

22nd September, 1961.

The Secretary,
PUBLIC SERVICE BOARD.

Mr R Ward

SUBJECT: Appointment of Staff to Institutions.

As the Board is aware, Mr. W. Gordon is to be retired from the position of Superintendent, Girls' Training School, Parramatta. To replace Mr. Gordon the most capable officer and one already experienced at Parramatta, is Mr. J. Henderson, Deputy Superintendent.

Mr. Henderson was transferred to Parramatta on 25th February, 1961, when the first of the recent disturbances arose. In the months that ensued, he showed himself capable of controlling the situation at Parramatta more effectively than other officers. He now commands the respect of the staff and confidence of the inmates.

He not only brought the situation at Parramatta under control but is now maintaining a stable atmosphere there, with an improved programme. It is essential to the smooth conduct of the Institution that he remain in charge, at least until the new Institution at Thornleigh is in operation. In addition to developing the present satisfactory conditions at Parramatta, Mr. Henderson has several ideas to further improve the training programme and he should be given the opportunity to put these into effect.

It is anticipated that Thornleigh will be ready for occupation within the next 8 to 12 months. At a later stage it is proposed to submit that Mr. Henderson become Superintendent of the Institution at Thornleigh which will cater for girls from Parramatta who show the greatest possibility of response to specialised training. Mr. Henderson will be the officer best equipped to put this into effect.

The number of inmates at Parramatta will then be reduced and its general composition altered, so that many of the administrative difficulties will be alleviated. The position of Superintendent under these new anticipated circumstances has been discussed with Mr. D. Goulton, Superintendent, Berry. Although senior to Mr. Henderson, Mr. Goulton has had very limited experience at Parramatta and does not desire to transfer there at present. It is proposed to recommend, however, that he be given a trial at Parramatta under the new arrangements when Mr. Henderson assumes responsibility for Thornleigh.

Mr. Gordon has been absent on sick leave for some time and will remain on sick leave until 23rd October, 1961. His retirement will not be effective until 22nd February, 1962, the day after expiry of his recreation leave. In the meantime, it is suggested that Mr. Henderson be the Acting Superintendent, Girls' Training School, Parramatta. His ultimate appointment as Superintendent would affect those officers shown on the attached list. Apart from Mr. Goulton, the only officers on this list who have had Institutional experience are, Messrs. Glasson, Murdoch and Nicholls. Mr. Glasson, Principal, Anglewood Special School, has only been employed at this Establishment. Messrs. Murdoch and Nicholls are now Senior District Officers in the Field Division. The Board has directed that Mr. Murdoch should not be employed in an Institution again, and Mr. Nicholls returned to field duties at his own request, because of his aversion to duty at the Parramatta Training School.

If the Board approves the recommendation concerning Mr. Henderson, it will then be necessary for an officer to act at Parramatta as Deputy Superintendent. On P.S.B. papers 61/6961, the Board approved the appointment, for a trial period of six months as Deputy Superintendent, of Messrs. Giles, Rimas and Bradfield. The same approval included the secondment as Deputy Superintendent, Berry, of Mr. R.C. Ward. Mr. Ward is actually senior to the other three officers nominated.

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During his period at Berry he has given a good response, has adapted himself quickly and shown potential for institutional work. Mr. Ward has a good background of field duties and as an Assistant Court Officer. In the last position, he became familiar with the problems of delinquent girls, as they appeared before the Court. This has given him an understanding which would assist him in an institution for girls. At this stage it is felt that he should be given a trial as a Deputy Superintendent and it is proposed, if this is approved, that he be placed at Parramatta.

Mr. Ward's ultimate appointment as a Deputy Superintendent would affect the seniority of officers on the attached list. Of these, only Mr. Linton has indicated his willingness to transfer to an Institution. Mr. Linton is a single officer who was absent for a period during 1949, suffering from tuberculosis, and he still has to report to the Repatriation Department for medical checks at regular intervals. In addition, he has rather an abrupt manner and is not considered suitable for institutional work. It is also desirable that the position of Deputy Superintendent at Parramatta be occupied by a married officer.

To replace Mr. Ward, Mr. S.W. Mitchell, District Officer, is the most suitable officer for secondment as Deputy Superintendent, Berry. Mr. Mitchell is a Grade I District Officer with five years' experience. Previously he was employed in the Department for two years as a Clerk, reaching a graded position prior to his transfer to the Field Division. At present he is Resident District Officer, Dubbo, where he is proving a conscientious and energetic officer who works methodically and displays initiative. He is now interested in institutional work and, with his background of knowledge, training and administration and success as a Resident District Officer, he is considered the most suitable officer for transfer to Berry.

On P.S.B. papers 61/6961 the Board also approved the secondment as Relieving Deputy Superintendent, of Mr. L. Hulyer. Mr. Hulyer has now requested a return to field duties as he feels that he is not suited to the work in an institution for personal reasons.

Mr. J.S. Hines, District Officer, has expressed an interest in work in an institution and is the most suitable officer for secondment in Mr. Hulyer's place. Mr. Hines was appointed as an Acting District Officer from 9th March, 1960, and a District Officer from the 1st December, 1960. He presents a good appearance, is mature and courteous in manner, has shown a keen interest in his work and developed good relationships with his fellow officers and the public. Prior to his transfer to the Field Division, Mr. Hines gained clerical experience in the Department, including a period of relief as Officer-in-Charge of Records.

During the recent disturbances at Parramatta, Mr. Hines was one of the officers who volunteered to give assistance there. In selecting an officer to this position it also had to be borne in mind that there is no residence available for a Relieving Deputy Superintendent at Parramatta. For this reason, it was essential to select an officer who lived a reasonable distance from the Training School.

Reference has already been made on P.S.B. papers 60/16618 and 61/6961 to those officers who have applied for transfer as Relieving Deputy Superintendents. The remarks made previously concerning the officers who have not been selected still stand. The only additional applicants are Clerks and none is Senior to those officers nominated.

As foreshadowed above, a further review of staffing of the various institutions will be necessary next year when the new section of the Training School at Thornleigh is completed. At that stage it will be necessary to review the development of the various officers with a view to recommending further appointments. In the meantime, the proposals made in this submission are considered to be the most desirable for the efficient conduct and organisation of the Institutions at present.

It is therefore recommended that the Board approve of -

- (1) The appointment as Acting Superintendent, Girls' Training School, Parramatta, of Mr. J. Henderson, Deputy Superintendent, with salary at the rate of £2,118 + £215 + £78 (£15.2.0d. wage base), with effect from 24th October, 1961, with review in February, 1962.

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- (2) The appointment as Acting Deputy Superintendent, of Mr. R. Ward, at a salary of £1702 + £256 + £78 p.a. (£15.2.0d. wage base), with effect from the date of entry on duty, with review in February, 1962.
- (3) The secondment as Deputy Superintendent, Berry, of Mr. S. Mitchell at a salary of £1657 + £150 + £78 p.a. (£15.2.0d. wage base), with effect from the date of entry on duty.
- (4) The secondment as Relieving Deputy Superintendent of Mr. J. Hines, at a salary of £1372 + £435 + £78 p.a. (£15.2.0d. wage base), with effect from date of entry on duty.
- (5) The cessation of Mr. Hulyer's secondment and his return to the Field Division, with salary at the rate of £1372 p.a. (£15.20d. wage base).

(SIGNED) A.C. THOMAS

(A.C. THOMAS)
Under Secretary.

	<u>J. HENDERSON</u>	<u>R. WARD.</u>	<u>L. HULYER.</u>
<u>Date of Birth:</u>	19.8.22	21.2.29	7.6.20
<u>First apptd.:</u>	27.6.51	16.4.51	24.2.59
<u>Salary:</u>	<u>£2012 + £106 + £78</u>	£1702 + £105 + £78	£1372 + £435 + £78.
<u>Dating from:</u>	11.8.61	11.8.61	11.8.61
	Permanent	Permanent	Permanent
<u>Serial No.:</u>	512126	511769	591340
	<u>S. MITCHELL</u>	<u>J. HINES.</u>	
	17.7.26	24.7.34	
	28.6.54	1.12.49 (This Department 24.6.58)	
	£1657 + £150	£1372	
	11.8.61	11.8.61	
	Permanent	Permanent	
	541988	491744	

MR. J. HENDERSON

Connolly, T.J.
 Glasson, J.R.
 Davies, Miss D.L.
 Murden, R.R.F.
 McCartney, H.S.
 Vidler, T.H.
 Little, D.F.
 Seddon, C.D.
 Coulton, D.
 Johnston, R.
 Murdoch, A.T.
 Doyle, J.P.
 Glass, R.
 Henderson, A.
 Clarke, E.R.
 Swanson, J.
 Hayton, G.
 Llewelyn, A.
 Nicholls, S.
 Fallon, P.
 McDonnell, J.P.

MR. R. WARD.

Mearns, D.
 Bernie, C.A.K.
 Pearson, W.
 Sheahan, H.A.
 Bestman, H.
 Ward, B.B.
 Phillips, A.C.
 Wasson, T.J.
 Beaumont, A.
 Nolan, R.J.
 Cleaver, G.W.
 Davison, W.A.
 Frewin, H.I.
 Lancaster, W.
 Walker, C.J.
 Scott, A.E.
 Sutherland, B.P.
 McIntyre, W.R.
 Hay, D.G.
 Corkery, Miss E.
 Gilligan, Miss M.
 Wicks, W.L.
 Hinton, J.J.
 Frost, J.D.
 Stokes, A.R.
 Richardson, A.
 Irons, W.J.
 Linton, W.M.
 Francis, B.T.
 Robinson, W.
 Checkley, W.
 Bowden, E.G.
 Horton, J.
 Jarvis, D.R.
 O'Riordan, P.
 Dalziell, D.R.
 White, Miss M.
 Byrne, P.J.
 Nivison-Smith, K.A.
 Holden, M.C.
 Miller, W.P.
 Vaughan, Miss B.
 Tarrant, Mrs. M.
 Etherton, E.J.
 Ford, E.H.P.
 O'Connor, J.P.
 Ezzy, H.C.
 Ford, G.M.
 Foulkes, D.J.
 Sherwood, C.
 Dorman, H.C.
 Cooper, C.W.
 Sneddon, I.G.
 Cavanagh, J.