

September 7th 70

LJB:GM

Director Family Welfare DivisionManual of Instructions for "Baltara"
Reception & Classification Centre

Accompanying this letter is a rough draft copy of our proposed Manual of Instructions. While the Social Welfare Act and Regulations do not require that a Manual of Instructions be available in Reception Centres (as in Youth Training Centres) there are obvious advantages in having a Manual, particularly for new staff, as it creates a general frame of reference for internal rules, regulations and procedures.

It is proposed that each section would have a copy which officers would use for reference and would be obliged to read from time to time. In all, about 14 copies would be required with a set circulation list that would facilitate amendments and updating. The pages have not been numbered so that the Manual can be added to modified or updated on a regular basis.

The enclosed copy is only a rough draft and as yet has not been placed on stencils. The initial cost for duplicating 14 copies of the Manual is as follows:-

Stencils - 120 @ \$8.73/100	= \$10.48
Covers - 14 sets @ 0.95¢ ea.	= \$13.30
Paper: (Foolscap duplicating) 150 x 14 = 2500 @ 123/100	= \$ 3.08
	<u>\$26.86 approximately</u>

The cost of maintaining the Manual would of course be minimal.

As far as I am aware this is the first Manual of Instructions to be drawn up in our Division and it is hoped that it may be of value to the Division as a whole, as well as Baltara. It may be for example be of some value to other Divisional Homes contemplating the construction of a manual or developing procedures on specific aspect of management. It may also be of some use as a point of reference for the Minimal Standards Committee.

While nearly all staff have made varying contributions to the compilation of the Manual our Chief Child Care Officer, Mr. Lovell did much of the initial preparation.

It is recommended that we proceed with the initial duplication of about 14 copies of the Manual.

The above is submitted for your consideration and recommendation.

IB
Ivan Beringer
Officer-In-Charge
"BALPARA"

Copy (letter only) to O.I.C. Children's Homes