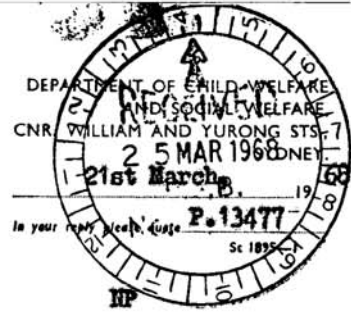


All correspondence should be addressed to:  
THE UNDER SECRETARY,  
BOX 18, G.P.O., SYDNEY, 2001  
Telephone: 31 9331 (8 lines) 31 0244 (8 lines)  
Telegraphic Address: WONNAI, SYDNEY  
Please ask for Mr.



**The Secretary,  
PUBLIC SERVICE BOARD.**

**Appointment as Manager, Institution  
for Girls, Hay - Mr. A.W. Maxwell.  
P.S.B. papers 67/13043.**

On the above papers the Board approved of the transfer of Mr. Maxwell to the position of Acting Manager, Hay, with effect from 26th July, 1967 for a trial period of six months.

Since Mr. Maxwell took up duties in this position he has acquitted himself favourably. There has been no evident deterioration in standards at the Institution which had functioned smoothly and efficiently under Mr. Maxwell's predecessor, PF

He has a sound knowledge of the routines of the Institution and of their basis and has ensured that they are applied by his staff. Staff relationships seem to be soundly based and he has established his position in his own right. It is to Mr. Maxwell's credit that the Institution has functioned smoothly with virtually no disciplinary problems since his appointment. However, it is difficult to assess his ability to deal with a really difficult situation should this arise but the same consideration would apply to anyone similarly placed to Mr. Maxwell. It would be reasonable to expect however, that he would act prudently in any difficult situation as he shows capacity to learn through experience and discussion.

It is considered that Mr. Maxwell's services are such as to warrant his appointment as Manager, Institution for Girls, Hay. If approved, his appointment will affect the seniority of the undermentioned officers:

- |               |                  |               |
|---------------|------------------|---------------|
| Mr. J. Davies | Mr. A. Patterson | Mr. W. Halpin |
| Mr. V. Lecky  | Mr. J. Lewis     | Mr. D. Smith  |

The issues involved have been covered in a previous submission.

It is therefore recommended that the Board approve of the appointment of Mr. A.W. Maxwell to the position of Manager, Institution for Girls, Hay, with salary at the rate of \$3912 + \$265 + \$130 per annum (834.50 wage base) with effect from 26th July, 1967.

(A.C. THOMAS)  
Under Secretary

<u>Date of birth:</u>	12.7.31
<u>First appointed:</u>	31.3.61
<u>Salary:</u>	\$3702 + 210 + 265 + 130 p.a.
<u>Dating from:</u>	26.7.67
<u>Permanent</u>	
<u>Serial No.</u>	6183860