

All correspondence should be addressed to:

THE UNDER SECRETARY,
DEPARTMENT OF CHILD WELFARE
AND SOCIAL WELFARE,
BOX 18, G.P.O., SYDNEY.

Telephone: FA 9331 (8 Lines).

Telegraphic Address: WONNAI, SYDNEY.

Please ask for Mr. _____



DEPARTMENT OF CHILD WELFARE
AND SOCIAL WELFARE,
CNR. WILLIAM AND YURONG STS.,
SYDNEY.

20th July, 1956.

In your reply please quote P.10459.
St 1895-1

9324

The Secretary,
PUBLIC SERVICE BOARD.

SUBJECT: Provision of relief - Training School for Girls,
Parramatta.

During March, 1956, the Superintendent, Training School for Girls, Parramatta was rostered for recreation leave. During the same period, the Deputy Superintendent, Mr. D. Crawford, was forced to be absent from duty due to illness. Although the Superintendent was relieved by the normal relieving officer, it became necessary that some other member of staff take up temporary duty at the institution in the absence of the Deputy Superintendent on sick leave.

There was no other senior officer with any institution experience available during the period in question, and the most suitable arrangement which could be made was for the transfer of Mr. P.E. Mayhew, Assistant District Officer. While Mr. Mayhew is a relatively recent employee and has not previously relieved in this capacity, he has had considerable training and experience in England and has evinced a particular interest in institution work. In the circumstances, it was considered that a period of relief at Parramatta would enable an assessment to be made of his potentiality in this direction.

For the period from 1st to 25th March, 1956, Mr. Mayhew carried out the duties at Parramatta, working on an average of from 9 a.m. to 9.30 p.m. daily inclusive of two weekends. While it was not practicable for him to assume the total responsibilities of Deputy Superintendent, and he would not therefore be entitled to an allowance under Regulation 10, it is considered that Mr. Mayhew should be recompensed in some way for the duties performed. The Department is of the opinion that this should take the form of an allowance, say at the rate of £100 per annum, for the period involved.

It is therefore recommended that the Board approve the temporary employment of Mr. P.E. Mayhew, Assistant District Officer, at the Training School for Girls Parramatta, during the absence of the Deputy Superintendent on sick leave from 1st to 25th March, 1956, and of his being paid allowance at the rate of £100 per annum during this period.

7-777 4.8.56
(R. H. HICKS)
UNDER SECRETARY.

Date of Birth: 30.5.1920
First apptd: 5.9.1955
Salary: £863 p.a. + £21 p.a.
Dating from: 11.5.1956
Permanent (on probation)
Serial No: 552119
Position Code No: 17103/

deary

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2.

It is therefore recommended that the Board approve the employment of Mr. P. E. Mayhew as Acting District Officer, Grade 11, in an existing vacancy, with salary by way of allowance to the minimum rate for the position, £1094 per annum (£12.16.0 wage base), confirmation of his appointment to be reviewed in December, 1956, in the light of examination results.

(R. H. HICKS)
UNDER SECRETARY

Date of birth: 30.5.1920
First apptd. 5.9.1955
Salary: £863 p.a.w.e. + £21
Dating from. 11.5.1956
Temporary
Serial No.
Position Code no. 17103/

The Public Service Board approves.

deary

R. H. Hicks
Secretary.

DIARY A771 19-8-56
RH

Under Secretary,
Dept. of Child Welfare and
Social Welfare.

3 AUG 1956

2/8/56 P.S.B. approves employment as Acting District Officer, Grade 11, subject to confirmation in December 1956. Date of entry on duty to be advised. P.S.B. paper 56/9323.

Bo. 26.8.56.

RH
13-8-56