

Inter-Divisional Meeting on Baltara-Turana
held in the Board Room, 1 Macarthur Street,
Melbourne on Tuesday, 22nd August 1972 at
9.00 a.m.

Present: Mr. K.I. Williams, Director of Youth Welfare (Chairman)
Miss E. Bennett, Director of Family Welfare
Mr. W. Davey, Deputy Director of Family Welfare
Mr. J.M. Olijnyk, Superintendent, Turana
Mr. R.C. Willich, Superintendent, Baltara
Miss M.R. Yuncken, Deputy Superintendent, Baltara
Mr. K. Baillie, Secretary, Turana
Mr. A. Commadeur, Secretary, Baltara
Mr. G. Uhd, Budget Officer, Accounts
Mr. A. Holland, Officer-in-Charge of Stores, Turana

Mr. K. Williams opened the meeting by referring to earlier policy decisions which had been made in the matter of Turana and Baltara related functionings and discussed the broad policy issues regarding the desired autonomy as far as practicable in relation to Baltara. He mentioned briefly the history of Baltara as follows:-

Originally the section for Family Welfare boys under the control of the Superintendent of Turana was section 'Billabong'— now the Turana Trade Centre. Baltara was then built by the Family Welfare Division in the Turana grounds, taking over the population of Billabong and releasing that section to Turana's use. The control and direction of Baltara still remained at this stage under the Superintendent of Turana and more specifically the Deputy Superintendent.

In due time Baltara acquired its own Officer-in-Charge who remained under the direction of the Superintendent of Turana. Recently the position of Officer-in-Charge of Baltara was reclassified to Superintendent, Baltara and this made Baltara a self-operating institution with its own Superintendent. However, it is not possible that a complete break could be made as the two institutions still have to share functions which are supplied and staffed by Turana staff.

A discussion then followed on the specific areas to see what degree Baltara could become self-sufficient in the various shared areas.

Specific areas

(a) Finance:

The financial area involves:-

- Maintenance of 3 bank accounts - Turana General
Turana Advance
Turana Salaries
- Turana trainees earnings and deductions therefrom
- Boys personal monies - converted to individual bank accounts
- Family Welfare books kept with boys property
- Youth Welfare books kept with boys property
- Properties - Family Welfare boys kept in Baltara
- Youth Welfare boys kept in Turana
- Bail monies - Family Welfare bails entered in
Baltara Bail Book
- Youth Welfare bails entered in
Turana Bail Book
- all received by Secretary, Turana
and handled by him

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Secretary,
Turana

All Baltara monies received - bails, boys' cash properties, donations etc. are processed through the Social Welfare Department Turana Account.

Petty Cash - Turana receives a petty cash advance of \$700 which is handled through the Social Welfare Department Turana Advance Account. The Secretary of Turana gives the Secretary of Baltara a sub-advance of \$100 for petty cash payments and these payments are then reimbursed by the Turana Secretary as required.

Note: In both the foregoing accounts it should be noted that all items are specifically indicated as belonging to either Turana or Baltara so all apportionments, charges, credits etc. are allocated to the institution concerned.

1971/72 Family Welfare finances in:-

S.W.D. Turana Account - Total income	\$36,145
Of this F.W. Cash properties	94
Cash bails - 69	3,774
and 9 other miscellaneous receipts issued.	

S.W.D. Turana Advance Account (Petty Cash)	
Total monies involved	\$11,190
Of this F.W.	2,037

Salaries, overtime and penalty rates - Total payments covering both Turana and Baltara are made by cheque issued from Head Office and made payable to the Social Welfare Department Turana Salaries Account. Individual staff members cheques for both areas are also issued from Head Office drawn on the S.W.D. Turana Salaries Account and forwarded to each institution for distribution.

At present per fortnight:-

<u>Turana</u>		<u>Baltara</u>	
Salaries gross	\$25,767	Salaries gross	\$9,529
net	19,422	net	7,279
O'time and P./rates gross	5,728	O'time and P./rates gross	2,475
net	4,320	net	1,866

As can be seen from the above, the bulk of the clerical work in both areas is carried out in the Turana office - reconciliation of the three accounts etc. and the time given to Baltara work by Turana office staff would be approximately 4 hours per fortnight.

(b) Services - Maintenance and Repair:

Staffing

Turana - 1 Mechanic senior	Baltara - nil
1 Mechanic	
1 Carpenter	
2 Firemen - (Note: as it has not been possible to fill second Fireman position it has now been requested that it be altered to position of Mechanic).	

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(e) Kitchen:Staffing

Turana - 1 Housekeeper	Baltara - 2 Cooks
1 Senior Cook	1 Domestic for
1 General Reliever	2 days p.w.
3 Domestic	
1 Kitchenman	

Recently a completely new kitchen had been opened at Turana and the food and fuel costs involved are being charged on the 1/3 to 2/3 basis as mentioned previously.

Discussion followed on the matter of meals, menus and general question of institutional catering. It was resolved to call again on the services of Mr. Ennor, Supervisor of Catering, to assist in the assessment of the meals and in the drawing up of a new menu. The Chairman was to follow this matter up. Any anxieties from Baltara regarding the kitchen should be relayed to Turana Secretary for such action as may be required.

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Director of
Youth Welfare(f) Mail and Telephones:Staffing

The Turana Receptionist/Switchboard Operator (Female Assistant) and the Turana Weekend Reliever handles Baltara's mail, i.e. sorts it and places it in the appropriate pigeon hole for collection and attends to all Baltara phone requirements; approximately 1/3 of a day is given to Baltara's requirements.

Mail

As stated above, mail for both Turana and Baltara is delivered to the Turana Telephonist/Receptionist area and is sorted by the telephonist and placed in appropriate pigeon holes for collection by staff from various sections. It was resolved not to have a separate mail delivery to Baltara because of the confusing way much of the correspondence is addressed and the post office would have difficulty in deciding which institution the mail belonged. It is thus better to have it delivered to one point and sorted by one person and this system is quite acceptable to Baltara and works efficiently. Baltara receives its own issue of postage stamps and is charged accordingly.

Telephones

It was accepted that to provide a separate switchboard for Baltara would be very hard to justify by virtue of the cost. Unfortunately at times there are delays with both inward and outward calls through Turana switchboard which may sometimes be avoided. However, this area will be investigated as to whether it might be better to relieve the switchboard operator of other work she undertakes at present, i.e. typing, sorting of mail and other minor clerical jobs. The female Stenographer at Baltara, when available, assists on the switchboard in the absence of the regular operator.

(g) Supplies:Store

All requisitions, accounts and local orders relative to both institutions are raised and processed in the office of the Turana Store. All orders, requisitions and accounts specifically belonging to either institution are accordingly indicated thereon and the costing is thus straightforward.

O.I.C. Store
Turana

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(Note: Baltara prepares its own stationery, printing requisitions and deals with Head Office Stores and Property Section direct in this aspect).

In some cases, however, it is felt that Head Office alters the indicated charging without advising of such and this aspect is to be checked.

Split-charging: Areas - Food, fuels, lighting, laundry requisites, maintenance and repair and other cases as may occur.

If specific charges are not possible then charges are made on the basis of 1/3 cost to Baltara and 2/3 to Turana, this being the current ratio of numbers of children in each institution. This ratio was used for the greater part of last financial year and the estimates for this current financial year have been made on the same basis, thus the ratio of charging will be maintained for the rest of this financial year. However, a discussion regarding estimates etc. is to take place in early February 1973 and the method of charging will be reviewed. It should be noted that Minor Works chargings are made on the same basis.

(h) Turana Auxiliary:

The Turana Auxiliary, which is run by Mr. Jack Downey, has existed for many years and dates back to the time Turana was the only Children's Home for boys and girls from Nursery age upwards and included Reformatories for senior boys and girls.

Apart from the help given from the Turana Auxiliary, neither Turana nor Baltara receive assistance in the way of donations. When donations are received, they are processed through the Turana Account and sent to Head Office to be credited to either the Turana or Baltara Amenities Account.

As has been proved in the past, an Auxiliary with good direction and enthusiasm can achieve a lot for an institution and the Director of Family Welfare raised the point of Baltara having its own auxiliary which would work specifically for Baltara. It was resolved that the matter would need considerable tact applied in view of Mr. Downey's long history of effort to both Centres. However, this should not be allowed to stop Baltara becoming self-sufficient in this aspect, and an initial step will be to arrange a discussion with Mr. Downey to introduce him to the idea of Baltara having its own auxiliary in such a way that he will understand and appreciate this and not feel that his own efforts are being denigrated.

(i) Medical and Dental Surgery:

The Turana Surgery serves both Turana and Baltara. Turana has 2 full-time trained nurses and Baltara has one which is considered to be adequate nursing-sister coverage. A doctor attends half a day, each day, Monday to Friday, to cover both institutions and a dentist attends 9.00 a.m. - 3.30 p.m. Mondays and Tuesdays to serve both centres, although more time can be given during school holidays.

However, whilst this area was not discussed in detail, the matter of unnecessary teeth extractions being made was raised and it was decided that the surgery sister keep an eye on this and bring the matter to attention if she considered such was being done. It was decided to check the efficiency and age of the equipment and if necessary steps could be taken to obtain more modern equipment and for the costs to be borne by the Health Department.

It may be noted that escorts on surgery visits and visits to outside hospitals take a great deal of staff but it is debatable whether anything can be done to improve this.

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Secretary,
Turana
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(j) Turana Psychiatric Clinic:

This Clinic is an extension of the Children's Court Clinic and is reasonably serviced. Although more cover would be desirable it is doubtful whether this could be obtained in the near future. The present system of referral is found to be adequate and is therefore to continue.

(k) Chaplains:

There are three full-time Chaplains - Catholic, Church of England and Protestant - whose salaries are paid by Youth Welfare Division. The Chaplains also serve Winlaton and, in part, Malmsbury and Langi Kal Kal as well as Turana and Baltara. At present it appears that they will need to give more time to Winlaton, therefore reducing their value to Turana and Baltara. Because of this, Baltara may look into the aspect of involving local churches and associated groups in their centre. However, the Superintendent of Turana will shortly be discussing the allocation and most beneficial use of their times with the Chaplains and in this discussion the needs of Baltara will be kept in mind.

Superintendent
Turana(l) General discussion:

The question was raised whether or not Family Welfare might move out of Baltara to another site and release Baltara to Youth Welfare Division. However, on present indications, such a move appears very remote.

It was noted that the Warrawong Section of Baltara is designed as a security unit but has not yet been used as such, and Parkside, a Youth Welfare Section, has been made available to Baltara for use as a security section. At present Turana is giving attention to the best accommodation of its Remand and Recidivist Remand cases and it is felt that it will be able to cope for the present, at least, without having to take the use of Parkside from Baltara.

(m) Staffing:

In all the shared areas discussed above, Turana bears the cost of salaries involved except for two Cooks and one Laundress whose salaries are paid by the Family Welfare Division but who are listed on the Turana staff establishment. Baltara also supplies the part-time services of a domestic for the Turana kitchen.

In the maintenance area the development of a large Reception Centre has increased the pressure on the Turana Artisan staff and therefore, Public Works Department assistance will have to be called for by Baltara. It was resolved that a careful staffing examination would be made in future consultations.

(n) General conclusion:

Generally, it was resolved that the present pattern of the Turana Superintendent being responsible for the service areas would continue.

A conference is to be called in February 1973 to discuss the review of costs and charges and a careful examination of Baltara's Staff Estimates for 1973 will be made in relation to that Centre contributing staff to the increasing load, particular in the Maintenance area and the Store.

A.O., Y.W.D.
A.O., F.W.D.
prior to preparation of staff estimates 1973/74. D.Y.W and D.F.W. to consult prior submission of recommendations re priorities and responsibilities of each Division to provide staff.

Secretary,
Turana