of action when more than one other person or section is involved.

18-1-4 ATTACHMENT OF CORRESPONDENCE TO FILES:

The considerable volume of correspondence which flows into the Department daily means that files are frequently required by Records staff for attachment purposes. The

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arrangements are that Divisions are forwarded a list of files marked to that Division which are required by Records. If the officer who has the file needs it returned, a note to that effect should be placed on the file pin outside the front cover. When the file is received by Records, the attachment is placed on it and the file is then returned to the Division concerned. This procedure is practically the same as that adopted by floor clerks in Head Office.

18-1-5 PROCEDURES FOR FIELD OFFICERS:

Files are requested from Records section per medium of -

(a) phone call

(b) written request

Because of the multiple actions on files, it should be borne in mind that frequent delays will occur due to other current actions.

When Field Officers receive files, they should sort them according to those which can be dealt with immediately by notes for cards, visits etc., and those requiring studied attention.

Where possible, the file should be noted and initialled alongside the officer's name, together with the words 'my action complete' where applicable.

The Field Officer then determines the next movement of the file in priority order, and minutes it on to the next action officer.

When writing in files, ensure that sufficient space is left on the top left-hand side of the page so that the file pin will not damage notes.

All pages placed on the file must be numbered in the sequence and follow on from previous numbered pages. When officers have occasion to place letters, notes etc. on file, action slips already attached are not to be removed, and additional action slip is to be placed on top of the last, if further action is required.

If no further action of any description is necessary, the word 'file' may be used. In cases where the only other action is a Bring-up, the letter 'P' may be used to signify 'Pending Action.'

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XEROX MACHINE

1. The primary use of the above machine is to copy Departmental correspondence, documents, etc. and extracts from publications for Staff circulation.

2. Divisions, Institutions, etc. on the Courier's circuit may utilise the service to copy material, provided such material bears the initials of the Supervisor, S.F.W.O., Superintendent or Assistant Superintendent, as the case may be.

3. Officers must obtain permission from the Clerk-in-Charge, Welfare and Records or his delegated officer if they wish to use the machine on working days during the undermentioned hours.

   8.30 a.m. to 1.00 p.m.
   2.00 p.m. to 5.00 p.m.

The machine cannot be operated outside these hours unless prior arrangements have been made for a Key Operator to be in attendance.

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MINUTE ON

FILE HANDLING & PROCEDURES

FOR DIVISIONAL CLERICAL STAFF & FIELD OFFICERS

1. A card recording system, as outlined, to be standardised for all Divisions.

2. System to be solely operated and controlled by the Office Assistant.

3. Completed cards kept for two calendar months after all files marked "returned" - then destroyed.

4. Weekly lists of all files held at Division to be prepared Friday afternoon or Monday morning and checked against card index. Queries referred to the Officer concerned.

5. In addition to the normal card recording, a separate book to be kept for the adoption files. Format is the same as the cards.

6. Closed volumes only to be marked as such on recording cards.

7. Files held at Divisions for a maximum of 14 days.

8. File requests to be minimised by officers extracting all necessary information, thus obviating frequent requests for the same file.

9. Files not to be taken from Divisions to Head Office, Institutions, etc. unless recorded by Office Assistant. Conversely, files brought in to Divisions must be similarly recorded.

10. Files are not to be taken from Divisions for casework, enquiries, reports, etc.

11. Files to be minuted to the next action officer in order of importance by the officer handling the file.

12. Files required for attachment may be shown on the recording card by an "A" near the "name" section. When files are returned, the letter "A" may be crossed out.

13. Attachments for files in urgent use at Divisions, and relevant to that Division, will be sent to that Division. Such attachments are to be placed on the files in correct sequence and numbered accordingly. Action slips must be inserted where necessary.

14. Correspondence for attachment is not to be sent loose to Head Office while the file is held at the Division concerned.

15. Officers' desks to be kept in a tidy manner so that files and correspondence will not be overlooked.

16. All officers and students temporarily or permanently attached to Divisions are to be properly inducted into standard procedures for file handling and movement.

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RESOURCES OFFICER:

RESPONSIBLE TO THE CLERK IN CHARGE WELFARE AND RECORDS BRANCH:

18-2-1-1 HOSPITAL BENEFIT FUND:

The Resources Officer selects appropriate wards for registration in the Hospital Benefit Fund and takes action to claim for medical costs where applicable.

If a Field Officer has reason to believe that a ward is likely to be involved in heavy medical expenses the Resources Officer should be advised so that consideration may be given to registration.

18-2-1-2 SUBSIDISED MEDICAL SCHEME:

Cover in regard to this scheme is followed up for Departmental clients. See Section 13-5.

On committal of a child the Field Officer should advise either directly or by written report whether the parents and siblings of that child are covered medically through Hospital Benefit Fund, Subsidised Medical Services or pension coverage. This will be recorded by the Resources Officer who will claim for medical accounts.

Unmarried mothers who are in receipt of social service benefits are automatically issued with S.M.S. certificates which entitle them to benefits either immediately or else fourteen days after the first date shown on the certificate depending on their circumstances. Unmarried expectant mothers should therefore be encouraged to register for social service benefits as soon as possible in order to cover the cost of confinement and subsequent single/parent family medical expenses. Those ineligible for social service benefits should be encouraged to register for S.M.S. benefits.

18-2-2-1 STATE, COMMONWEALTH AND PRIVATE BENEFITS, PENSIONS, ALLOWANCES AND SCHOLARSHIPS:

The Resources Officer pursues eligibility for wards for the above benefits. It is important that the Field Officer should make liaison with the Resources Officer for any possible coverage for a ward.

18-2-2-2 THIRD PARTY MOTOR VEHICLE INSURANCE TRUST COVERAGE, WORKERS COMPENSATION, CLAIMS AND DAMAGES CLAIMS FOR WARDS:

Field Officers should advise the Resources Officer of any accident in which a ward is injured so that the necessary claims may be made.

18-2-3 FIELD OFFICER'S QUARTERLY REPORTS AND CHILD DEVELOPMENT MEDICAL REPORTS (C.W.D. 226):

The Resources Officer checks these in order to obtain information which would enable him to ensure medical and financial coverage for wards.

18-2-4 DISTRIBUTION OF CASE CONFERENCE NOTES:

Case Conference Notes are normally distributed by the Resources Officer to any departmental institutions involved. Field Officers should indicate any other institution, or reception centre, or person to which distribution is required. (See Section on Case Conferences).

18-2-5 ANAESTHETIC CONSENTS:

Where a child is a Ward, the consent of the Deputy Director is required in all cases where it is proposed to administer an anaesthetic. A report on circumstances surrounding such a request should be written up by the Field Officer and lodged with the Resources Officer.

2

ROYAL SHOW EXHIBIT

'LY

Every year the Department arranges an exhibition for the Royal Show.

All items are made by children in the Department's institutions. Examples of equi ment made at "Riverbank" have been a sailing dinghy, a single bedroom suite and other items of furniture. "Hillston's" contributions have included well-constructed and attractive items made in their metal workshop and imaginative paintings done by the boys there. "Longmore" and the Community Welfare Reception Home have contributed toys, sewing, lampshades and other handicraft.

The occasion of this exhibition is used to explain the Department's needs to interested members of the public, out of which a number of enquiries usually follow from prospective adoptive and foster parents, employers and prospective staff.

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SUGGESTED GUIDELINES FOR FULL SOCIAL REPORT ON A CHILD AND HIS FAMILY WHICH MAY BE COMPILED AFTER SEVERAL INTERVIEWS AND HOME VISITS AND MAY BE OF VALUE TO OTHER OFFICERS AS A SUMMARY REPORT FOR GENERAL INFORMATION OR FOR SPECIFIC CASE CONFERENCE PURPOSES:

Note: Yellow face sheet for intake interviews provides space for only a few of the following details:-

1. Master File Number and Social Work or Divisional File Number, if applicable.

2. Place, time and date of interview. Persons present.

3. Name of referring agency or person. Other agencies attended, past or present. Reason for attendance. Dates.

4. Present home address and telephone number of family.

5. Community Welfare Department category, if known. i.e. Ward, deserted wife, etc.

6. Composition of family, including names, dates of birth, of grandparents, significant relatives, foster parents, parents, defactos and children.

7. Significant occupations, past and present, of all persons relevant. Present work addresses and phone numbers to be obtained, if possible. Names of schools attended by children and grades achieved.

8. Other occupants of home besides immediate family. Details of sex, age, occupation.

9. Description of home. Type, size, physical setting, social atmosphere.

10. Nationality of family.

11. Religion of family.

12. Police history of family, if any.

13. Significant social history of family beginning with grandparents. Educational history of family beginning with grandparents.

14. Child's attitude to grandparents and theirs to him.

15. Parents, defactos, foster and adoptive parents.

    Child's attitudes to them and theirs to him as told by him, or them, or others.

16. Child's attitude to siblings and others in home.

17. Significant relatives, friends outside home and attitudes towards them.

18. Marital situation and history. Parents' attitude to the birth of child concerned. Mother's attitude to the pregnancy. Reasons for marriage. Present marital set-up as viewed by child, parents, siblings, relatives, others.

19. Financial status, income, stability, financial worries. Child's attitude to money. Amounts of pocket money, saving, clothing, possessions.

20. Social status and self images as presented by child and parents of themselves. Problems which they feel they have.

21. Milestones history of child, both normal or abnormal, feeding problems, age of walking, talking, toilet training, innoculations, significant illnesses, accidents, separations from parents.

22. Schooling history of child. Attitudes to peers, teachers, achievements, retardations, special classes, problems, sport.

23. Parents' attitude to control and punishment and methods used.

24. Child's attitude and response to these.

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25. Family interests and entertainments.

26. Individual interests and entertainments.

27. Community activities.

28. Future aspirations of the family.

29. Parents' and Child's attitude to Community Welfare Department in general and to interviewing officer, in particular.

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CLERK IN CHARGE, WELFARE & RECORDS

LIST OF DUTIES:

Responsible to the Deputy Director.

1. Authorisation of Expenditure:

   1.1 Approve of all expenditure for the maintenance of Wards.

   1.2 Approve of expenditure for children other than Wards or Migrants in special circumstances.

   1.3 Approve of expenditure for educational purposes in respect to selected Aboriginal children.

2. Administration:

   2.1 Supervise the staff and control the work of the Welfare and Records Sections.

   2.2 Arranges the creation, movement and disposal of files.

   2.3 Supervise records relating to the placement, maintenance and welfare of all Wards.

   2.4 Ensure proper records are kept in relation to all Departmental clientele.

   2.5 Supervise all clerical officers concerned with the licensing functions carried out by the Department.

   2.6 Ensure that the maximum financial benefit is obtained for the Department's clients from Commonwealth Departments or State instrumentalities.

   2.7 Advise Departmental Officers on matters of procedure and recording.

   2.8 Liaise with State and Commonwealth Departments on appropriate aspects of Social Welfare.

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ADMINISTRATIVE INSTRUCTION

NO. 5

Re: Absconders

Missing Wards are our responsibility and every effort must be made by Departmental Officers to locate them. There is concern that when missing Wards are located or return the Police Department is frequently not advised, resulting in a great deal of unnecessary work for Police Officers.

In future the following will apply to:-

23-A-1-1

Community Welfare Reception Home, Mt. Lawley

Tudor Lodge

Watson Lodge

Bridgewater

Stuart House

McCall Centre

Missing Wards will be reported to the Police authorities at 8.00 a.m., 7.00 p.m. and 12 midnight. Full information must be given. At the earliest opportunity thereafter the appropriate Departmental Field Officer or the Division where he is stationed will be informed by telephone. In addition, the Licensing Officer in Welfare Branch at Head Office will be advised. If required by the Police, the Licensing Officer will confirm in writing to them setting out the description and circumstances of the missing child, together with instructions for placement when located.

Enquiries will be made by the Field Officer at the first available opportunity. Every known avenue will be explored in an effort to locate the child.

Officers on duty at those places mentioned must use their discretion in reporting abscondings to the Police. Children of tender years or those having some condition (e.g. medical) which makes their early apprehension of vital importance will be reported immediately. Older children who are frequent absconders will not be reported until it is clear that they do not intend to return.

When a missing Ward is found or returned, irrespective of the circumstances of his return, the Police MUST be notified forthwith. If the Ward is returned to those places listed above then the Officer on duty will ensure that the Police, the Departmental Field Officer (or his Division) and the appropriate Officer in Welfare Branch are notified as soon as possible. If the child is located and placed elsewhere then it is the responsibility of the Field Officer to notify the Police, Welfare Branch and the Institution or Hostel previously holding the child.

23-A-1-2

Riverbank (Francis St., After-Care Situation)

Hillston

Nyandi

When a Ward is missing After-Care Officers will explore possible avenues in an effort to locate the child. Welfare Branch will be advised at the earliest opportunity.

If the child cannot be located the Police will be notified by the Institution, or the After-Care Officer concerned.

When the missing Ward is apprehended After-Care Officers MUST notify the Police Department and Welfare Branch.

Institutions and After-Care Officers must use their discretion in reporting missing Wards. If the absconding is during the night, and the Ward is likely to commit further offences or there is concern for the safety of the child, then the matter will be reported immediately. In the case of absconding Wards who live in country areas, the appropriate District Officer should be alerted. After-Care Officers will not travel to country areas to make enquiries.

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23-A-1-3 FOSTER HOMES:

Foster parents should be advised to notify the Divisional Office when a Ward is missing. Enquiries will then be made by the Division and Welfare Branch advised. Every effort must be made by the Field Officer at the first available opportunity to explore every known avenue in an attempt to locate the child. If the child cannot be located then the Police should be notified.

If the absconding occurs during the night or early apprehension is vital, foster parents may notify the Police direct, but they will also advise the Division at the earliest opportunity who must in turn notify Welfare Branch.

On apprehension, the child should be returned to the foster parent, if prepared to accept him. Otherwise arrangements must be made for admission to the appropriate reception facility for further placement.

When a child is located, the Division must advise the Police and Welfare Branch. It is the responsibility of Divisions to follow up missing Wards and ensure that all concerned are advised.

23-A-1-4 PRIVATE INSTITUTIONS:

The Superintendent should notify the Police, the appropriate Field Officer and the Licensing Officer, Welfare Branch as in the case of Departmental Institutions. It is the responsibility of the Field Officer in the Division to attempt to locate the ward and follow the same procedures after location in the case of wards from Departmental Institutions. The child should be returned to the Institution provided that the Institution is prepared to re-admit. If not, the Field Officer must make arrangements for the child to be admitted to the appropriate departmental reception facility and must take action for further placement elsewhere.

23-A-1-5 REPORT OF MISSING CHILD FORM GENERAL 119:

(See Appendix to Manual)

After advising Welfare Branch by telephone it is the duty of the Field Officer concerned to complete the above form and forward it to the Licensing Officer, Welfare Branch, immediately.

Note: A person who assists a ward to abscond or harbours a ward who has absconded commits an offence. Penalty $100 or three months imprisonment. Child Welfare Act 1947-72 Sect. 125.

CHANGE OF NAME

1. The name of a ward cannot be legally changed until 21 years. This is then done by Deed Poll.

2. If it is desired that a child should be known by another name, it is necessary to apply to the Attorney General for a licence to assume this name legally.

3. Applications are only considered in special circumstances and full details of the reasons for the proposed change must be given.

4. Children must be of an age where they understand the implications of such a change.

5. It is proper to try where possible to ascertain both the natural parents' views and obtain their written consent. If not able to be found, then good cause has to be shown why their consent should be dispensed with.

6. The child's full residential address must be given. Post Office Box Numbers are not sufficient.

7. The name proposed must be clearly stated in Block Letters. Particular attention must be given to the exact spelling and the order of the names.

Procedures to be followed:

The Divisional Supervisor should put up a minute for the Director's signature to the Undersecretary for Law, setting out the recommendation to be made to the Attorney General for approval.

This should be accompanied by:

1. An application from the child.
2. A written application from both the foster parents.
3. A copy of the child's birth certificate or Naturalisation certificate.
4. The marriage certificate of the foster parents.
5. Written consent of natural parents if they are available.

If the Director approves, the Minute is sent to the Undersecretary of Law, accompanied by the five documents referred to above, plus a fee of $4.00.

The address of the Undersecretary is:-

5th Floor, R. & I. Building,
54 Barrack Street,
Perth, 6000.

If approval is granted, the Registrar General is informed and his records are endorsed accordingly.

CLOTHING AND OTHER SPECIAL GRANTS:

Clothing includes (a) all types of street, school and casual clothing.

(b) sports clothing and equipment as is necessary.

Clothing Entitlements for Wards in various situations are set out hereunder.

23-C-2-1-a

WARDS IN FOSTER HOMES:

At the time of admission into a foster home each Ward is to be outfitted with his appropriate seasonal needs. This principle applies whether the child is being transferred from an Institution, Foster Home, or any other source.

Under normal circumstances and during placement, foster parents are expected to maintain the child's clothing in good order without further grants from the Department.

Where the foster parent is financially unable to meet these needs (e.g. working class family, large family, caring for several wards, rapidly growing child) further grants of clothing may be made by the Department in accordance with the circumstances.

School Clothing:

The Department may grant some financial assistance towards the cost of purchasing school uniforms for children either at the time of placement or thereafter. It is important to note that the Department has no obligation to provide assistance in this area. Recommendations are made by Field Officers, and each case is treated on its merits.

23-C-2-1-b

WARDS IN A 'BOARDING-HOUSE' SITUATION:

Where the Ward (usually in employment) is fostered in a 'boarding house' situation and is wholly or partially dependent upon a Departmental subsidy, the Department will provide clothing requirements as may be appropriate.

23-C-2-1-c

GROUP HOMES:

Clothing needs for subsidised Wards in these homes will be fully met by the Department.

23-C-2-1-d

CLOTHING TO PRIVATE INSTITUTIONS:

The Department undertakes to outfit children adequately upon admission to private institutions. There is a list of basic outfitting necessary for children in various categories which has been issued to each Divisional Officer (see Appendix 23-C-2-2). After admission an allowance of $40 per annum is made to the institution for the ongoing needs of the child during his stay there. Upon discharge it may be necessary to make further issues of clothing depending on the situation.

Issues of clothing made prior to, upon admission, or upon discharge, should be made only after approval of C.C.W.B. (see Section 9-2-4).

23-C-2-1-e

DEPARTMENTAL HOSTELS AND LODGES:

Upon entering one of the above a Ward's clothing provisions are brought up where necessary to the standard set for that particular establishment.

23-C-2-1-f

RELEASED TO PARENTS:

Under normal circumstances no clothing is provided by the Department for Wards who are released to their parents. However, if the Ward's family is in receipt of monetary assistance from the Relief Branch of the Department, the Ward will be entitled to the usual Relief Branch clothing grants.

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OTHER SPECIAL GRANTS:

These may include bedding, furniture, tuition fees, therapeutic treatment or any other items or services which a Field Officer can strongly support.

PROCEDURES TO OBTAIN CLOTHING:

C-2-1-2-1

WARDS WHO ARE RESIDENT IN, BUT ARE LEAVING DEPARTMENTAL INSTITUTIONS AND PROCEEDING TO FOSTER PLACEMENT, PRIVATE INSTITUTIONS OR OTHER PLACEMENTS.

Clothing for the above, up to the specified limits (see Appendix 23-C-2-2 for clothing lists) may be authorised by the Divisional Supervisor.

There are two ways in which such clothing may be obtained.

a) The usual way is from the C.W.R.H. clothing store through the Division.

The field officer should assess clothing needs and consult the clothing list and check with the Reception Home to ensure that the clothing required is available (extra small or extra large sizes are not usually kept and may have to be specially ordered.) The list required should then be submitted to the Divisional Supervisor who will give or refuse approval. If approved the officer should fill in an order from the Special Order Book for C.W.R.H. clothing store which is kept in the Division. The supervisor will then authorise the order. The officer must complete Form General 117 (see Appendix) and attach it to the child's Divisional File. He should telephone the Reception Home and make an appointment for the outfitting with the clothing officer and take the order form to the store at the time of outfitting, or, if the child is going alone, or if he is accompanied by another person, the order should be given to the child or person responsible. The order may also be delivered to the store personally or through the Department's internal mail delivery but a check should be made to ensure that it has arrived prior to the appointment.

Where an officer requests that the maximum list should be exceeded or altered the Supervisor must obtain approval of C.C.W.B.

b) From Retail Store through the Division.

In circumstances where the clothing required is not listed or where special clothing is required and is not available at the clothing store as in the case of special school uniforms or difficult fittings then the officer may approach the C.C.W.B. for the issue of this clothing from a retail store through a Local Purchase Order from the Divisional Order Book. Procedures for this are the same as outlined in the next paragraph.

C-2-1-2-2 WARDS WHO ARE NOT RESIDENT IN AND ABOUT TO LEAVE DEPARTMENTAL INSTITUTIONS:

Clothing may be obtained in one of two ways:-

a) From a Retail Store through the Division.

Each Division keeps a Local Purchase order book for the purchase of clothing from retail stores.

The officer should consult clothing lists on Form 23-C-2-2 to see the specified limits for children in various categories. He should submit the list to Divisional Supervisor for approval. After receiving approval the officer should telephone C.C.W.B. and advise him of the circumstances of the case and the list of articles required. Upon receiving his verbal approval the officer must give the Order number to the C.C.W.B. The officer should then complete the order, filling in the name of the store, or the words 'ANY ONE STORE' and have it authorised by the Divisional Supervisor.

Note: The requirements for Supervisor's approval and authorisation vary in each Division and the officer should consult with his Supervisor on this.

23-C-2-1-2

The officer must also complete form General 117 and attach it to the child's Divisional file.

b) From Community Welfare Reception Home Clothing Store through Clerk in Charge Welfare Branch.

Assess child's needs. Consult list 23-C-2-2, telephone C.C.W.B. and advise him of circumstances of case and list of articles required. If C.C.W.B. agrees he will then issue an order in Head Office Reception Home Order Book and will advise the officer of the number of the order and forward the order direct to C.W.R.H.

C-2-1-2 The officer should telephone the clothing officer at Reception Home and make an appointment for the outfitting and advise her of the order number.

The officer must also complete Form General 117 and attach it to the child's Divisional file.

C-2-1-2-3 THROUGH FOSTER PARENTS:

The process whereby foster parents purchase clothes and then seek a recoup from the Department should be discouraged, as it often results in undesirable or excessive purchases being made without authorisation. However, when this is inevitable, the Field Officer should forward to Clerk in Charge, Welfare Branch, all receipts of purchases together with written recommendation regarding recoup.

C-2-1-2-4 DISTRICT OFFICES:

Because of the remoteness of country districts, Officers are authorised to issue clothing orders up to the value of $30.00. When this is done they are to forward duplicate order together with a report giving reasons for grant. Where clothing in excess of $30.00 is required, the procedure applicable to Divisional Officer applies. District officers should only ring C.C.W.B. for urgent cases, otherwise submissions should be made in writing.

(community) 26'.

IMPORTANT NOTES RE OUTFITTING FROM COMMUNITY WELFARE RECEPTION HOME CLOTHING STORE:

Despite very clear instructions as to procedure, certain mistakes continue to recur. If procedures are not correctly carried out the Storekeeper will refuse to issue part or all of the items listed on the Order which, at least, will involve a waste of time while the error is rectified. But where the Field Officer is not present to do this, embarrassment and poor public relations result.

1) With regard to Orders originating at a Divisional Office:-

(a) The Supervisor or acting Supervisor only can sign the Order, and no other signature will be accepted. If absent C.C.W.B. can authorise.

(b) All Orders must be itemised. Comments such as 'outfit as required' will not be accepted.

(c) The child coming to the Store alone, or accompanied by a person other than the Field Officer must have the Order, correctly made out, with him. A piece of paper with a number will not be accepted.

him.

(d) Under no circumstances can suitcase Orders be issued from a Division.

2) With regard to Orders originating in Welfare Branch:-

(a) If a child is sent to the Store alone, or is accompanied by a person other than the Field Officer, the Field Officer must telephone the Clothing Storekeeper, C.W.R.H., before the child arrives to advise the Order No., the itemised list for issue, and the approximate time of arrival. A piece of paper with a number written on it will not be accepted.

(b) Under no circumstances can a suitcase be included on a Clothing Order. A separate Order must be obtained with C.C.W.B. approval.

3) Situation and Parking Facilities for the Clothing Store:-

Officers should enter the Reception Home at the Lord Street entrance, turn left and park in front of the Laundry.

CONSENTS FROM THE DIRECTOR

23-C-3-1 MARRIAGE:

In the event of a Ward seeking permission to marry, a report must be submitted to the Director on roneoed form entitled "Report required when Consent is Asked for Marriage to a Ward."

Before the report is submitted it is essential to ascertain the views of the Ward's parents where this is at all possible. Where the parents are not available, this should be clearly reported on.

23-C-3-2 DRIVER'S LICENCE:

The same principle regarding the co-operation of parents applies in this case. No special forms are required for submission to the Director. The Director will issue a lett of authority to be supplied to the Traffic Branch.

DENTAL TREATMENT FOR WARDS BOARDED OUT

23-D-2-1-1

MINOR TREATMENT:

In cases where wards require routine dental treatment, i.e. extractions and fillings, this can be obtained from the local dental practitioner. A maximum expenditure of approximately $20 to $25 per annum per child is acceptable.

Accounts should be forwarded to Welfare Branch for payment.

23-D-2-1-2

EXTENSIVE TREATMENT:

In cases where extensive treatment is anticipated or required, it should be borne in mind that the State Government provides dental treatment services in the metropolitan and some country areas for persons in lower income groups.

In country areas where there are no clinics established, private dental practitioners co-operate with the Public Health Department and provide dental services for wards boarded out at agreed fees. Generally the subsidy for wards boarded out is 100% of the fees charged.

The utilisation of this service for wards boarded out saves finance for other aspects of care.

If, for reasons of inconvenience to the foster parent, or possible upset to the child, it is desired that a private dentist by used, then prior approval for such treatment should be obtained from C.C.W.B.

For wards released in the custody of parents, the income of the parents is the determining factor in establishing eligibility and amount of assistance.

4. Dental Procedures:

In general, whether the patient is attending the Hospital/Clinic or a general practitioner, the first appointment is for completing the formalities of patient registration and assessment of eligibility.

An appointment series is then planned to complete treatment after eligibility for assistance is established.

Treatment for emergency relief of pain may be received immediately and the patient is not required to wait for assessment in such cases.

5. Application for Assistance:

(i) Persons attending the Perth Dental Hospital, a metropolitan clinic, or a country clinic (i.e. Albany, Boulder or Bunbury) should apply directly to the Hospital/Clinic concerned.

(ii) Persons attending a country dental practitioner (i.e. other than in Albany, Bunbury and Boulder) should obtain an application form from the dentist and submit the completed application to Public Health Department and Dental Health Service, 16 Rheola Street, West Perth.

The dentist is informed directly of the eligibility or otherwise of the applicant.

Certification:

1) For Wards Boarded Out.
For use at the Perth Dental Hospital or Metropolitan Clinics.

Field Officers must supply each ward with a Departmental card, (see Appendix for sample), certifying that he is a ward boarded out. The card must be filled in with the child's name and the name and address of the foster parents and signed by the Field Officer on behalf of the Director. These cards are available for use in the metropolitan area only. They are issued by Welfare Branch and are kept in each Division.

They should not be posted to the hospital or clinic but presented personally at the first appointment.

2) For Wards Boarded Out.
For use at the Albany, Bunbury or Boulder Clinics.

The Divisional Officer should have a certificate typed out and sign it stating that the child is a Ward of the Department and supplying his name, age; name and address of person with whom boarded out. This certificate should be presented personally at the first appointment and should not be posted.

3) For Wards Boarded Out.
For use at a country dental practitioner other than in Albany, Bunbury and Boulder.

Field and Divisional officers must have a certificate typed out and signed stating that the child is a Ward boarded out and supplying his name, age, and name and address of person with whom boarded out. This certificate should be posted together with the application form, obtained from the dentist, to the Public Health Department, 16 Rheola Street, West Perth.

Certification that a Person is in Receipt of Monetary Assistance:

The Field Officer should have a certificate typed out and sign it giving details of the nature and extent of assistance provided to the person concerned and supplying details of his name, age and address.

a) For use at the Perth Dental Hospital, metropolitan clinics and at the Albany, Bunbury or Boulder clinics.

The certificate should be given to the person concerned to present personally at the first visit. The certificate should not be posted.

b) For use at a country dental practitioner other than Albany, Bunbury and Boulder.

The certificate should be posted, together with the application form obtained from the dentist, to the Public Health Department, 16 Rheola Street, West Perth.

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DENTAL TREATMENT FOR DEPARTMENTAL WARDS MONETARY ASSITANCE CASES, AND LOW INCOME FAMILIES

1. Persons Eligible for Assistance:

(a) Wards

(i) In institutions

(ii) Boarded out

(a) at school

(b) working - earning income

(iii) Released in custody of parents

(b) Persons in receipt of Monetary Assistance

(i) Deserted wives

(ii) Unmarried mothers

(iii) Wives of prisoners

(iv) Pensioner widows

(v) Persons in receipt of foster rates.

(c) Low income families.

2. Where Treatment may be Obtained:

(a) Metropolitan Area:

(i) Perth Dental Hospital, Goderich St., Perth.

(ii) Liddell Dental Clinic, Temple St., Victoria Park.

(iii) Gustafson Dental Clinic, Parry St., Fremantle.

(iv) North Perth Dental Clinic, Sydney St., North Perth.

(b) Country Area:

(i) Dental Clinic, Spencer St., Bunbury.

(ii) Dental Clinic, Grey Street, Albany.

(iii) Dental Clinic, Burt St., Boulder.

(iv) Dental practitioners in towns other than Bunbury, Albany and Boulder (see attached schedule).

(c) Institutions:

Wards in institutions are provided with regular dental services.

3. Eligibility for Dental Treatment:

A means test determines eligibility for assistance with dental care. Generally, the subsidy for wards at school and monetary assistance cases as described above, amounts to 100% of the fees charged.

When a person is not receiving maximum pension or allowance - being in receipt of other income from various sources - fees are adjusted accordingly.

Child endowment payments are not taken into account in the calculations for eligibility.

For wards boarding out and working (single persons) income received is taken into account in determining eligibility and amount of assistance provided.

DENTISTS PARTICIPATING IN SUBSIDISED DENTAL PROGRAMME UNDER THE PUBLIC HEALTH DEPARTMENT COUNTRY PRACTITIONER SCHEME

Mr. I. Alderdice	Three Springs
Mr. G. Bagley	Beverley
Mr. M. Bird	Busselton
Mr. D. Blitz	Wongan Hills
Mr. C. Bonney	Corrigin
Mr. C. Campbell	Geraldton
Mr. R. Cockerill	Geraldton
Mr. D. Cole	Esperance
Mr. A. Corbett	Bridgetown
Mr. D. Crisp	Dampier
Mr. B. Daniel	Exmouth
Mr. B. Davidson	Mandurah
Mr. D. Dawson	Kalamunda
Mr. B. Denney	Harvey
Mr. F. Dennis	Rockingham
Mr. W. Dermer	Dandaragan
Mr. B. Elliott	Busselton
Mr. J. Flynn	Moora
Mr. W. Gadd	Gosnells
Mr. K. Gargett	Northam
Mr. J. Gasiorowski	Narrogin
Mr. J. Italiano	Manjimup
Messrs. Hawkins & James	Armadale
Mr. R. Kennon	Katanning
Mr. G. Leigh	Narrogin
Mr. K. Matthews	Collie
Messrs. Mayo, Savy & Chan	(Lesmurdie (Merredin (Bruce Rock (Southern Cross
Mr. J. Mora	Mt. Barker
Mr. K. Parker	Margaret River
Mr. G. Parkinson	Geraldton
Mr. T. Prior	Geraldton
Mr. A. Purchas	Mandurah
Mr. J. Read	(Kojonup (Boyup Brook
Mr. F. Schwarz	Northam
Mr. F. Smith	Collie
Mr. W.A. Smith	Denmark
Mr. A. Southwell	Kellerberrin
Mr. S. Thornbury	Medina
Mr. P. Too	Kalamunda
Mr. A. Wade	Collie
Mr. R. White	Carnarvon
Mr. R. White	Tom Price

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Mr. I. Wishart Newman
Mr. G. Wood Pt. Hedland

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CHILD ENDOWMENT

PROCEDURES FOR FOSTER PARENTS

Apply to the Department of Social Services. Forms are available at local post office.

See Section 19-4 with regard to procedures for Aboriginals.

See Section 19-4 with regard to ~~Aboriginals~~ procedures for Aboriginals

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HEALTH INSURANCE

Officers should attempt to become completely familiar with the terms of eligibility for Health Insurance and make certain that where a ward is eligible for insurance through the Subsidised Medical Services Scheme, immediate steps are taken to apply.

The Subsidised Medical Services Scheme allows full public ward coverage for wards who have been registered for a period of fourteen days, either for sickness, unemployment or special benefits, or for wards under the age of 16 whose parents are so registered, or whose parents are earning less than a certain amount laid down, or who are the children of pensioners. (See Appendix Section 13-5 Medical Services. Subsidised.)

Field Officers should also encourage wards in employment who do not fall into any of these categories to register for health insurance.

Where a ward's health is of a nature that considerable hospital treatment can be anticipated, it is incumbent upon the Field Officer to bring this fact to the notice of the Resources Officer so that the child can be registered in his own right in a Hospital Benefit Fund.

The Resources Officer will also provide officers or wards with detailed information regarding health insurance and the Subsidised Medical Services Scheme.

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LOCAL PURCHASE ORDERS

The Local Purchase Order may be used for any service to a Ward which involves expenditure, for example, kindergarten fees, medical fees, purchase of clothing or goods.

The order is also used for the purchase of petrol and oil from the Public Works Department and the Premier's Department by officers using their private vehicles or Departmental vehicles while on Departmental business only. (See Section 1-2-1-6). Each officer entitled to one is issued with an Order book for this purpose only.

Instructions for the correct use of L.P.O's are to be found inside each order book. See also Appendix 23-M-1 and 23-L-1.

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MEDICAL EXAMINATION AND TREATMENT

It is a requirement of the Department that every ward boarded out, or in an institution or mission, be medically examined every six months.

23-M-1-1 WARDS BOARDED OUT:

A letter (see Appendix - Gen. 29) is sent to foster parents enclosing a Child Development Medical Report (see Appendix for sample copy), a circular letter to the Medical Practitioner (Gen. 125) and a statement of account to the C.W.D. (Form 10).

The foster parent must arrange for examination by the ward's usual medical practitioner and give him the circular letter, the report form and the statement. The medical practitioner should forward these to the Department after examination of the child. The medical report is brought to the notice of the Field Officer concerned and is then retained on file.

Where a ward boarded out requires further medical attention following the examination this should be arranged with the doctor accordingly and a separate account must be submitted by the doctor to the Department.

Where extensive medical treatment is required, foster parents should consult the Field Officer as to the advisability of proceeding with treatment, and a decision should be reached as to where the child should be treated in consultation with the Divisional Supervisor. If hospitalisation is required, this should be obtained at a public hospital where possible.

In cases where a Ward has a high susceptibility to illness involving prolonged medical treatment, arrangements should be made in conjunction with the Welfare Branch to have the Ward enrolled in a Hospital Benefit Fund.

23-M-1-2 WARDS IN INSTITUTIONS AND MISSIONS:

The medical treatment of Wards in institutions and missions will be determined by the policy of that institution.

23-M-1-3 MEDICAL ACCOUNTS (INCLUDING CHEMISTS PRESCRIPTIONS):

The Department pays all medical accounts, including chemists prescriptions, incurred by wards, with the following exceptions:-

1. Wards in employment and earning sufficient to pay their own accounts.
2. Wards on parole to their parents.
3. Wards in prison.
4. Wards fostered by or residing with pensioners where there is an entitlement to free pensioner medical cover.
5. Wards who are covered by their own Hospital Benefit Fund contribution. (In this case chemists prescriptions may be paid where medicine is not on the prescribed list).

Procedure for Payment of Medical Accounts:

Foster Parents:

When foster parents arrange for treatment to be given to Wards, Field Officers should ensure that they advise them to have accounts forwarded direct to Director, Dept. for Community Welfare, by doctor, hospital or chemist. The account should contain sufficient information for identification of the child, i.e. the child's proper name and not his foster name should be given.

In country areas, District Officers are requested to arrange for such accounts to be forwarded to them for purpose of identification. Foster parents should be discouraged from paying medical accounts and then seeking recoup through this Department.

Important Note - Use of Public Hospitals:

Where possible, extensive medical or hospital treatment should be obtained through a public hospital.

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Approval for Hospital Treatment:

Unless the treatment is urgently required prior approval for hospitalisation should be obtained from Resources Officer Welfare Branch. The question of hospital benefit cover and/or anaesthetic consent can also be discussed.

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INSTRUCTIONS RE MOVEMENT OF CHILDREN

1. Call for main file to establish whether child is ward or non-ward. (File also required for handover summary.)

2. See that action does not contradict case conference plan.

3. (a) Notify Welfare Branch on C.W.D. form 247:

   (i) change of address

   (ii) change of subsidy

   (b) Notify Maintenance & Relief (if child is non-ward).
   This Section is responsible for monetary assistance payments for non-wards and must, therefore, be advised of movement. N.B. Payment to private institutions.

   (c) Notify Division or District into which child is being moved. Later forward case history card and divisional file. Copy of case summary to be attached to both main and divisional files.

   (d) Notify schools:

   (i) Notify school from which child is being moved, advising possible duration, situation re school books, any further significant information.

   (ii) Notify school where child is to be enrolled, advising date of commencement and some information re problems, needs of child and educational standard attained.

   (e) Notify parents: (where applicable - where parents visit foster home without the requirement of departmental approval) parents must be aware of Division handling child.

   (f) Notify any other Agencies involved - e.g. Child Guidance.

4. CLOTHES: Check clothing situation - i.e., never move child to new foster mother with inadequate clothing.

5. FOSTER BREAKDOWN: Copy of report of circumstances should be placed on ward's file and foster parents' file and minuted to C.P.O. and C.C.W.B.

6. Divisional cards and stats. to be amended.

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ADMINISTRATIVE INSTRUCTION NO. 13

re: Children seeking permission to leave home

The following procedure will be adopted in all cases:-

1. If a child makes a request to leave home, the officer will discuss the reasons with the child, and arrange to discuss the matter with the parents. In the event of the child phoning the office, he or she will be invited to call and discuss the matter.

2. The parents will be approached and the matter discussed with them before any decision or information is given to the child.

3. Dependent on the circumstances of each case, the following possibilities are available in order of preferred action:-

(a) Child remains with the family. This should be possible in most cases following discussions with the family and the child. Follow-up casework may be required, or an invitation to the child and parents to again contact the office if they so desire.

(b) Placement away from home. This should be done by negotiation with the parents and the child. Parental agreement to placement with relatives, friends or in other situations must be obtained.

(c) Apprehension and application to the Children's Court. When the child is dependent (i.e. compulsory school age), and no suitable mutual arrangements are possible and circumstances are so bad that the child's welfare would be in jeopardy by remaining in the home, this course of action may be taken after discussion with the Supervisor.

(d) Refusal of the child to return home. Where the child is sufficiently mature and stable, is dependent financially and behaving in a satisfactory manner, but refuses to return home, officers will attempt to improve family relationships.

Where the child is dependent financially on the family, or is young and immature, the matter must be discussed with the Supervisor.

All officers are referred to the Child Welfare Act with regard to their powers and limitations.

DIRECTOR

10/12/71

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CHILD WELFARE PICNIC

This is held in the first week of December at the Zoological Gardens in South Perth. Those invited are Wards of the Department, foster parents and their own children. The picnic provides an opportunity for the Department to play host to foster parents and show publicly an appreciation of their work. It also provides an occasion for siblings, who are fostered separately, to meet.

Before the picnic, the Child Placement Officer requests all officers to supply a list of the names of all persons to be invited and asks for recommendations regarding suitable gifts. These gifts are brought to the picnic by the Child Placement Officer for distribution to Wards by their respective officers. It is essential that officers should collect all gifts not distributed to Wards who have been unable to attend the picnic and that the officer should assume responsibility for the delivery of these gifts to the child soon after.

It is the clear duty of all Field Officers to ensure that the foster parents and wards under their care are adequately catered for and entertained at this function. The success of this function depends upon the combined efforts of all officers, both Field and Welfare Branch.

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SCHOOL BOOKS, BOOK HIRE AND COMPULSORY SCHOOL FEES FOR WARDS BOARDED OUT:

The Department bears the financial responsibility for the payment of school books, book hire fees and compulsory school fees for wards boarded out.

At the commencement of each year Welfare Branch forwards a circular (see Appendix -Gen 174) to all foster parents giving instructions regarding the procedures for obtaining school books and paying book hire fees and compulsory school fees.

The circular should be taken by the foster parent to the Headmaster to complete section 1 and attach the book list. The foster parent returns these to the Department in the envelope which was enclosed with the circular for that purpose.

On receipt of these the Department issues another circular letter to the foster parent (see Appendix - Gen 180) with the school book list and a Local Purchase Order to obtain the books from the agency nominated.

A Local Purchase Order for book hire fees and school fees is sent directly to the school.

Foster parents should not buy books privately and then seek recoup.

The Department does not accept any liability for the fees of Wards who attend private schools, except where special approval has been obtained.

SUBSIDIES

2-1 INSTRUCTIONS TO FIELD OFFICERS ON COMPLETION OF SUBSIDY AND MOVEMENT ADVICE SLIP C.W.D. 247:

1) When a commencement, discontinuation or variation of subsidy is required, it is necessary that a Field Officer forward the movement and/or subsidy advice sheet, Form 247 - See Appendix to Manual. This should be done as soon as circumstances permit.

2) This advice sheet should not be attached to file, but should be sent directly to the Clerk-in-Charge, Welfare Branch.

3) ALL PERTINENT SECTIONS OF THE FORM MUST BE COMPLETED IN ORDER THAT SUFFICIENT INFORMATION IS GIVEN FOR A DECISION TO BE MADE BY C.C.W.B.

4) Notification of commencement, variation or cancellation of subsidy must be forwarded immediately the circumstances vary.

23-S-2-1-1 MOVEMENT OF WARDS:

Form 247 is also used to notify Welfare Branch whenever there is a movement of a ward even when no subsidy is involved. Failure to notify movement of wards results in:-

1) incorrect placement of Master Card and prevents the check system, which ensures that all wards are regularly visited, from being fully effective,

2) inaccuracy in statistical returns indicating distribution of wards,

3) inaccuracy of information regarding the whereabouts of a ward.

23-S-2-1-2 RECORDING OF ACTION CONCERNING WARDS ON MASTER CARD C.W.D. 123:

Form 151 relating to action should be filled in by Field Officer and forwarded direct to C.C.W.B. after having been signed by the Supervisor concerned.

The Master Card provides the only quick reference to Welfare Branch as to which officer is currently handling the case and the date the last action was taken, and it is therefore most important that report forms be filled in regularly.

S-2-2 SUBSIDY PAYMENTS:

S-2-2-1 STANDARD RATE FOR WARDS BOARDED OUT:

$7.00 per week for each ward.

S-2-2-2 POCKET MONEY FOR STUDENT WARDS, AGED 15 AND OVER, BOARDED OUT:

$1.00 per week paid through foster parent.

S-2-2-3 POCKET MONEY FOR WORKING WARDS:

15 years - $5.00 per week
16 years - $6.00 per week
17 years - $7.00 per week and over.

Note: Field Officers must ensure that all Working Wards are in receipt of the correct pocket money. Special allowances over and above the usual pocket money rates may be applied for by the Field Officer to enable the ward to purchase his own clothing, or register in a Health Insurance Fund or any other special purpose. This step may be taken where it is desired to foster the independence of a reliable ward.

S-2-2-4 POCKET MONEY FOR WARDS WHO ARE UNEMPLOYED:

This should not exceed $2.00 to $3.00 per week, otherwise the incentive to seek work may be lost. Fares involved in seeking work may be added to the pocket money allowance.

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EMERGENCY CARE HOMES:

The Department operates an 'Emergency Foster Care Scheme' for children when short-term placements are required. The rates payable are $7.00 per week for each child. An amount of $1.00 per week bed-holding fee is paid for four weeks after placement has ended where accommodation is reserved for the Department, but is not currently in use.

S-2-2-6 PRE-ADOPTIVE FOSTER HOMES:

An allowance of $14 per week is payable for children placed in private foster homes pending the finalisation of adoption proceedings.

S-2-2-7 NOTE REGARDING RATES:

The amount paid is a subsidy and as such is not necessarily meant to cover the full cost of maintaining a child, but, where special circumstances exist, such as hardship in low income foster-parent families, or where there are unusually heavy living expenses incurred by a Ward, the assistance may be increased above the usual scale.

Increased subsidy is also paid in some cases for adolescent children aged 15 years or more, who are in foster homes and attending High School. These increased rates should be sufficient for $1 pocket money to be passed on to the Ward concerned. (See 23-S-2-3-2).

S-2-2-8 UNEMPLOYMENT:

Special subsidy for Wards unemployed will only be granted for two weeks in the first instance and will then cease. A new application will be required each time to renew subsidy for further two-weekly periods.

Field Officers should ensure that, when a Ward is unemployed and on subsidy, they investigate and pursue any other entitlements which may be due, such as unemployment or sickness benefits, invalid pensions etc.

S-2-2-9 HOLIDAYS:

Subsidy requests for Wards on holidays will only be granted for specific periods. It will, therefore, be necessary to advise commencing and ceasing date of holiday period on initial request for subsidy. One payment for the full period will then be made.

23-S-2-3 SUBSIDY REVIEW SYSTEM:

A Review System exists to check on all payments at least every six months and also on special occasions such as birthdays in order to try to cover the lack of sufficient information from Field Officers and prevent overpayments.

Note: It is the responsibility of the Field Officer and Supervisor concerned to review subsidy cases regularly and advise of any changes. Officers must not rely on the review system of Welfare Branch.

S-2-3-1 SUBSIDY REVIEWS OF WORKING WARDS:

Subsidies to wards in employment are not made as a matter of course but only where the circumstances of the case are such that the ward cannot manage without financial assistance.

S-2-3-2 SUBSIDY REVIEW PROCEDURE:

Welfare Branch forwards to Supervisor or District Officer a Review Form (C.W.D. 143, see Appendix) in duplicate.

These should be completed and one copy returned within 14 days, in a sealed envelope, to C.C.W.B. The other should be retained on the Divisional file.

If the Supervisor finds that the form refers to a particular child not under his supervision the form should be noted accordingly and returned, with duplicate attached, in a sealed envelope, to C.C.W.B.

S-2-3-3 OVERPAYMENT:

Where an over-payment results from failure of Field Staff to forward prompt advice,

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it will be their responsibility to take recovery action.

PAYMENT OF SUBSIDY FOR WARDS IN FOSTER HOMES:

When Field Officers are discussing proposals for subsidy payments with active, or prospective foster parents, they are requested to bear in mind that, under no circumstances, should foster parents be encouraged to believe that a higher than scale rate of subsidy will be paid.

If an approach in this regard is made by a foster parent, and/or if the Officer feels that an above-scale rate of subsidy should be paid, the Officer should submit his recommendations to Clerk-in-Charge, Welfare Branch, without giving any indication that a higher rate will eventuate.

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ADMINISTRATIVE INSTRUCTION NO. 14

re: Holding charge for children on temporary foster placement:

Discussion has taken place with members of the Standing Committee on Child Care, and agreement has been reached on payment of a holding charge for children placed by field staff in temporary foster placement who, at the time of their placement, are resident in a private institution.

The arrangement is that subsidy will continue to be paid (this subsidy can be regarded as a bed holding fee) for one week for all wards who are placed in a foster home or who are returned home from a voluntary residential care facility. It is appreciated that in many cases there will be little prospect of breakdown in placement, but in others there is bound to be some risk and, in these cases, field officers are instructed to request the private institution to hold a place open for the one week period.

This arrangement will not apply to absconders or to wards who are placed in a foster home purely for a holiday. It is important that field staff discuss any prospective placement with the institution before placement is made and fully outline the proposals.

DIRECTOR

9/2/72.

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SUBSIDY PAYMENTS

WARDS IN NON-DEPARTMENTAL INSTITUTIONS

AND MISSIONS

23-S-4-1 An amount of $8.50 per week is payable for those institutions which do not accept Lotteries Grants of $1.00 per week.

Institutions which accept a Lotteries Grant receive an allowance of $7.50 per week.

23-S-4-2 EDUCATION ALLOWANCE:

The Department pays an Education Allowance for all Wards in non-departmental institutions, on the following scale:

Grade 1	-	$5.00 per year
Grade 2 & 3	-	$6.00 " "
Grade 4 & 5	-	$7.00 " "
Grade 6 & 7	-	$9.00 " "
High School	-	$30.00 " "

23-S-4-3 SCHOOL BOOKS:

Arrangements for the purchase of school books, book hire, and school fees are made by the non-departmental institution with the school concerned.

23-S-4-4 CLOTHING ALLOWANCE:

When a child is placed in a non-departmental institution or mission, the Field Officer should ensure that he is adequately outfitted with clothing to meet all his needs, including school clothing. As a rule, most of this clothing can be obtained from the Community Welfare Reception Home. (See Appendix 23-C-2-2 for clothing lists).

It may be necessary on occasions to obtain approval to supplement this list.

An allowance of $40.00 is made available to the institution to replace essential clothing during the child's stay.

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SUBSIDY CLERK

DUTIES:

Duties include the payment of subsidies to all wards.

PROCEDURES:

After reviewing a request from a Field Officer for payment of subsidy submitted on C.W.D. form 247, C.C.W.B. forwards it with directions to the Subsidy Clerk who then fills out details on the Ward's Record Card (C.W.D. 98) and also the Foster Parent's Card (C.W.D. 180). Five copies of Payment Authorisation Slip (C.W.D. 58) are made out and are distributed as follows: One is sent to Accounts Branch, Maintenance Branch and Field Officer, one is placed on file and one is kept in Subsidy Clerk's book.

A letter is written to the foster parent to explain the rates and further letters are written whenever changes are made in rates. A copy of this letter, plus the action sheet and the authorisation to pay slip are all put on to file.

If a Boarding Out agreement is made then form C.W.D. No. 12 is made out in duplicate. Parents are sent one to sign and return, and this is then noted on their card. Boarding Out Agreement is also put on file.

23-T-1

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TERM EXPIRY FOR WARDS

SECTION 49

of the

CHILD WELFARE ACT 1947-1972 — 1972

The Welfare Branch sends a printed form (see form General 73) reminding all Field Officers of the date of the expiry of term of Wards under their care. The officer must then ensure that all outstanding action concerning the health and welfare of the Ward has been completed. Attention should be given to medical and dental treatment and arrangements must be made for the disbursement of any Trust Accounts held. Once a Ward's term has expired the Department's financial responsibilities cease.

The Field Officer will also be asked to make a recommendation as to whether a letter notifying the Ward of his expiry of term, and, in relevant cases, congratulating him on his attaining the age of 18 years, should be sent by the Department.

Should an extension of term be considered necessary, the Field Officer must prepare a submission for the consideration of the Divisional Supervisor. This should be completed at least one month before the term expires. The Director will then have sufficient time to consider the submission before making a recommendation to the Hon. Minister.

These procedures apply both to Wards committed for short terms which do not extend to the age of 18 and those who are committed until the age of 18 and whose terms are sought to be extended to 21 years.

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PROCEDURE FOR TRANSFER OF WARDSHIP TO ANOTHER STATE.

The Child Welfare Act has provisions to enable the Hon. Minister to commit to the care of the Department a Ward of another State, or to request another State to commit to its care a Ward of this Department who has gone, or is to go, to that other State to reside, provided the State concerned has similar reciprocal legislation as is provided in this State by Section 66A(1) and 66A(2).

If the Ward of this Department is to proceed to, or is already in, any of those States, it is first necessary to ask the Department concerned in that State to arrange for an inspection and a report on the conditions under which the child is living, or is likely to live. At the same time, a request is made to see if the Department would consider accepting wardship.

Should the reply and report be favourable it is then necessary to ascertain whether the child has a natural parent or parents resident in Western Australia and to make positive efforts to trace them and seek their permission. If they agree a signed statement of consent should be obtained.

Example of Statement of Consent by Parent(s) for child(ren) to go interstate under Section 66A.

I (We) .....(Husband)..... and .....(Wife).....

.....(occupation husband)..... and .....(occupation wife).....

give permission for my(our) son/daughter .....(name of child).....

to go to .....(name of State)..... for the purpose of .....(give reason).....

and I/We understand that arrangements will be made for him/her to be under supervision of .....(name of Child Welfare Department concerned).....

in .....(name of State).....

Signature(s) of Parent(s) .....

Name of Witness .....

Address of Witness .....

Occupation of Witness .....

If parent or parents of child cannot be traced or if they refuse permission this should be noted.

Three such statements, each signed by both parents and witnessed as above, should be completed. One should be retained by the parents and one placed on file to accompany the minute to the Minister and one placed on Divisional file. If the parents are separated, each should complete, and have witnessed, three such statements and each should retain one.

23-T-2-2 MINUTE TO THE MINISTER:

It is then necessary to prepare a minute giving -

a) details of the circumstances

b) enclosing consent from parents or explaining why permission has not been or could not be obtained

c) requesting the Minister to sign the formal request for transfer of Wardship, see Example attached for copy of Form to be used. An original and 3 copies of this form should be prepared for the Minister's signature.

If the Minister agrees and signs the forms, the original and one copy is then sent to the Department in the other State which can then accept the child as a Ward. Action can then be obtained to release the child from Wardship of this Department.

23-T-2

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COMMUNITY WELFARE DEPT.

WESTERN AUSTRALIA

TRANSFER OF WARD INTERSTATE

SECTION 66A(2)

WHEREAS ..... a child born on ..... formerly of .... whose address is now ..... and whose religion is said to be ..... was committed to the care of the Department for Community Welfare as a neglected child on ..... at the ..... Children's Court, for a period/ until ..... His/Her term as a ward will expire on ..... and it is now proposed to transfer the said child to the State of New South Wales.

I, ... Hon. the Minister for Community Welfare, hereby formally request the Hon. the Minister for Health and Social Welfare, New South Wales, to accept control of the said ..... pursuant to Section 66A(2) of the Child Welfare Act of Western Australia, and the appropriate Section of the Child Welfare and Social Welfare Act, New South Wales.

HON. the MINISTER FOR COMMUNITY WELFARE.

Department for Community Welfare