

All correspondence should be addressed to:

THE SUPERINTENDENT

Telephone:

TRAINING SCHOOL FOR GIRLS  
PARRAMATTA.

22nd October, 1962

JH:VC

In your reply please quote MI 6279

The Under Secretary.

SUBJECT: Conduct and Services - Mr. R. W. Ward,  
Deputy Superintendent.

Since my report of 9th March, 1962, Mr. Ward has continued to develop with experience and has proved a competent and reliable officer. He has enthusiastically implemented several projects which have resulted in greatly improved dormitories, growth in self esteem and pride among the inmates. His disciplinary approach continues to be sound and positive and he gains a good response with satisfying results.

Mr. Ward maintains a good standard of dress and his relationships with members of the staff and the outside public are also very satisfactory.

His ready co-operation and capable manner of discharging his responsibilities have been most valuable and no hesitation is experienced in recommending the payment of his increment.

26 OCT 1962

*R. W. Ward*  
Superintendent.

Report of 22nd October, 1962 is referred for information.

Mr. Ward became eligible for payment of an increment to the 2nd year rate, ~~year 5~~ year 5, £2006 per annum (£14.19. 0. wage base) with effect from 29th September, 1962. His conduct and services are satisfactory and no leave without pay has been taken during the relevant incremental period.

SUBMITTED for approval to make the necessary adjustment.

*[Signature]*  
30.10.1962.

*App'd (2006 + 78)*  
*[Signature]*  
31/10  
Inc. Pch no. 394 of 1.11.62