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[1962

SOCIAL WELFARE ACT 1960.

*At the Executive Council Chamber, Melbourne, the
thirty-first day of July, 1962.*

PRESENT:

His Excellency the Lieutenant-Governor of Victoria.

Mr. Petty

Mr. Turnbull.

REGULATIONS.

PURSUANT to the powers conferred by section 54 of the *Social Welfare Act 1960*, section 77 of the *Children's Welfare Act 1958*, section 49 of the *Goals Act 1958*, and section 542 of the *Crimes Act 1958*, and all other powers him thereunto enabling, His Excellency the Lieutenant-Governor of the State of Victoria, in the Commonwealth of Australia, by and with the advice of the Executive Council of the said State, hereby makes the following Regulations:—

CITATION AND COMMENCEMENT.

1. These Regulations may be cited as the *Social Welfare Regulations 1962*, and shall come into operation on the first day of August, One thousand nine hundred and sixty-two.

INTERPRETATION.

2. In these Regulations, unless inconsistent with the context or subject-matter—

“The Act” means the *Social Welfare Act 1960*.

“The Branch” or “the Department” means the Social Welfare Branch of the Chief Secretary's Department.

“Director-General” means the Director-General of Social Welfare.

NOTE.—The *Social Welfare Act 1960* provides:—

Section 4 (4) (a) The Director-General may with the approval of the Minister assign in writing to any Director or senior officer of the Branch any of the statutory functions and duties of the Director-General either generally or in any particular case and may in writing revoke any such assignment.

(b) All acts, matters and things done or performed by any Director or officer pursuant to any such assignment shall for all purposes have the same force and effect as if done or performed by the Director-General.

(c) Notwithstanding the making of any such assignment the Director-General may himself exercise or perform any functions or duties so assigned.

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REVOCATIONS.

3. Regulations heretofore made by the Governor in Council under the *Children's Welfare Act* 1958 and the *Gaols Act* 1958 and section 542 of the *Crimes Act* are hereby revoked.

4. These Regulations apply to all persons employed in and to all persons under the control of the respective divisions of the Social Welfare Branch of the Chief Secretary's Department.

5. These Regulations are divided into divisions as follows:—

- Division I.—Family Welfare Division.
- Division II.—Youth Welfare Division.
- Division III.—Prisons Division.
- Division IV.—Research and Statistics Division.
- Division V.—Training Division.
- Division VI.—Probation and Parole Division.
- Division VII.—Miscellaneous Division.

DIVISION I.—FAMILY WELFARE DIVISION.

1. This Division is divided into parts as follows:—

- Part I.—Interpretation and Application.
- Part II.—Honorary Welfare Officers.
- Part III.—Family Welfare Advisory Council.
- Part IV.—Established Reception Centres, Children's Homes and Schools.
- Part V.—Approved Children's Homes, Schools and Hostels.
- Part VI.—Foster Care of Wards.
- Part VII.—Allowances for Children in Necessitous Circumstances.

PART I.—INTERPRETATION AND APPLICATION.

2. In this Division—

- “Director of Family Welfare” means the person appointed to administer the Family Welfare Division subject to the control and direction of the Director-General.
- “Approved” in relation to a children's home, a school or hostel, means a home, school or hostel declared by the Minister as approved for the purposes of section 14 of the *Children's Welfare Act* 1958 or any corresponding previous enactment.
- “Established” in relation to a reception centre, children's home, school or hostel means a centre, home or hostel established pursuant to section 12 of the *Children's Welfare Act* 1958 or any corresponding previous enactment, or section 7 (3) of the *Social Welfare Act* 1960.
- “Foster Mother” means a person with whom a ward is boarded out pursuant to section 25 (e) of the *Children's Welfare Act* 1958 or any corresponding previous enactment.
- “Officer in charge” in relation to an established reception centre, children's home, school or hostel includes the Superintendent, Manager, Matron, Cottage Mother or other person for the time being in charge of such centre, home, school or hostel.
- “Person in charge” in relation to an approved children's home, school or hostel includes the Superintendent, Manager, Matron, Cottage Mother or other person for the time being in charge of such home, school or hostel.

3. These Regulations apply to all persons employed in and all persons under the control of the Family Welfare Division.

PART II.—HONORARY WELFARE OFFICERS.

4. Each honorary welfare officer appointed by the Minister shall confine his or her activities to the district specified in the instrument of appointment and to the cases assigned to him or her from time to time by the Director-General.

5. In relation to children or young persons dealt with pursuant to section 25, sub-sections (e), (f) and (g) of the *Children's Welfare Act* 1958, the duties of an honorary welfare officer shall be to maintain, by home visitations

and otherwise, such personal contact with the children or young persons and their custodians as is necessary to determine that the welfare and progress of the children and young persons are adequately safeguarded, and to advise the Director-General from time to time as to the suitability or otherwise of the placements.

6. In relation to children or young persons in respect of whom assistance is granted pursuant to Part V. of the *Children's Welfare Act* 1958, the duties of an honorary welfare officer shall be to maintain contact with the homes and children concerned, to ascertain that the assistance provided is being expended for the benefit of the children or young persons and to report to the Director-General any instance where it is considered that circumstances have arisen which would justify termination of or variation in the assistance provided or where by reason of the habits or misconduct of any person living therein, the welfare of the children or young persons assisted might be adversely affected.

7. The Director-General may at any time withdraw the assignment of any case and upon notification in writing of such withdrawal, the honorary welfare officer shall forthwith cease to exercise his or her duties in relation to such case.

8. An authority card bearing the signature of the Director-General shall be issued to each honorary welfare officer on appointment.

9. Without prejudice to the generality of any provision in the *Children's Welfare Act* 1958, or in these Regulations, the powers and authorities of the Director-General or of any other officer duly authorized in that behalf shall extend to the furnishing to an honorary welfare officer of such information with respect to children or young persons or assisted children as may be necessary to enable the honorary welfare officer to perform the duties imposed on him or her by the *Children's Welfare Act* 1958, and these Regulations.

10. Any information coming to the knowledge of an honorary welfare officer in the course of his or her duties in relation to any child, young person or assisted child or in relation to the custodian thereof, shall be treated as strictly confidential as between the honorary welfare officer and the Director-General.

11. Honorary welfare officers shall be reimbursed by the Director-General in respect of any reasonable out-of-pocket expenses incurred by them in the performance of their duties.

PART III.—FAMILY WELFARE ADVISORY COUNCIL.

12. Subject to the *Children's Welfare Act* 1958 and these Regulations and any directions of the Minister, the Family Welfare Advisory Council may regulate its own proceedings.

13. The Council shall furnish annually to the Minister a report of its activities.

14. The Council shall meet not less than ten times in each year.

15. Meetings shall be convened by the Chairman and every member of the Council shall be given at least three days' notice of each meeting.

16. The Council shall have power to grant leave of absence to a member for not more than three meetings per year and extended leave of absence to a member may, on the recommendation of the Council, be granted by the Minister.

17. (1) The Chairman of the Council shall be entitled to an annual fee of Two hundred and fifty pounds.

(2) Every member of the Council, including the Chairman, shall be entitled to an attendance fee of Two pounds two shillings in respect of each meeting attended.

18. For the purposes of the foregoing regulation, a meeting shall be defined as—

(a) a duly convened meeting of the members at the board room of the Council; or

(b) an occasion for the purpose of inspection of a children's home, school or hostel established or approved under the *Children's Welfare Act* 1958 or for any other business of the Council which cannot be transacted at its board room and which inspection or transaction of business was by resolution agreed to at a previous duly convened meeting of the Council.

19. Suitable board room accommodation for meetings of the Council shall be provided by the Director-General. The official address of the Council shall be care of the Family Welfare Division, Social Welfare Department, Melbourne.

20. Where the Council is engaged on matters referred to in Regulation 18 above, the following conditions shall apply in relation to transport, travelling and personal expenses:—

- (a) transport shall, on requisition by the Chairman, be as arranged by the Director-General;
- (b) the Director-General may, where he considers it expedient to do so, and on the recommendation of the Chairman, approve of the use by a member of his own car, in which event such member may claim car allowance at a mileage rate not in excess of that provided in Part VI. of the Regulations under the *Public Service Act* 1958, as in force at the commencement of these Regulations;
- (c) personal expenses actually incurred shall, as far as the circumstances will allow, be reimbursed to members in accordance with the provisions of Part VI. of the Regulations under the *Public Service Act* 1958, as in force at the commencement of these Regulations; but such reimbursement shall in no case exceed the scale specified in such Part for permanent heads.

21. The Secretary of the Council shall record the minutes of all meetings of the Council and generally, under the direction of the Chairman, perform the secretarial work of the Council.

22. Any advice or report agreed to by the Council in the exercise of its functions under section 10 (10) of the *Children's Welfare Act* 1958, shall be communicated in writing forthwith, to the Minister by the Chairman.

23. In the absence of the Chairman from any meeting as defined in Regulation 18 above, the members present shall elect from their number an acting chairman for the purposes of that meeting.

PART IV.—ESTABLISHED RECEPTION CENTRES CHILDREN'S HOMES, SCHOOLS AND HOSTELS.

24. The officer in charge of every reception centre children's home, school or hostel, established under the *Children's Welfare Act* 1958, shall be responsible to the Director-General for the effective management, control and supervision of such centre, home, school or hostel.

25. All officers and employees on the staff of an established reception centre, children's home, school or hostel, shall conform strictly to such local rules and instructions as may be issued from time to time by the officer in charge, and shall regard as strictly confidential any information coming to their knowledge in the course of their duties concerning any inmate therein, or the circumstances associated with the admission thereto of any inmate.

26. A Minister of Religion shall have the right of entry to an established reception centre, children's home or school at all reasonable hours for the purpose of the spiritual welfare and pastoral care of inmates.

27. The officer in charge of each centre, home, school or hostel, shall ensure that, as far as is practicable, all inmates are afforded religious training and instructions compatible with the denomination to which they belong, and for this purpose may permit inmates to attend adjacent churches or Sunday schools.

28. Subject to the prior approval of the Director-General, Ministers of the Protestant, Roman Catholic and Jewish denominations, may conduct group devotional services or Sunday schools within a centre home or school for those of the inmates who do not attend such services elsewhere.

29. The Director-General shall determine regular visiting days and the times during which relatives and friends may visit any inmate of a reception centre, children's home or school.

30. No person shall be permitted to visit an inmate of a centre home or school without the authority of the Director-General who may give such authority, subject to such special or general conditions as he thinks fit.

31. The officer in charge of any centre, home or school, if of opinion that any person so authorized to visit is under the influence of liquor or is otherwise behaving or likely to behave in such a manner as to be detrimental to the inmate concerned, may refuse such person permission to enter the precincts of such centre, home or school.

32. If any visitor commits a breach of the conditions under which authority to visit has been granted, such authority shall be immediately revoked and such visitor shall be directed to leave the centre, home or school forthwith.

33. The officer in charge of every reception centre, children's home or school shall maintain in respect to the inmates thereof a register of those who have been admitted to the care of the Social Welfare Branch. Such register shall be in such form and provide for the recording of such information as the Director-General determines and no person shall be given access thereto except with the authority of the Director-General.

34. The standard outfit to be possessed by a ward on transfer from a reception centre, children's home or school to a foster home, approved children's home, approved school, hostel or employment, or to the custody of a private person other than the ward's own parents, shall be in accordance with the scale set forth in the Ninth Schedule to Division I. of these Regulations. Additions to or replacements of articles already possessed by a ward as are necessary to conform to such scale shall be issued from departmental stocks.

35. The Director-General may approve of expenditure in any individual case for the purpose of assisting custodians in the purchase of such additional items of clothing not specified in the Ninth Schedule to Division I. of these Regulations as in his opinion are necessary to complete the recognized school uniform of any ward attending a secondary school.

36. (a) For the purpose of maintaining discipline, officers of established children's homes, reception centres, schools or hostels shall exercise the utmost restraint, patience and understanding in the control and supervision of children and young persons under their care.

(b) Initially, correction shall be by way of explanation and encouragement.

(c) The Director-General may authorize the Superintendent or Matron of an established children's home, reception centre, school or hostel (and upon application, pursuant to Regulation 48, the Superintendent or Matron of an approved children's home, approved school or approved hostel) to use such of the following disciplinary measures as he determines, within the meaning of this Regulation, for the preservation of discipline:—

(i) fatigue duties;

(ii) deprivation of privileges;

(iii) subject to the provisions of Regulation 38 hereafter, corporal punishment.

(d) Temporary isolation shall not be imposed upon any inmate of an established children's home, reception centre, school or hostel, provided that sending an inmate to his or her own room under supervision for a period not exceeding two hours shall not be regarded as temporary isolation for the purpose of this sub-section.

37. Corporal punishment as a corrective measure shall be authorized only to meet major acts of misconduct or repeated insubordination. Every instance of behaviour considered to require such correction shall be reported by the officer or officers observing same to the Superintendent or Matron who, after interviewing the inmate concerned and being satisfied that medical, psychological or psychiatric advice would not be more appropriate and that in the interests of discipline generally immediate action is necessary, shall order the nature and extent of the corrective measures to be adopted.

38. (a) Corporal punishment shall not be imposed on girls, or on boys under the age of ten years.

(b) Corporal punishment shall not exceed six strokes on the hand or breech with a leather strap of a length, width and texture approved by the Director-General, and shall only be administered in private by an officer detailed by the Superintendent or Matron, and in the presence of another officer acting as witness.

(c) Smacking with the open hand the hand or breech of a child shall not be regarded as corporal punishment within the meaning of this Regulation.

(d) Boxing of the ears and other forms of physical punishment other than those provided under this Act and the general rules of law are prohibited.

39. (a) A Correction Book shall be maintained by the Superintendent or Matron of each established children's home, reception centre or school, and in every case where corporal punishment is ordered pursuant to this Regulation the name of the inmate concerned shall be entered therein, together with the particulars of the misbehaviour, the nature and extent of the corrective measures ordered, the signature of the Superintendent or Matron, as the case may be, the signature of the officer administering same and the witnessing officer. This book shall be examined and noted by the Director-General or other Senior Officer deputed by him at intervals not exceeding six months.

(b) For the purpose of this Regulation, the terms Superintendent or Matron shall be taken to include Officer in Charge, and any officer relieving in any one of such capacities.

PART V.—APPROVED CHILDREN'S HOMES, SCHOOLS AND HOSTELS.

40. Application to have an existing or future orphanage, children's home, school, hostel or such like establishment declared as approved pursuant to section 14 of the *Children's Welfare Act 1958* shall be in the form contained in the First Schedule to Division I. of the Regulations or to the like effect.

41. On receipt of such an application the Director-General shall cause such inquiries to be made in relation thereto as he thinks necessary and shall submit the application to the Minister with appropriate comment.

42. The Minister may, by endorsement on the application, declare the establishment concerned to be an approved children's home, school or hostel, as the case may be, and as soon as practicable thereafter notice of such declaration shall be published in the *Government Gazette*.

43. The Director-General shall maintain a register of all establishments so declared by the Minister as approved Children's homes, schools and hostels.

44. At any time after the declaration by the Minister of any place as an approved children's home, school or hostel, the Director-General may cause an examination to be made for the purpose of determining—

- (a) the nature and suitability of the sleeping, dining, recreational, educational and other facilities provided for the inmates;
- (b) the adequacy or otherwise of the bathroom, kitchen, laundry and other domestic provisions;
- (c) the staff arrangements, including the qualifications and suitability, the duties, hours of duty and conditions of employment of each employee;
- (d) the method in operation for the provision of medical and dental attention;
- (e) the procedure adopted for the correction of misbehaviour on the part of the inmates;
- (f) in respect to a children's home, the extent to which inmates are required to perform day to day duties in the establishment, as distinct from any temporary tasks which could be regarded as of a training or disciplinary nature;
- (g) in respect to a school, the methods of training, education and general rehabilitation employed;
- (h) generally, the methods of organization and management operating in any approved children's home, school or hostel, and the adequacy or otherwise of the provisions existing for the care and welfare of the inmates.

45. On the completion of such examination the Director-General may report the result thereof to the Minister with any comment or recommendation considered appropriate, and the Minister may, if he considers such a course necessary, refer the Director-General's report and recommendation to the Family Welfare Advisory Council for its consideration.

46. The person in charge of every approved children's home, approved school or hostel shall maintain a register of all children and young persons admitted thereto, except that where so desired by any such person in charge such records relating to non-wards may be kept in a separate register. Such register shall be in such form and provide for the recording of such information as the Director-General determines.

47. Where a ward is transferred from an approved children's home or approved school to one or other of the locations referred to in the Ninth Schedule to Division I. of these Regulations the person in charge of that home or school from which he is proceeding shall ensure that he possesses an outfit not less than that set out in the applicable scale in such Schedule. Provided that where a ward is proceeding to an approved hostel, the Director-General may authorize payment by the Department towards the cost of providing such ward with any extra clothing items considered essential therefor.

48. (a) Correction for acts of misbehaviour in approved children's homes and approved schools or hostels, with respect to both wards and non-wards, shall be restricted to fatigue duties and/or deprivation of privileges.

(b) Subject to the approval of an application to the Director-General by the Superintendent or Matron for permission therefor, to corporal punishment in accordance with the principles and conditions prescribed in Regulations 36-39.

(c) Temporary isolation shall not be imposed upon any inmate of an approved children's home, school or hostel, provided that sending an inmate to his or her own room under supervision for a period not exceeding two hours shall not be regarded as temporary isolation for the purpose of this sub-section.

49. The person in charge of every approved children's home, approved school or hostel shall notify the Director-General immediately in the event of any serious illness of or accident to or death of any ward whilst an inmate thereof. In the event of death the officer in charge of the nearest police station shall also be notified forthwith.

50. A ward shall not be permitted to leave an approved children's home or approved school or approved hostel for more than 72 hours without the approval of the Director-General. In the event of a ward absconding, the officer in charge of the nearest police station and the Director-General shall be advised forthwith.

51. The person in charge of every approved children's home, approved school or hostel shall furnish each week to the Director-General a return showing the names, dates of birth and dates of admission or discharge of wards admitted thereto or discharged therefrom during the seven days up to and including the Saturday of the preceding week.

52. A record shall be kept by the person in charge of every approved children's home or approved school of the names and addresses of persons visiting all children and young persons and the dates of such visits. Where so desired by any such person in charge such record relating to non-wards may be kept in a separate register.

PART VI.—FOSTER CARE OF WARDS.

53. Every person desiring to accept a ward on boarding-out conditions shall make application to the Director-General in the form contained in the Tenth Schedule to Division I. of these Regulations, or to the like effect, and the Director-General shall make any necessary investigations as to the suitability of the applicants.

54. Every person accepting a ward on boarding-out conditions shall sign an undertaking in the form of the Eleventh Schedule to Division I. of these Regulations.

55. In addition to the conditions specified in the form of the undertaking the Director-General may insert such other conditions as he considers necessary to meet the circumstances of any particular case.

56. Every person accepting a ward on boarding-out conditions shall notify the Director-General immediately of any change of address.

57. A ward on being boarded-out shall not leave the custody of the person with whom the ward is placed without the approval of the Director-General.

58. Maintenance payments for a ward boarded-out may be continued, at the discretion of the Director-General, for the whole or part of any period the ward may be in hospital.

59. When a ward already boarded-out attains the age at which school attendance ceases to be compulsory the Director-General shall determine the matter of the continuance at school or otherwise of such ward, and in cases where any such ward has ability to benefit from further education, shall have power to direct the continuance of the boarding-out rate of payment for his maintenance.

60. When the earnings of a ward who is placed pursuant to section 25 (g) of the *Children's Welfare Act* 1958 are in the opinion of the Director-General insufficient to enable such ward to be self-supporting he may direct that a subsidy be paid to the custodian during such period as the ward's earnings are insufficient to fully maintain the ward.

PART VII.—ALLOWANCES FOR CHILDREN IN NECESSITOUS CIRCUMSTANCES.

61. (a) Every application by a parent to the Director-General that a weekly sum be paid to him or her towards the maintenance of any child shall be in the form contained in the Thirteenth Schedule to Division I. of these Regulations, or to the like effect.

(b) Every application by any other person to the Director-General that a weekly sum be paid to him or her towards the maintenance of any child shall be in the form contained in the Fourteenth Schedule to Division I. of these Regulations, or to the like effect.

62. Every parent in receipt of a weekly sum towards the maintenance of any child shall when required so to do by the Director-General furnish him with a statement, in writing, in the form contained in the Fifteenth Schedule to Division I. of these Regulations, or to the like effect.

63. Every parent or other person in receipt of a weekly sum towards the maintenance of any child shall permit his or her home and such child to be visited from time to time by any person authorized by the Director-General.

64. Every parent or other person in receipt of a weekly sum towards the maintenance of any child shall report forthwith to the Director-General—

- (a) every change in his or her address;
- (b) the date upon which, and circumstances under which, any child for whom he or she receives any such sum leaves his or her custody, and the arrangements made for the care of such child;
- (c) any information which has become known to him or to her relating to the movements or whereabouts of the father of any child if the aforesaid weekly sum has been granted on the ground of the desertion of such father;
- (d) any increase in the weekly income, earnings or assets of the father or mother of any child for whom such sum has been granted;
- (e) the date of discharge from gaol, mental or other hospital, or from any other institution of the father of any child if the aforesaid weekly sum has been granted for such child on the ground of the admission thereto of such father;
- (f) the date and particulars of any marriage contracted by the mother of any child subsequent to the granting of any such sum for such child.

FORMS.

65. The forms set out in the Schedules to these Regulations or forms to the like effect shall be the forms to be used where appropriate for the purposes of the *Children's Welfare Act 1958* and (where so specified) of the *Children's Court Act 1958* or the *Crimes Act 1958*.

DIVISION I.—FIRST SCHEDULE.

Children's Welfare Act 1958 (Section 14).

APPLICATION FOR DECLARATION OF AN ESTABLISHMENT AS AN APPROVED CHILDREN'S HOME, SCHOOL OR HOSTEL.

PARTICULARS OF ESTABLISHMENT.

Name of Establishment.	Address.	Name of Controlling Organization.	Executive Officer Controlling Organization.	Name of Person in Charge.

Application should be made by the Executive Officer or the person in charge named above.

To the Director-General,
Social Welfare Branch.

I, _____ hereby make application that the above-named establishment be declared by the Minister as an approved children's home) ~~Strike out~~ approved school ~~which is~~ approved hostel ~~inapplicable.~~ for the purposes of section 14 of the *Children's Welfare Act 1958*.

I furnish hereunder the additional information required.

Date

Signature

Executive Officer.
Person in Charge.

INFORMATION REQUIRED.

Inmates at Date of this Application.

—	Babies.	Toddlers.	Pre-school Age.	School Age.	Over School Age.	In Outside Employment.	Total.
Boys							
Girls							

Number of wards of the Department

Number of non-wards

Total bed accommodation

Particulars of staff—

	Nursing.	Teaching.	Attendant.	Domestic.	Artisan.
Male					
Female					

Details of present arrangements for medical and dental attention and supply of medicines.

What educational facilities are available—

- Pre-school
- Primary
- Secondary
- Technical

DIVISION I.—SECOND SCHEDULE.
Children's Welfare Act 1958 (Section 17).
Children's Court Act 1958.
 PROTECTION APPLICATION.

Applicant to send this portion immediately to the Clerk of the Children's Court named herein.

In the Children's Court }
 at }
 in the } Bailiwick. }

I, _____ of _____ in Victoria, a _____ having this day apprehended (1) _____ a _____ boy aged _____ years, for that he (2) _____ a _____ girl aged _____ years, for that she (2) _____ hereby apply to the Children's Court at _____ on the _____ day of _____, 19 _____, at _____ o'clock in the _____ fore after noon, that the (3) Full name of child. said (3) _____ be deemed to be a _____ child young person in need of care and protection.

Dated at _____ this _____ day of _____, 19 _____.

Applicant.

Member of Police Force at _____ or person authorized under section 17 (1) of the *Children's Welfare Act 1958*.

ORDER FOR SAFE CUSTODY.

This portion to be retained at Reception Centre.

A Protection Application having been made this day by _____ in respect of (4) _____ a _____ boy _____ a _____ girl aged _____ years, I do hereby order that the within-named child be kept in safe custody at _____ in Victoria until the hearing of the said application at the Children's Court at _____ on the _____ day of _____, 19 _____, at _____ o'clock in the _____ fore after noon.

Dated at _____ this _____ day of _____, 19 _____.

Justice of the Peace.

Ball allowed in the sum of £ _____ with one surety of £ _____

DIVISION I.—THIRD SCHEDULE.

Children's Welfare Act 1958 and Children's Court Act 1958.

ORDER TO ADMIT TO THE CARE OF THE SOCIAL WELFARE BRANCH.

In the Children's Court }
 at }
 in the } Bailiwick. }

Whereas upon the hearing this day of a protection application made by _____ of _____ in Victoria (1) _____ of (2) _____ in Victoria, a (3) _____ who was born at _____ in the State of _____ on the _____ day (2) Address. of _____ 19 _____, and whose religion is _____ (3) Boy or girl. is proved to the satisfaction of the above Court to be a _____ child _____ young person (4) State applicable paragraph of section 16 of C.W. Act. in need of care and protection for that (4) _____

The Court orders that the said _____ be admitted to the care of the Social Welfare Branch.

(5) Name of parent. And the Court further orders that (5) _____ of the _____ of the said _____ pay the sum of _____ shillings and _____ pence every week for or towards the maintenance of the said _____ the first payment to be made on _____ day next: and such payments are to be made to the Director-General of Social Welfare.

Dated at _____ in Victoria, the _____ day of _____ 19 _____.

Stipendiary Special Magistrate.
 Stipendiary Magistrate.
 Special Magistrate.
 Justices of the Peace.

DIVISION I.—FOURTH SCHEDULE.

Children's Court Act 1958.

Children's Welfare Act 1958.

ORDER TO ADMIT A CHILD UNDER THE AGE OF FOURTEEN YEARS CONVICTED OF AN OFFENCE TO THE CARE OF THE SOCIAL WELFARE BRANCH.

In the Children's Court
at
in the

Balliwick.

Whereas it has this day been proved to the satisfaction of the above

(1) Name. Court that (1) of (2)
(2) Address. in Victoria, a (3) who was born on
(3) Insert boy the day of 19
or girl. at in the State of
(4) Particulars and whose religion is did (4)
of offence or
offences. The Court orders that the said
be admitted to the care of the Social Welfare Branch.

(5) Name of parent. And the Court further orders that (5)
of
the of the said
pay the sum of shillings pence
every week for or towards the maintenance of the said
the first payment to be made on day next:
and such payments are to be made to the Director-General of Social
Welfare.

Dated at in Victoria, the day
of 19

Stipendiary Special Magistrate.
Stipendiary Magistrate.
Special Magistrate.
Justices of the Peace.

DIVISION I.—FIFTH SCHEDULE.

Children's Welfare Act 1958.

APPLICATION UNDER SECTION 19.

In the Children's Court
at
in the

Balliwick.

Name of I,
custodian. of in Victoria
being the person having the custody of a
Full name of boy aged years who was born on
child. girl at
day of 19, at
in the State of hereby make application
to the Children's Court at on the
day of 19, at o'clock

Name of in the fore noon, to have the said
child. after deemed to be uncontrollable and admitted to the care of the Social Welfare
Branch.

Dated at this day of
19

Signature of Custodian.

DIVISION I.—SIXTH SCHEDULE.

Children's Welfare Act 1958 (Section 19).

ORDER TO ADMIT AN UNCONTROLLABLE CHILD OR YOUNG PERSON TO THE CARE OF THE SOCIAL WELFARE BRANCH.

In the Children's Court
at
in the

Balliwick.

Whereas upon the hearing of an application by

of in Victoria it has this day been proved to the satisfaction of the above
Court that (1) of (2)
(1) Name of child or young person. in Victoria, born on the day of 19, at
(2) Address. and whose religion is
is an uncontrollable child young person.

The Court orders that the said
be admitted to the care of the Social Welfare Branch.

(3) Name of parent. And the Court further orders that (3)
of the said the pay the
sum of shillings and pence every
week for or towards the maintenance of the said
the first payment to be made on day next; and such
payments are to be made to the Director-General of Social Welfare.

Dated at in the State of Victoria, the
day of 19

Stipendiary Special Magistrate.
Stipendiary Magistrate.
Special Magistrate.
Justices of the Peace.

DIVISION I.—SEVENTH SCHEDULE.

Children's Welfare Act 1958 (Section 20 (1)).

APPLICATION TO HAVE A CHILD ADMITTED TO THE CARE OF THE SOCIAL WELFARE BRANCH.

To the Director-General,
Social Welfare Branch.

I, _____ of _____
in the State of Victoria, having the care and custody of the child hereinafter named, hereby apply to have such child admitted to the care of the Social Welfare Branch on the grounds that the child is without sufficient means of support and that there are no available legal proceedings that can be taken to obtain sufficient means of support for such child.

Full name of child

Date of Birth

Place of Birth

Religion

I furnish the following information in support of this application.

Signature of applicant.
Relationship, if any, to child.

Date _____

INFORMATION.

*In Relation to Father.**In Relation to Mother.*

Full Name

Full Name

Occupation

Occupation

Religion

Religion

If living—

If living—

(a) What is his present address or last known place of abode?

(a) What is her present address or last known place of abode?

(b) To what extent is he supporting the child?

(b) Whether single, married, divorced or widow. (State which.)

(c) If a deserter—

(c) To what extent is she supporting the child?

(1) When and where did desertion take place?

(d) What is her present weekly income and source thereof?

(2) Have maintenance proceedings been taken against him?

(e) Does she possess any assets such as money, property, investments, live stock, vehicles, plant or other items of value? If so, give details.

If so, when, where and with what result?

(d) What is his present weekly income and source thereof?

(f) Has she any interest as a beneficiary in any estate? If so, give details.

(e) Does he possess any assets such as money, property, investments, live stock, vehicles, plant or other items of value? If so, give details.

(f) Has he any interest as a beneficiary in any estate? If so, give details.

If father deceased—

If mother deceased—

(a) What was the date and place of death?

(a) What was the date and place of death?

(b) Was he possessed of any real or personal estate at date of death? If so, who is the executor or administrator thereof?

(b) Was she possessed of any real or personal estate at date of death? If so, who is the executor or administrator thereof?

Is the inability of either parent to support the child due to incapacity or death in circumstances which permit of a claim for workers' compensation or damages? If so, has such claim been made and by whom?

Is any pension or similar benefit other than child endowment payable with respect to the child? If so, state source and to whom paid.

Is the child entitled to any benefit, now or in the future, as a beneficiary in an estate, trust fund or the like?

Has the child a credit in any bank account? If so, state bank and amount thereof.

If applicant is not a parent—

(a) When and under what circumstances was care and custody of the child accepted or obtained?

(b) Is it desired to retain custody?

DECLARATION.

I, _____ the applicant herein do hereby declare that the information furnished by me in this application is true and correct in every particular.

Signature of Applicant.

Declared at _____
day of _____

_____ in the State of Victoria the
19 _____

*Before me

†

* The declaration may be made before any of the following persons resident in Victoria:—A Stipendiary or Special Magistrate; a Justice of the Peace; a Commissioner for taking Declarations and Affidavits; a Member of the Parliament of Victoria or of the Parliament of the Commonwealth; a Head Teacher of a State School; a Member of the Police Force; a Clerk of Petty Sessions; a Railway Stationmaster; a Councillor or the City Clerk, Town Clerk, or Secretary of any City, Town, Borough or Shire; a Barrister or Solicitor; a legally qualified Medical Practitioner; a Bank Manager; a Minister of Religion authorized to celebrate marriages; a Postmaster or Postmistress; an officer of the Social Welfare Branch; or a qualified Social Worker.

† The person before whom this declaration is made to sign here and add the title by which he takes this declaration, such as "Stipendiary Magistrate".

DIVISION I.—EIGHTH SCHEDULE.

Children's Welfare Act 1958 (Section 20 (10)).

APPLICATION TO HAVE AN INMATE OF A CHILDREN'S HOME ADMITTED TO THE CARE OF THE SOCIAL WELFARE BRANCH.

To the Director-General,
Social Welfare Branch.

I, _____ being the person in charge of the Children's Home, known as _____ situated at _____ hereby make application that the child hereinafter named be admitted to the care of the Social Welfare Branch. The grounds of application are that on _____ an agreement in writing was entered into by _____ of _____ to contribute _____ per week towards the maintenance of the said child, and the said payments are in arrears for a period of or periods aggregating not less than six months.

CHILD REFERRED TO.

Full Name.	Date of Birth.	Sex.	Religion.	Date admitted to Home.

I attach the agreement referred to and furnish hereunder the additional information required.

Signature

Person in Charge.

Date

ADDITIONAL INFORMATION.

	Full Name.	Occupation.	Address.	Religion.
Particulars of Parents {	Father			
	Mother			
Full name and address of person placing child (if not a parent).				
Reason for child's placement.				
Particulars of agreement to pay towards the child's maintenance and of the period or periods of arrears aggregating not less than six months.				
What action, legal or otherwise, has been taken to require payment and with what result?				
Do you know of any circumstance which precludes observance of agreement?				
Did parents or other relative or person visit or correspond with the child subsequent to placement? If so, who and to what extent?				
Have parents and the person placing the child been informed of this application? If so, have they indicated their attitude thereto?				
In the event of this application being granted, are you agreeable to continue to care for the child as a ward of the Department?				

DECLARATION.

I, _____ the applicant herein do hereby declare that the information furnished by me in this application is true and correct in every particular.

Signature of Applicant.

Declared at _____, in the State of Victoria the _____ day of _____ 19 _____

*Before me

†

* The declaration may be made before any of the following persons resident in Victoria:—A Stipendiary or Special Magistrate; a Justice of the Peace; a Commissioner for taking Declarations and Affidavits; a Member of the Parliament of Victoria or of the Parliament of the Commonwealth; a Head Teacher of a State School; a Member of the Police Force; a Clerk of Petty Sessions; a Railway Stationmaster; a Councillor or the City Clerk, Town Clerk, or Secretary of any City, Town, Borough or Shire; a Barrister or Solicitor; a legally qualified Medical Practitioner; a Bank Manager; a Minister of Religion authorized to celebrate marriages; a Postmaster or Postmistress; an officer of the Social Welfare Branch; or a qualified Social Worker.

† The person before whom this declaration is made to sign here and add the title by which he takes this declaration, such as "Stipendiary Magistrate".

NINTH SCHEDULE—continued.

Babies.	Toddlers.		Pre-school Age.		School Age.		Over School Age.	
	Boys.	Girls.	Boys.	Girls.	Boys.	Girls.	Boys.	Girls.
							Toilet soap and container Shoe cleaning kit Shoe horn Suit-case Belt Slippers—pair Raincoat Dressing gown Swim trunks Working coat Toilet bag Shaving gear Sewing kit Clothes brush Rubber knee boots (where required)—pair	Toothpaste Toothbrush Shoe cleaning kit Toilet soap and container Sanitary pads and belt Suit-case Face washer and sponge bag Swim suit Nail file Raincoat Warm dressing gown Slippers or scuffs—pair Sewing kit Lipstick Deodorant Talcum

2. Where a ward at the time of transfer does not possess an outfit in accordance with the appropriate scale as set out above, any replacements or additions necessary to bring his outfit up to the scale shall be supplied by the reception centre, children's home or school concerned.

DIVISION I.—TENTH SCHEDULE.

Children's Welfare Act 1958 (Section 25 (e)).

APPLICATION TO BOARD OUT A CHILD OR CHILDREN.

- | | | |
|--|-----------------|-------|
| | Husband. | Wife. |
| 1. Surname | (Block letters) | |
| 2. Address | | |
| 3. Telephone number | | |
| 4. Christian names | | |
| 5. Date of birth | | |
| 6. Place of birth | | |
| 7. Denomination | | |
| 8. Occupation | | |
| 9. Date and place of marriage | | |
| 10. Details of own family | | |
| 11. Child or children desired (age and sex) | | |
| 12. Names and addresses of two reputable persons for reference | | |

Signature of husband

Signature of wife

Date

The Director-General,
Social Welfare Branch,
Box 2765Y, G.P.O., Melbourne.

DIVISION I.—ELEVENTH SCHEDULE.

Children's Welfare Act 1958 (Section 25 (e)).

UNDERTAKING TO BE SIGNED BY FOSTER MOTHER.

I, _____ of _____ (Occupation)
(Full name) (Address)

hereby acknowledge to have received into my care and custody on
the child named hereunder, who is a ward of the Social Welfare Branch.

Name of child	Date of birth	Religion
---------------	---------------	----------

I agree to observe the Boarding-out Conditions specified hereunder.

Signature of Foster Mother
Date

BOARDING-OUT CONDITIONS.

1. The Foster Mother shall at all times provide the child with adequate and proper food, clothing and sleeping accommodation and, generally, shall treat the child as an integral member of her family.
2. The Foster Mother shall maintain the child's outfit of clothing in accordance with the scale specified in the Regulations (copy attached) and if and when the child is transferred from her care she may be required to make such outfit available to the Branch.
3. When necessary, medical attention for the child must be promptly obtained by the Foster Mother and the instructions of the Medical Practitioner must be strictly complied with by her. Should death occur, the local Police and the Social Welfare Branch must be immediately advised.
4. Where hospitalization of the child is necessary, admission to the nearest public hospital should be arranged if practicable.
5. The Foster Mother shall exercise the utmost care and understanding in training the child in good habits and, generally, shall at all times have due regard for the development of the child's personality and physical and moral welfare.
6. The Foster Mother shall ensure the child's satisfactory school attendance and also attendance at Church or Sunday School.
7. The Foster Mother shall immediately notify the Social Welfare Branch of any accident to or serious illness of the child.
8. The Foster Mother shall immediately notify the Social Welfare Branch of any change of her address.
9. The Foster Mother shall not take the child out of the State of Victoria without the approval of the Director-General.
10. The Foster Mother shall not permit the child to leave her custody without the approval of the Director-General.
11. The Foster Mother shall immediately notify the Social Welfare Branch and the Officer in Charge of the local Police Station if the child becomes missing from her home.
12. The Foster Mother shall permit any authorized representative of the Social Welfare Branch to visit her home and see the child at any reasonable time.
13. The Foster Mother shall deliver up the child when required so to do by the Social Welfare Branch.
14. The Foster Mother shall make available the child for the purpose of being seen by the natural parents at such times and places and under such conditions as the Director-General may determine.

DIVISION I.—TWELFTH SCHEDULE.

Children's Welfare Act 1958 (Section 26 (1)).

AGREEMENT FOR EMPLOYMENT OF YOUNG PERSON.

I, _____ of _____ (Full name) _____ (Address) _____ (Occupation) hereby acknowledge to have taken into my employment on _____ the young person named hereunder, who is a ward of the Social Welfare Branch. Name of young person _____ Age _____ Religion _____ I agree to employ such person subject to the conditions specified hereunder and at a commencing wage at the rate of _____ per week. I further agree to forward quarterly to the Director-General portion of such wage at the rate of _____ per week to be banked for such person.

Signature of Employer _____
Date _____

CONDITIONS OF EMPLOYMENT.

- (1) In addition to the payment of wages, the employer shall provide the young person with full and proper board and quarters, including the laundering and mending of clothing if the young person is a male.
- (2) The sleeping accommodation provided must be located within or be contiguous to the employer's dwelling and afford privacy and comfort. Ample and clean bedding must be provided.
- (3) The employer shall see that the young person is afforded reasonable facilities for the regular observance of religious duties.
- (4) The employer shall immediately notify the local Police and the Director-General of Social Welfare in the event of the young person leaving the employment without authority and upon request by the Director-General shall return to the Department any clothing, personal effects, money, tax instalment stamps, the property of the young person.
- (5) The employer shall give the Director-General seven days' notice when desiring to terminate the services of the young person.
- (6) The employer shall, in the event of accident to or the serious illness of a young person in his employment, procure prompt medical attention and also notify the Director-General. Should death occur, the local Police and the Director-General must be immediately advised.
- (7) Where hospitalization of the young person is necessary, admission to the nearest public hospital should be arranged if practicable.
- (8) Accounts for medical fees incurred which cannot be met at the time by the young person should be referred to the Director-General.
- (9) Should the employer's industry be covered by a Wages Board Determination Arbitration Court Award or Award of Conciliation Commissioner the terms and conditions thereof must be observed by the employer with respect to the young person in his employ.
- (10) The employer must effect insurance under the Worker's Compensation Act with respect to the young person in his employ.
- (11) Wages must be paid to the young person weekly, and the details of the application thereof entered correctly in the wages book provided. The wages book must be produced for inspection on demand by the Director-General or any person authorized by him. The signature of the young person for wages received must be entered opposite each weekly entry in the wages book. Tax instalment deductions must be made weekly by the employer.
- (12) The employer shall exercise understanding and consideration in the supervision and instruction of the young person and shall at all times have due regard for such person's material and moral welfare.
- (13) The employer shall permit his or her home and the young person to be visited from time to time by any person authorized by the Director-General.

State of Victoria.

SOCIAL WELFARE BRANCH.

APPLICATION BY PARENT FOR ASSISTANCE FOR CHILDREN.

Children's Welfare Act.

(Regulations—Division I.—Thirteenth Schedule.)

This application form is for the use only of a parent applicant in respect of his or her own child or children. Where both parents are residing together the mother should make the application. A separate form is available for a non-parent applicant.

Every question on this form must be answered. Strokes will not be accepted. If any question does not apply or the answer in your case is nil, write "not applicable" or "nil", whichever applies, in the answer column.

Do not omit to sign the form and have your signature witnessed by one or the persons mentioned at the foot of the form.

Lodge the application form with the Family Welfare Division of the Social Welfare Branch, Chelsea House, 55 Flemington-road, North Melbourne, or post it to the Director-General, Social Welfare Department, P.O. Box No. 2765Y, Melbourne, C.I.

The Children's Welfare Act provides for a fine or imprisonment for an untrue statement or false representation in relation to this application.

FOR OFFICE USE.

Date Received.

THIRTEENTH SCHEDULE—*continued.*

APPLICATION BY PARENT FOR ASSISTANCE FOR CHILDREN.

To the Director-General,
Social Welfare Branch, Melbourne.

I, (Christian names) (Surname in block letters)
of (Residence) (Occupation)

hereby make application that a weekly sum be paid to me towards the maintenance of my children named hereunder, who are in my care and custody, and who are without sufficient means of support and for whom no available legal proceedings can be taken to obtain sufficient means of support.

CHILDREN SUBJECT OF APPLICATION.

Full Names.	Date of Birth.	Place of Birth.	Religion.	Father—full name and address (or mother's where father is applicant.)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Questions.

Answers.

(1) What is your age?

(2) Are you married, a widow, a widower, divorced, or single? State which.

(3) State date and place of your marriage.

(4) State your maiden name (where the applicant is the mother.)

	(5) Are you or the other parent in receipt of any income whatsoever? If <i>yes</i> state your present weekly income, or that of the other parent, as the case may be, in the columns opposite the various items of income below.	
	Applicant.	Other parent.
	£ s. d.	£ s. d.
(a) Social Service Benefits—	(a)	
(i) Invalid Pension	(i)	
(ii) Age Pension	(ii)	
(iii) Wife and Child Allowance	(iii)	
(iv) Widow's Pension	(iv)	
(v) Special Benefit	(v)	
(vi) Sickness Benefit	(vi)	
(vii) Unemployment Benefit	(vii)	
(b) Repatriation Benefits—	(b)	
(i) War Pension (including children's)	(i)	
(ii) Service Pension	(ii)	
(c) Salary, wages, commission or other payment in respect of full or casual employment.	(c)	
(d) Contributions from boarders, other than own children. Give gross amount.	(d)	
(e) Any income from rooms let.	(e)	
(f) Friendly Society Sick pay.	(f)	
(g) Superannuation.	(g)	
(h) Any consideration such as meals, accommodation &c. received in addition or in lieu of wages.	(h)	
(i) Any other income—give details.	(i)	

(6) Have you or the other parent been in employment during the past 3 months? If *yes*, state—

(a) Nature of employment. (a)

(b) Name and address of the employer. (b)

(c) The total amount earned during the period. (c)

THIRTEENTH SCHEDULE—*continued.*

(7) Give particulars as indicated hereunder of all your own children (including step-children and foster children), other than those the subject of this application.

Name.	Age.	Whether Living at Home.	If Living at Home—	
			Weekly Earnings.	Weekly Contributions to Board and Lodging.

Questions.

Answers.

(8) Give particulars of expenditure incurred by you (or by the other parent where the other parent is residing with you) in respect of any of the following items—

- (a) Rent of house or rooms per week. (a)
- (b) Periodic house purchase or mortgage payments. (b)
- (c) Municipal and water rates per annum. (c)
- (d) If rent is not paid, state the amount of weekly board paid. (d)
- (e) Hire purchase payments—give details. (e)
- (f) Any other recurrent item of expenditure—give details. (f)

(9) Do you or the other parent own or are you purchasing any house or land property, including your own residence? If yes, state—

- (a) The location of each property and by whom owned. (a)
- (b) The value of each property. (b)
- (c) The amount owing thereon, if any, and to whom such amount is owing. (c)

(10) Have you or the other parent or the subject children, any money in a trading, bank, savings bank or similar institution? If yes, state—

- (a) Name of account. (a)
- (b) Name and Branch of bank or institution. (b)
- (c) Account number (if known). (c)
- (d) Present balance (if known). (d)

(If there is more than one account you should give particulars in regard to each account.)

(11) Have you or the other parent, or the subject children—

- (a) Any cash in hand or savings certificates? (a)
- (b) Any Bonds or shares or money on loan or other investments? (b)
- (c) Any Life Assurance Policies? (c)
- (d) A motor car, other vehicles, livestock or implements? (d)
- (e) Any other property or assets not disclosed in this application? (e)

If yes to any item give full particulars including the name of the person owning the assets.

(12) If you or the other parent or any of the subject children have any interest in a deceased estate, trust or other fund, or public subscription, state—

- (a) The name of the deceased estate, trust fund, &c. (a)
- (b) The name and address of the executor, trustee, administrator, &c. (b)
- (c) The value of the estate, trust or other fund. (c)
- (d) The names of the beneficiaries and the value of the share of each. (d)

THIRTEENTH SCHEDULE—continued.

Questions.	Answers.
(13) Where other parent is deceased, state—	
(a) Date and place of death.	(a)
(b) Details of amounts due under any assurance policies payable consequent on such death and names of persons entitled thereto.	(b)
(14) Have you or has the other parent any grounds for a claim for workers compensation or damages? If so give particulars and state whether a claim has been made.	
(15) Where other parent is alive but not residing with you, state—	
(a) Reason for other parent living elsewhere.	(a)
(b) To what extent he or she is supporting you or the children.	(b)
(16) Where other parent has deserted you or the children, state—	
(a) When and where desertion took place.	(a)
(b) His or her present or last-known address.	(b)
(c) Where you are the mother, whether any maintenance proceedings have been taken to obtain support.	(c)
(d) If so when, at what Court, and with what result?	(d)
(e) If no court action has been taken, why not?	(e)
(17) If father of the subject children is or has been a member of the Australian Defence Forces state his regimental number, rank and unit, if known.	
(18) State names and relationship to you, if any, of any persons residing with you, other than the other parent and your own children.	
(19) Have you or the other parent previously applied for or received State assistance for any of your children? If so, when?	

DECLARATION.

I, _____ the applicant herein, do hereby declare that the information furnished by me in this application is true and correct in every particular and that such information is submitted in support of this application without reservation or exception whatsoever.

Signature of Declarant.

Declared at
day of

in the State of Victoria the
19 .

*Before me

†

* The declaration may be made before any of the following persons resident in Victoria:—A Stipendiary or Special Magistrate; a Justice of the Peace; a Commissioner for taking Declarations and Affidavits; a Member of the Parliament of Victoria or of the Parliament of the Commonwealth; a Head Teacher of a State School; a Member of the Police Force; a Clerk of Petty Sessions; a Railway Stationmaster; a Councillor or the City Clerk, Town Clerk, or Secretary of any City, Town, Borough or Shire; a Barrister or Solicitor; a legally qualified Medical Practitioner; a Bank Manager; a Minister of Religion authorized to celebrate marriages; a Postmaster or Postmistress; an officer of the Social Welfare Branch, or a qualified Social Worker.

† The person before whom this declaration is made to sign here and add the title by which he takes this declaration, such as "Stipendiary Magistrate".

State of Victoria.

SOCIAL WELFARE BRANCH.

APPLICATION BY NON-PARENT FOR ASSISTANCE FOR CHILDREN.

Children's Welfare Act.

(Regulations—Division I.—Fourteenth Schedule.)

This application form is for the use only of a person other than the parent of the child or children in respect of whom the application is made. A separate form is available for a parent applicant.

Every question on this form must be answered. Strokes will not be accepted.

If any question does not apply or the answer in your case is nil, write "not applicable" or "nil", whichever applies, in the answer column.

Do not omit to sign the form and have your signature witnessed by one of the persons mentioned at the foot of the form.

Lodge the application form with the Family Welfare Division of the Social Welfare Branch, Chelsea House, 55 Flemington-road, North Melbourne, or post it to the Director-General, Social Welfare Branch, P.O. Box No. 2765Y, Melbourne, C.I.

The Children's Welfare Act provides for a fine or imprisonment for an untrue statement or false representation in relation to this application.

FOR OFFICE USE.

Date Received.

APPLICATION BY NON-PARENT FOR ASSISTANCE FOR CHILDREN.

To the Director-General,
Social Welfare Branch,
MELBOURNE.

I, (Christian Names) (Surname in block letters)
of (Residence) (Occupation)

hereby make application that a weekly sum be paid to me towards the maintenance of the children named hereunder, who are in my care and custody, and who are without sufficient means of support and for whom no available legal proceedings can be taken to obtain sufficient means of support.

Children subject of application.

	Full Name.	Date of Birth.	Place of Birth.	Religion.	Full Names and Addresses of Father and Mother.
1.					
2.					
3.					
4.					
5.					

Questions.

Answers.

1. When and under what circumstances did the subject children come into your care and custody?

2. State the relationship to you, if any, of the subject children.

3. If either or both of the children's parents are living—

(a) To what extent is he or she contributing or supporting the children. (a)

(b) Give details, as known, of the present income of either or both. If either is in employment state occupation. (b)

(c) Give details, as known, of the assets, such as bank credits, other money, property, investments, livestock, vehicles, plant, &c., of either or both. (c)

4. If either or both parents are deceased—state date and place of death.

5. If father is living has legal action for maintenance been taken against him? If so, by whom, when, where and with what result.

6. If mother is living state whether married, widow, divorced or single.

FOURTEENTH SCHEDULE—*continued.**Questions.**Answers.*

7. Are the subject children entitled under the will or estate of any deceased person, or as a beneficiary in any trust fund, public subscription or the like? If so, give details.

8. Have the children a credit in any bank account? If so, state bank and amount.

9. Is any pension or similar benefit payable on account of the children? If so, state source thereof and to whom paid.

10. Is the inability of either parent to support the child or children due to incapacity or death in circumstances which permit of a claim for workers compensation or damages? If so, has claim been made and by whom?

11. Have you previously applied for or received State assistance for any of the subject children or for any of your own children? If so, when?

DECLARATION.

I, _____ the applicant herein, do hereby declare that the information furnished by me in this application is true and correct in every particular and that such information is submitted in support of this application without reservation or exception whatsoever.

Signature of Declarant.

Declared at _____ in the State of Victoria the
day of _____ 19 .

*Before me
†

* The declaration may be made before any of the following persons resident in Victoria:—A Stipendiary or Special Magistrate; a Justice of the Peace; a Commissioner for taking Declarations and Affidavits; a Member of the Parliament of Victoria or of the Parliament of the Commonwealth; a Head Teacher of a State School; a Member of the Police Force; a Clerk of Petty Sessions; a Railway Stationmaster; a Councillor or the City Clerk, Town Clerk, or Secretary of any City, Town, Borough or Shire; a Barrister or Solicitor; a legally qualified Medical Practitioner; a Bank Manager; a Minister of Religion authorized to celebrate marriages; a Postmaster or Postmistress; an officer of the Social Welfare Branch, or a qualified Social Worker.

† The person before whom this declaration is made to sign here and add the title by which he takes this declaration, such as "Stipendiary Magistrate".

DIVISION I.—FIFTEENTH SCHEDULE.

Children's Welfare Act 1958—Part V.

INVESTIGATION AFTER GRANT OF ASSISTANCE TO CHLD OR CHILDREN.

From Social Welfare Branch,
Box 2765Y, G.P.O.,
Melbourne, C.1.

To

Sir or Madam,

For the purposes of a review of the circumstances of your case it is requested that you will furnish the information required in this form without reservation or exception whatsoever and make the declaration at the foot thereof. The form should be completed and returned to this Branch with fourteen days of this date otherwise payment of the assistance now being received by you may be suspended.

Date

Director-General.

FIFTEENTH SCHEDULE—continued.

INFORMATION REQUIRED.

Are you married, a widow, a widower, divorced or single? (State which.)

Has there been any change in your marital status since assistance was granted to you or since the last review of your case? If so, state what change.

Present weekly income of parent applicant and, if known, that of other parent.

	Father.			Mother.		
	f	s.	d.	f	s.	d.
Social Service Benefits—						
Invalid Pension						
Age Pension						
Wife and Child Allowance						
Widow's Pension						
Special Benefit						
Sickness Benefit						
Unemployment Benefit						
Repatriation Benefits—						
Service Pension						
War Pension (including children)						
Salary, wages, commission or other remuneration in respect of full or casual employment						
Gross contributions from boarders—						
(a) Working children						
(b) Other boarders						
Rooms let						
Friendly Society sick pay						
Superannuation						
Other income (give details)						
Total						

Particulars of any consideration such as meals, accommodation, &c., received in addition to or in lieu of wages.

Where either or both parents have been in employment during the past three months state:—

	Father.	Mother.
(a) Nature of employment		
(b) Name and address of employer		
(c) Total amount earned during such period		

Particulars of All Parent Applicant's Own Children (including those for whom assistance is being received).

Name.	Age.	Whether Living at Home.	If Living at Home—			
			Weekly Earnings.	Fares, School Fees, &c., per Week.	Weekly Contribution to Board and Lodging.	If Over 14 years and not Employed State Why?

Particulars of Parent Applicant's Step-children and Foster Children living with Applicant (including those for whom assistance is being received).

Name.	Age.	Weekly Earnings.	Fares, School Fees, &c., per Week.	Weekly Contribution to Board and Lodging.	If Over 14 years and not employed State Why?

Particulars of Expenditure incurred by Parent Applicant or Both Parents where residing together.

Rent of House or Rooms per Week.	Periodical House Purchase or Mortgage Payments.	Municipal and Water Rates per Annum.	Weekly Board Paid.	Fares to and from Employment per Week.	Medical Benefits, Friendly Society Dues, &c.	Hire Purchase Payments (give details).	Any Other Items (give details).

NOTE.—Expenditure on maintenance of the household (food, clothing and personal necessities) not to be included above.

FIFTEENTH SCHEDULE—continued.

Particulars of House and Land Property (including Parent Applicant's Residence) Owned or being Purchased by Parent Applicant or other Parent Jointly or Severally.

Location of Property.	Value.	If Mortgaged or Being Purchased, Amount Owing and to Whom.	If Being Purchased, by Whom.	If Freehold, in Whose Name is Title.

Particulars of Money and Value of Other Assets of Parent Applicant, other Parent or Children for whom Assistance is being Received.

Bank Credits.		Government Loans.	Other Investments, Shares, &c.	Livestock Vehicles, Plant, Produce, &c.	Money Due or Payable.	Money in Hand.	Any other Money or Assets.
Amount.	Bank.						

Particulars of any House and Land Property or Other Assets disposed of by Parent Applicant or Other Parent since Assistance was Granted.

Property or other Asset Disposed of.	Date of Disposal.	Name and Address of Person Transacting the Business.	Net Amount Received by Parent Applicant or other Parent.

Where assistance has been granted for a child or children on the grounds of desertion on the part of the father of such child or children furnish:—

- (a) Any information that has become known to you relating to his movements or whereabouts.
- (b) His last known address and occupation.

State Names (and Relationship if any to Applicant) of other persons (exclusive of Other Parent and Own Children) residing with you.

DECLARATION.

I, _____ of _____ the applicant herein, do
 (Name) (Address)
 hereby declare that the information furnished by me in this application is true and correct in every particular and that such information is submitted without reservation or exception whatsoever.

Signature of Declarant.

Declared at _____ in the State of Victoria the
 day of _____ 19 _____

*Before me
 †

* The declaration may be made before any of the following persons resident in Victoria:—A Stipendiary or Special Magistrate; a Justice of the Peace; a Commissioner for taking Declarations and Affidavits; a Member of the Parliament of Victoria or of the Parliament of the Commonwealth; a Head Teacher of a State School; a Member of the Police Force; a Clerk of Petty Sessions; a Railway Stationmaster; a Councillor or the City Clerk, Town Clerk, or Secretary of any City, Town, Borough or Shire; a Barrister or Solicitor; a legally qualified Medical Practitioner; a Bank Manager; a Minister of Religion authorized to celebrate marriages; a Postmaster or Postmistress; an officer of the Social Welfare Branch; or a qualified Social Worker.

† The person before whom this declaration is made to sign here and add the title by which he takes this declaration, such as "Stipendiary Magistrate".

Warning.—Any person wilfully making any untrue statement in relation to any application, either orally or in writing, or obtaining assistance under Part V. of the *Children's Welfare Act 1958* by false representation is liable to a penalty of £50 or imprisonment for six months. (Sec. 41.)

DIVISION I.—SIXTEENTH SCHEDULE.
Children's Welfare Act 1958—Part VII.

Application for registration—

- (a) as occupier of a house, of a person receiving into her charge in such house for payment or reward any infant under five years of age for the purpose of rearing nursing or maintaining such infant apart from its parents;
- (b) of the house into which any such infant is to be received.

To the Director-General,
 Social Welfare Branch.

Pursuant to the requirements of section 61 of the *Children's Welfare Act 1958* I hereby make application to be registered as the occupier of the house situated at _____ and I also request that such house be so registered.

In support of this application I furnish hereunder the information required.

Date _____ Signature _____

INFORMATION REQUIRED.

(1) Where the applicant is acting on behalf of an establishment conducted by a religious, philanthropic, municipal or similar organization—

- (1) Name of establishment.
- (2) By what organization conducted.
- (3) Applicant's status on the staff and qualifications.
- (4) Total number of beds available for infants under five years.
- (5) Number of such infants for which registration desired.
- (6) Current fee charged for infants aged under five privately admitted.
- (7) Number of infants aged under five years at present accommodated.

	Babies.		Toddlers.		Pre-School.	
	For Payment.	Gratuitously.	For Payment.	Gratuitously.	For Payment.	Gratuitously.
Private admissions . . .						
Wards of the Department . . .						

- (8) Number, categories and qualifications of staff.
- (9) What arrangements exist for medical attention?
- (10) What facilities exist for pre-school or kindergarten training?
- (11) What provision exists for isolating children affected with contagious diseases?
- (12) Whether, if the applicant proposes to provide day and night care for more than five children aged under six years, the necessary approval of the Commission of Public Health has been granted or applied for.

Signature of Applicant.

(2) In the case of an applicant other than as described in (1)—

- (1) Location of house for which registration is sought.
- (2) Number and description of rooms in house.
- (3) Particulars of applicant's family and other inmates of the house, excluding infants under the age of five received for maintenance (give names, ages and sexes).
- (4) Qualifications or experience of applicant to rear and maintain infants under five years of age.
- (5) Number, categories and qualifications of any employees assisting applicant.
- (6) Age range and maximum number of infants aged under five years for which registration of house is desired.
- (7) Number and ages of infants aged under five years at present in residence.
- (8) Number and ages of children aged over five years at present in residence and for whom payment is received.
- (9) Particulars of fees charged for infants aged under five years.
- (10) What facilities exist for Baby Health Centre advice, kindergarten training, playing space and equipment?
- (11) Are persons placing infants required to make individual arrangements for medical attention, &c.? If not, how is such provided for?
- (12) Whom can applicant nominate to vouch for her character and fitness to care for children? (Two responsible referees required.)
- (13) Whether, if the applicant proposes to provide day and night care for more than five children aged under six years, the necessary approval of the Commission of Public Health has been granted or applied for.

Signature of Applicant.

DIVISION I.—NINETEENTH SCHEDULE.
Children's Welfare Act 1958 (Part VII.).
 INFANT LIFE PROTECTION.

APPLICATION TO BOARD-OUT AN INFANT.

To the Director-General,
 Social Welfare Branch,
 Box 2765Y, G.P.O., Melbourne.

I, _____ of _____
 in the State of Victoria, hereby apply to board-out the infant, hereunder described, in
 the care of _____ of _____
 a person registered under the provisions of Part VII. of the above Act.

Particulars of Infant.

Full name
 Date of birth
 Place of birth
 Religion

Particulars of Infant's Parents.

	Father		Mother
Name		Name	
Address		Address	
Occupation		Occupation	

I hereby agree to pay through the Director-General of the Social Welfare Branch
 the sum of _____ a week for the
 maintenance of such infant.

Dated at _____ this _____ day
 of _____ 19 _____

Signature of Applicant
 Witness

FOR OFFICE USE ONLY.

Date infant placed
 Registered No.
 Indexed
 Carded
 Report sheet
 Note any accounts

DIVISION I.—TWENTIETH SCHEDULE.
Children's Welfare Act 1958 (Part VII.).
 INFANT LIFE PROTECTION.

APPROVAL OF APPLICATION TO BOARD-OUT AN INFANT.

I hereby approve the application dated _____ by _____
 of _____ to board-out the infant _____
 born _____ in the care of _____
 of _____ a person registered pursuant to section 61
 of the *Children's Welfare Act 1958*, the said _____
 having agreed to pay the sum of _____ per week
 for the maintenance of the said infant.

Director-General.
 Social Welfare Branch.

NOTE.—If the above maintenance payment falls into arrears for four weeks, the said
 infant shall become a ward of the Social Welfare Branch. (Section 67 (d)).

DIVISION I.—TWENTY-FIRST SCHEDULE,
Children's Welfare Act 1958 (Part VII).

NOTICE TO BE GIVEN BY ANY PERSON TAKING OVER THE ENTIRE CARE AND CHARGE OF ANY INFANT UNDER THE AGE OF FIVE YEARS.

To
The Director-General,
Social Welfare Branch,
Box 2765Y, G.P.O.,
Melbourne.

Sir,

I hereby notify you that I have taken over the entire care and charge of the following infant from its parents or guardians:—

Name of infant
Date of birth of infant
Date infant entered my care
Name and address of person from whom infant received

My name, address, and occupation are as follows:—

Surname
First names
Address
Occupation

Signed this _____ day of _____ 19 _____
Signature.

Attention is invited to the following sub-sections of the *Children's Welfare Act 1958*.

- "68. (1) If any person takes over the entire care and charge of any infant to the exclusion of its parents or guardians such person shall within fourteen days after so doing give or send notice thereof to the Director-General and such person shall in such notice state his or her name and place of residence and occupation and the name and age of such infant and the name and address of the person from whom such infant was received.
- (5) Every person who fails to comply with the provisions of sub-section (1) of this section shall be liable to imprisonment for a term of not more than three months or to a penalty of not more than Fifteen pounds.
- (6) Nothing in this section shall excuse any person from making any registration required by any other provision of this Part or from any penalty for omitting so to do."

DIVISION I.—TWENTY-SECOND SCHEDULE,
Children's Welfare Act 1958 (Part VIII).

APPLICATION FOR PERMIT FOR EMPLOYMENT OF A CHILD.

To the Director-General,
Social Welfare Branch,
Box 2765Y, G.P.O.,
Melbourne.

I, _____ of _____ (address) _____ (occupation) (full name) hereby apply for a permit authorizing the child named hereunder to be employed in the place or premises indicated in the appended statement. I undertake to perform and observe whatever conditions may be stipulated upon the grant of the permit applied for.

Child referred to

Full Name.	Date of Birth.	Place of Birth.	School Attending.	Grade or Form.	Residing at.

Signature of Applicant
Relationship to child
or capacity in which
application is made.

Date

INFORMATION REQUIRED.

Child's father's name	Occupation
	Address
Child's mother's name	Occupation
	Address
Child's custodian's name	Occupation
	Address

TWENTY-SECOND SCHEDULE—*continued.*

INFORMATION REQUIRED.

(If child not living with a parent)

- Is the child in sound bodily and mental health?
- Proposed place of employment.
- Nature of child's proposed employment.
- Period or dates of the occasion for which permit desired.
- Daily hours on which child will (a) commence (b) finish
- Remuneration to be paid.
- By whom will payment be made?
- At what interval will payment be made?
- To whom will payment be made?
- If child is not attending a State or registered school, state arrangements for education.
- Certificate from the State or registered school at which child is enrolled.

I, _____ the Principal of the _____ school,
 (full name) Head Teacher
 certify that the above-named _____ is enrolled
 (name of child)
 at this school.

I submit the following report on the child referred to.

Date. Attendance Conduct Progress

Signed
 Head Teacher or Principal.

DIVISION I.—TWENTY-THIRD SCHEDULE.

Children's Welfare Act 1958 (Part VIII).

EMPLOYMENT PERMIT UNDER SECTION 69.

_____ of _____, whose
 signature appears in the margin hereof, is by this Permit authorized to be employed
 as _____ at _____
 on _____ subject to the under-mentioned conditions, viz.:—

Signature of Permit holder

- (1) That the said Permit holder shall, during the currency of the Permit—
 - (a) attend a State or registered school or other approved educational course regularly;
 - (b) not be employed in any stadium, sports arena, or similar place whilst boxing or wrestling contests are being conducted therein;
 - (c) not be employed in any night club or similar place;
 - (d) not be employed as an acrobat or contortionist;
 - (e) not be employed in any place or premises unless suitable dressing, toilet, and (where the employment is of a continuing nature and the child is required to partake of meals whilst so employed) dining-room accommodation are available;
 - (f) not be employed in any place or premises between the hours of 11 p.m. and 6 a.m. or on Sundays;
 - (g) be accompanied by his parent, guardian or other responsible adult person to and from his place of employment.
- (2) That this Permit shall be carried to each place or premises at which the child will be employed and shall be produced on demand to any person duly authorized by the Director-General.
- (3) That this Permit may at any time be cancelled or varied.

(Space for other special conditions.)

Signed
 Director-General of Social Welfare.

Date NOTE.—This Permit is not transferable.

DIVISION I.—TWENTY-FOURTH SCHEDULE.

Children's Welfare Act 1958 (Part VIII).

EMPLOYMENT PERMIT UNDER SECTION 69.

_____ of _____, whose
 signature appears in the margin hereof, is by this Permit authorized to be employed
 in a broadcasting or telecasting performance, at _____ on Sunday
 19 _____ subject to the under-mentioned conditions, viz.:—

Signature of Permit holder

- (a) that the broadcast or telecast is sponsored by _____ Church;
- (b) that such performance shall be between the hours of 8 a.m. and 8 p.m.

Date Signed
 Chief Secretary.

NOTE.—This Permit is not transferable.

DIVISION II.—YOUTH WELFARE DIVISION.

1. This division is divided into parts as follows:—

- PART I.—Interpretation and Application.
- PART II.—Manual of Instructions.
- PART III.—Remand Centres.
- PART IV.—General Routine.
- PART V.—Discipline and Correction.
- PART VI.—Health of Trainees.
- PART VII.—Clothing and Property.
- PART VIII.—Trainees' Correspondence.
- PART IX.—Visits to Trainees and Training Centres:—
 - (a) by relatives and friends,
 - (b) by qualified legal advisers,
 - (c) at Court,
 - (d) by Police.
- PART X.—Religious Observance and Pastoral Care.
- PART XI.—Classification of Trainees.
- PART XII.—Treatment Programme.
- PART XIII.—Leave from Youth Training Centres.
- PART XIV.—Earnings of Trainees.
- PART XV.—Discharge and Release Procedure.
- PART XVI.—Officers.

PART I.—INTERPRETATION AND APPLICATION.

2. In this division:—

- “Director of Youth Welfare” means the person appointed to administer the Youth Welfare Division subject to the control and direction of the Director-General.
- “Remand Centre” means a remand centre appointed under section 10 of the *Social Welfare Act 1960*.
- “Youth Training Centre” means a youth training centre appointed under section 10 of the *Social Welfare Act 1960*.
- “Superintendent” includes Superintendent, Officer in Charge, Manager or person for the time being in charge of the Remand Centre or Youth Training Centre.
- “Trainee” includes any young person in any remand centre or youth training centre.
- “Hostel” means a hostel established for the accommodation of young persons who have been trainees in a youth training centre.
- “Officer” includes any person other than a trainee employed by the Youth Welfare Division in a remand centre, training centre or hostel.
- “Classification Centre” means a centre established in conjunction with a remand centre for purposes of custody during determination of a trainee's classification.
- “Classification Committee” means any committee appointed as such by the Director-General.

3. These Regulations shall apply to all remand centres and youth training centres and to all persons employed in the Youth Division of the Social Welfare Branch and to trainees in remand centres and youth training centres: Provided however that the Director-General may exempt any Youth Training Centre not wholly maintained by the State from any Regulation under this Division.

PART II.—MANUAL OF INSTRUCTIONS.

4. The Superintendent of each remand centre or youth training centre shall prepare a manual of instructions relating to any matters concerning the administration of the centre not specifically covered by these Regulations.

5. All instructions are to be approved by the Director-General and any amendments are subject to such approval.

6. The Superintendent is responsible that copies of the manual of instructions for a centre are available for perusal by each member of the staff and each officer shall fully acquaint himself of all instructions and shall obey them.

7. The manual of instructions shall state the duties of all officers and shall clearly define the times and places and any special features of a particular duty.

8. The manual of instructions shall contain a complete set of fire orders.

9. The manual of instructions is strictly confidential and for use of officers only. It shall not be disclosed to any other persons without the authority of the Director-General.

PART III.—REMAND CENTRES.

10. The Superintendent of the remand centre shall ensure that adequate facilities are made available to any young person remanded in custody to prepare his defence.

11. The relatives or friends of a young person remanded for re-examination or committed for trial may see him at reasonable hours, not oftener than twice a week at the discretion of the Superintendent, or oftener by orders from the Director-General, unless the Superintendent has a sufficient reason for not admitting such relative or friend. In such case an intimation of the reasons for not allowing the interview shall be forwarded to the Director-General.

12. A young person held in a remand centre may write and receive letters daily subject to Regulation 59 relating to perusal by an officer.

13. A young person in a remand centre may be permitted to wear his own clothes but shall be required to wear clothes issued to him if his own clothes are insufficient or unfit for use.

14. Remand centres shall be open for the purpose of effecting bail of trainees between the hours of 8 a.m. and 8 p.m.

15. Granting of bail is the responsibility of the justice concerned. Officers should, however, draw the attention of the justice to any matters which are pertinent to granting bail.

16. Except as varied by Regulations in this Part, all Regulations in this Division shall apply to young persons in remand centres.

17. On his admission to a remand centre or classification centre a trainee shall have recorded his name, age, height, weight, general description and such other particulars as may be deemed necessary.

18. On his admission a trainee shall be photographed and have his fingerprints taken.

19. A copy of a photograph or fingerprint shall not be given to any person other than those whose duty it may be to receive and use the same for purposes of identification.

PART IV.—GENERAL ROUTINE.

20. The daily routine of the centre shall be laid down in the manual of instructions.

21. A trainee shall obey all lawful orders given by an officer.

22. A trainee shall be permitted to make an application to see the Superintendent, the Medical Officer, the Chaplain, the Director of Youth Welfare or the Director-General.

23. Any complaint made by a trainee shall be investigated by the Superintendent who shall, if the complaint is serious, refer the matter to the Director-General.

24. The daily ration scales for trainees shall be determined from time to time by the Director-General.

25. No person may convey or cause to be conveyed any article to or from a remand centre or youth training centre without the authority of the Superintendent or the Director-General.

26. No wine, beer, or spirituous liquor shall be introduced to any remand centre, training centre or hostel.

27. The Superintendent of every Youth Training Centre not wholly maintained by the State shall permit any officer or person authorized by the Director-General to enter such training centre for the purposes of giving effect to the provisions of the Act.

PART V.—DISCIPLINE AND CORRECTION.

28. Any act of misconduct or breach of Regulations or instructions or failure to obey a lawful order shall be an offence.

29. For the purpose of maintaining discipline officers of remand centres, youth training centres, and hostels shall exercise the utmost restraint, patience and understanding in the control and supervision of trainees.

30. Initially, correction shall be by way of explanation and encouragement.

31. Correction for misbehaviour or breaches of discipline shall be at the discretion of the Superintendent and shall be restricted to fatigue duties, deprivation of privileges, deductions from earnings or temporary isolation, provided such isolation shall not exceed forty-eight hours at any one time.

32. Deductions from earnings may be disallowed, reduced or confirmed by the Director-General.

33. Corporal punishment shall not be imposed on a trainee.

34. A register of offences and punishments imposed by the Superintendent shall be maintained and shall be placed before the Director-General and the Director of Youth Welfare on their visits.

35. Where a trainee's conduct is prejudicial to the good order and discipline of the training centre, the Superintendent may recommend to the Director-General that the trainee be transferred to another training centre, or if he is over the age of sixteen years, that action be taken in accordance with section 48 of the *Social Welfare Act 1960*.

PART VI.—HEALTH OF TRAINEES.

36. A trainee shall, as soon as practicable after reception, be medically and dentally examined.

37. The medical officer shall maintain any necessary records of the medical history and treatment of each trainee.

38. A trainee shall be supplied with such medical attention, treatment and medicine as in the opinion of the medical officer is necessary for the preservation of the health of the trainee and of other trainees and of officers.

39. A trainee shall be supplied with dental treatment in such manner and to such extent as the Director-General directs.

40. The dental officer shall maintain any necessary records of the dental history and treatment of each trainee.

41. It is the duty of every officer to bring to the notice of the Superintendent any trainee who appears to be physically or mentally ill and the Superintendent will refer appropriate cases to the particular attention of the medical officer.

42. In any emergency requiring medical attention the Superintendent shall take action without delay.

43. The instructions of the medical officer shall be carefully followed in the treatment of all sick trainees.

44. The medical officer shall examine trainees and make any reports required for guidance in classification and treatment.

45. The medical officer shall keep such books, and make such returns and reports as are required by the Director-General.

46. On the death of a trainee, the Superintendent shall at once give notice thereof to the Director-General, the chaplain, the next of kin wherever practicable, and the Police, and where an inquest is required by law shall notify the Director-General of the finding of the Coroner.

PART VII.—CLOTHING AND PROPERTY.

47. On admission to a training centre, a trainee shall be required to give up all money, clothing or other property in his possession provided however that the Superintendent may permit retention of any item of property.

48. Any item of property concealed shall be forfeited.

49. A trainee's clothing and private property shall be suitably stored to prevent damage or loss and shall be returned to him on his release.

50. An inventory of the trainee's property is to be maintained and it shall be checked and signed by the trainee.

51. Property in suit-cases or other suitable containers may be stored but articles such as bicycles, motor cycles or firearms shall not be taken into storage.

52. No alcoholic liquors or inflammable liquids shall be stored and any such items found in property shall be destroyed and the destruction recorded on the inventory.

53. Any complaint concerning property shall be made in writing before the trainee leaves the centre and all such complaints shall be recorded and after investigation by the Superintendent reported to the Director-General.

54. The Director-General shall determine the issues of clothing made to trainees, having regard to the nature of the centre, the climatic conditions, the employment of the trainee and his physical condition.

55. A trainee appearing in any court outside the centre shall appear in his civilian clothes.

56. A trainee permitted to leave the centre under section 51 of the Act may be permitted to wear his own clothes and on return these are to be properly checked and stored.

PART VIII.—TRAINEES' CORRESPONDENCE.

57. Officers are directed to encourage trainees to write letters to maintain family ties and to permit letters to assist in their rehabilitation and employment on release.

58. Trainees may write and receive one letter per week but the Superintendent may permit additional letters to be written and received.

59. Each letter written to or by a trainee shall be examined by the Superintendent or an officer detailed for that purpose. Any letter to or from a trainee may be withheld and submitted to the Director-General whose decision shall be final.

60. A trainee shall not be permitted to sign for, deliver to or receive from a relative, friend or legal adviser any document without the sanction of the Director-General.

61. A record of all letters shall be maintained showing dates of receipt or despatch of all letters, the writer of inward letters and the addresses of outward letters.

PART IX.—VISITS TO TRAINEES AND TO TRAINING CENTRES.

62. Except as provided in this Part, visits to training centres shall not be permitted without the authority of the Director-General.

63. If any visitor misbehave or act improperly the Superintendent may compel the visitor to leave the centre at once and shall report the incident to the Director-General.

64. The Superintendent may ask any visitor to a youth training centre to permit a search of himself or any article in his possession. In the event of refusal the Superintendent may refuse admission or compel the visitor to leave and shall report the incident to the Director-General.

65. A visitors' book is to be maintained at the centre and the dates and names of all visitors shall be recorded therein.

(a) *Visits by Relatives or Friends.*

66. Officers shall encourage visits which may assist in the maintenance of family ties or the rehabilitation of the trainee and having regard to the relationship of the visitor to the trainee, the Superintendent shall determine the conditions of the visit.

67. A trainee shall be allowed a visit immediately after reception and if practicable immediately before transfer to another centre.

68. A trainee shall be allowed a visit at intervals of once a week but the Director-General may grant additional visits where he is satisfied it is in the best interests of the trainee to do so.

69. Visits shall be limited to Saturdays, Sundays and Public Holidays except as otherwise permitted by the Director-General.

70. A person who has served a sentence in prison or is of reputed bad character or considered otherwise undesirable shall not be permitted to visit without the permission of the Director-General.

71. The Superintendent may demand the name and address of any visitor, and if he deems necessary he may refuse such visitor admission unless such visitor submit to be searched. Any such happening shall be reported forthwith in writing to the Director-General whose decision shall be final.

72. If any visitor misbehave the Superintendent may compel him to leave the centre and the Superintendent may recommend to the Director-General that such visitor be refused any further visit.

73. A trainee shall have the option of refusing to see a visitor.

74. (a) A trainee in hospital not under escort shall not be visited without prior permission of the Superintendent.

(b) A trainee in hospital under escort shall not be visited without prior permission of the escorting officer.

75. When a trainee is seriously ill the Superintendent shall advise his next of kin, and shall permit such visits as are appropriate.

(b) *By Qualified Legal Advisers.*

76. On application at the centre, a duly qualified legal adviser of a trainee may see the trainee in private—

(a) to prepare his defence when on remand awaiting trial or remanded for sentence;

(b) to advise the trainee concerning an appeal if within the statutory time allowed for an appeal;

(c) to prepare his appeal if the trainee has duly lodged an appeal against conviction or sentence or both conviction and sentence.

77. Applications to visit a trainee for any purpose not defined in the foregoing Regulation shall be made to the Director-General.

78. The hours of attendance for professional visits are:—

Monday to Friday—9 a.m. to 11.30 a.m.

2 p.m. to 3.30 p.m.,

except that a trainee may receive a professional visit at the centre between 8 a.m. and 9 a.m. on any day he is appearing at Court.

(c) *Visits at Court.*

79. Where a trainee is in custody at a Court awaiting trial, the escorting officer may permit visits by legal advisers conducting his defence where facilities at the Court enable this to be done. Such visits shall be at the convenience of the escorting officer having regard to his duties to the Court and his responsibility for safe custody of the trainee or other trainees.

(d) *Visits by Police.*

80. (a) Applications by Police to interview a trainee shall be made in writing to the Director-General and if approved by the Director-General the application shall be presented at the centre as authority for the visit.

(b) A trainee may decline to be interviewed.

PART X.—RELIGIOUS OBSERVANCES AND PASTORAL CARE.

81. Officers shall encourage each trainee to participate in the religious observances of his faith and no penalty shall be enforced for non-participation

82. A trainee may at all times receive spiritual consolation according to the faith he professes and as he desires to have administered to him by his chaplain.

83. Chaplains appointed to training centres are responsible for the conduct of all religious services and pastoral care.

84. Visits by other chaplains may be approved by the Director-General.

PART XI.—CLASSIFICATION OF TRAINEES.

85. Subject to the approval of the Director-General trainees shall be classified by the Classification Committee.

86. In determining classification the Committee shall have regard to the age, social history, prior convictions, aptitude and suitability for training and employment, nature of current offence, length of committal and need for security.

87. The Classification Committee shall review classifications and may alter these when appropriate to do so.

88. Classification files and personal case histories of trainees shall be prepared and regularly maintained and entries made as directed by the Director-General.

89. Classification files and personal case histories of trainees are confidential and shall not be disclosed to any person without the authority of the Director-General.

90. The Superintendent is responsible for conveying to every officer directly concerned in the treatment and training of the trainee, any entry on the classification file which may affect the trainee's treatment programme.

PART XII.—TREATMENT PROGRAMME.

91. Officers shall at all times promote and assist the rehabilitation of trainees and shall encourage them to participate fully in the treatment programme.

92. The Superintendent is responsible for the development of the treatment programme including education, vocational training, employment, recreation and all activities within the centre.

93. The Superintendent is responsible for the prior approval of any film, radio or television programme or theatrical or concert programme arranged to be seen or heard within the centre and is to encourage proper use of these media as part of the treatment programme.

94. Organized games are to be encouraged and subject to the approval of the Director-General teams may be entered in outside competitions.

95. The Superintendent shall encourage the publication of an institutional newspaper or magazine and shall be responsible for any matter published in the newspaper or magazine and no material that may be offensive to any race, colour or creed, religious faith or political party shall be published.

96. Trainees shall have access to libraries and are to be encouraged to make full use of all books available.

97. Trainees are to be encouraged to work on hobbies in their leisure hours.

98. Trainees may be employed at work within their physical capacity.

PART XIII.—LEAVE FROM TRAINING CENTRES.

99. A trainee shall not be permitted to leave a youth training centre except as provided under section 51 of the Act, and in the event of the trainee absconding or failing to return from leave as directed, the Superintendent shall notify the Director-General and the Officer in Charge of the nearest Police Station forthwith.

PART XIV.—EARNINGS OF TRAINEES.

100. A trainee may earn credits of money (hereinafter referred to as earnings) in accordance with scales determined from time to time by the Director-General not exceeding a rate of Four shillings per day.

101. The earnings of a trainee shall, in the discretion of the Director-General, be applied:—

- (a) towards supplying personal needs of the trainee;
- (b) towards the maintenance of the trainee's wife and family (if any);
- (c) in repayment to the Social Welfare Branch of any amount expended for the maintenance and support of his children;
- (d) towards payment for fees for education and training;
- (e) in satisfaction of expenses and costs involved in re-arrest and trial after escape or attempted escape from custody.

102. Earnings may be forfeited by the Director-General for absconding.

103. A deduction as directed by the Director-General may be made from earnings for the value of property damaged, destroyed or lost, or for repeated acts of misconduct.

104. An account of the earnings of each trainee showing credits, disbursements and deductions shall be kept at the centre in which he is detained and the balance standing to his credit shall be paid to him upon his release otherwise than on parole.

105. On transfer to any other youth training centre or to prison a certificate from the Superintendent showing the net balance of earnings is to be forwarded with the trainee's documents.

106. When an order is made for release on parole of a trainee the Superintendent shall forward a certificate showing the net balance of earnings to the Chief Parole Officer.

107. The Chief Parole Officer shall, subject to any direction from the Youth Parole Board, determine the amount and manner of payment of the balance of earnings to the parolee provided that the whole amount of the balance shall be paid at or before the expiration of the parole period.

PART XV.—DISCHARGE AND RELEASE PROCEDURES.

(a) *Discharge.*

108. When the period of committal elapses without an order for release on parole being made by the Youth Parole Board, the trainee shall be discharged.

109. The Superintendent shall forward a weekly return of discharges to the Director-General.

110. The Superintendent or a senior officer appointed for this purpose is to see each trainee immediately prior to discharge.

111. When a trainee is being discharged without the benefit of parole supervision, the Superintendent shall arrange that the next of kin of the trainee is given prior notice of the discharge, by the trainee or by the Superintendent.

112. All private money and property held on behalf of a trainee is to be returned to him on discharge and a receipt obtained.

(b) *Release on Parole.*

113. On receipt of a Parole Order the Superintendent shall inform the trainee of the date of his release and of any special conditions of his parole.

114. All private money or property held on behalf of a trainee is to be returned to him on release and a receipt obtained.

115. A certificate showing the net balance of the trainee's earnings is to be forwarded to the Chief Parole Officer.

116. The Superintendent shall explain the parole order to the trainee and the trainee shall sign the copy retained at the centre as required by Regulation 32 of Division VI.

117. A copy of the parole order is to be given to the trainee with any necessary instructions as to the time and date he is to report to the parole officer.

PART XVI.—OFFICERS.

118. Each officer shall constantly bear in mind the influence his character and conduct have upon the discipline of the centre and the welfare of the trainees, and that good example is the most certain means of ensuring good order and obedience. He shall render the same prompt, cheerful and implicit obedience that he is required to exact. He shall treat his superior officers with deference and respect and his subordinates with courtesy.

119. An officer shall fully acquaint himself of all Regulations and instructions issued either in the manual or verbally or in writing by his superiors and shall see that these are properly obeyed.

120. The Superintendent shall be responsible to the Director-General for the due order, management and discipline of the centre under his charge, the safe custody of the trainees, the care of all buildings and other property in the centre and the economical use of stores. He shall see that all Rules, Regulations and Instructions are strictly carried out and that all necessary books and records are kept and returns furnished as the Director-General may require.

121. The Superintendent shall personally keep a diary in which he shall record daily any occurrence of importance concerning the centre and shall place the diary before the Director-General and the Director of Youth Welfare on their visits.

122. The Superintendent shall immediately report to the Director-General in writing, or if urgent by telephone, any serious irregularity, accident or other extraordinary event which may occur.

123. In addition to his ordinary duties an officer may be called upon to perform such other duties as the exigencies of the service require. He shall be subject to removal from centre to centre by the Director-General as may be considered necessary.

124. Except as authorized by the manual of instructions or the Superintendent an officer shall surrender all keys whenever he leaves the centre.

125. The Director-General may require an officer to wear a uniform.

126. The Director-General shall determine the type of uniform and insignia of rank to be worn by officers and the number and manner of issues made to officers.

127. The Director-General may approve the issue of protective clothing with appropriate badges and insignia of rank to officers engaged on any special duty.

128. All articles of uniform remain the property of the Government and must be produced when required.

129. Whilst in uniform an officer shall not enter premises licensed under the *Licensing Act* 1958, except in the performance of his duty.

130. The Superintendent shall at all times pay particular attention to the appearance of officers and shall be responsible that no officer is improperly dressed.

131. Whilst within a training centre or at any time whilst on duty an officer shall permit a search to be made of himself or any article in his possession when called upon to do so by the Superintendent.

DIVISION III.—PRISONS DIVISION.

PARTS.

1. This Division is divided into Parts as follow:—

- I. Interpretation and Application.
- II. Prison Standing Orders.
- III. Routine.
- IV. Discipline: Offences by Prisoners.
- V. Dietary Scales.
- VI. Health of Prisoners.
- VII. Clothing and Property.
- VIII. Prisoners' Correspondence.
- IX. Visits to Prisoners:
 - (a) by relatives and friends
 - (b) by qualified legal advisers
 - (c) at Court
 - (d) By Police.
- X. Religious Observance and Pastoral Care.
- XI. Bails and Fines.
- XII. Petitions.
- XIII. Remissions.
- XIV. Classification of Prisoners.
- XV. Treatment Programme.
- XVI. Employment of Prisoners.
- XVII. Prisoners' Earnings.
- XVIII. Regulations Applicable only to Prisoners under Sentence of Death.
- XIX. Regulations Applicable only to Prisoners Awaiting Trial or not Convicted of a Crime.
- XX. Discharge and Release Procedures.
- XXI. Visits to Prisons.
- XXII. Searching of Officers or Persons within Prisons.
- XXIII. Officers—(a) General
 - (b) Offences
 - (c) Uniforms
 - (d) Awards to Officers.
- XXIV. Visiting Justices.
- XXV. Chaplains.
- XXVI. Medical Officers.
- XXVII. Prisoners' Aid Society and Women's Prison Council.

PART I.—INTERPRETATION AND APPLICATION.

2. In this Division:—

“Director of Prisons” means the person appointed to administer the Prisons Division subject to the control and direction of the Director-General.

“Prison” means any gaol under the *Gaols Act* 1958.

“Governor” means governor, keeper, gaoler, officer or other person for the time being in charge of the prison.

“Medical Officer” means medical officer of the prison.

“Officer” includes any person other than a prisoner, employed in a prison.

“Overseer” means any person specifically employed to supervise the labour of prisoners.

“Prisoner” means any person in custody in any prison irrespective of the cause of such detention.

“Classification Committee” means any committee appointed as such by the Director-General.

3. These Regulations shall apply to all persons employed in the Prisons Division of the Social Welfare Branch and to all prisoners in any prison under the control of the Prisons Division.

PART II.—PRISONS STANDING ORDERS.

4. The Governor of each prison shall prepare a complete set of standing orders relating to any matters concerning the administration of his prison not specifically covered by these Regulations.

5. Prison standing orders are to be approved by the Director-General and any amendments are subject to such approval.

6. The Governor is responsible that complete copies of standing orders for the prison are available for perusal by each member of staff and each officer shall fully acquaint himself of all standing orders of the prison and shall obey them.

7. Prison standing orders shall state the duties of officers in all positions in the prison and shall clearly define the times and places and any special features of the particular duty.

8. Prison standing orders shall contain a complete set of fire orders.

9. Prison standing orders are strictly confidential and for use of officers only. They shall not be disclosed to any other persons without authority of the Director-General.

PART III.—ROUTINE.

10. The daily routine of the prison shall be laid down in standing orders of the prison.

11. A prisoner shall obey all lawful orders given by an officer.

12. On admission a prisoner shall be required to wash thoroughly and shall be brought before the medical officer as soon as practicable.

13. A prisoner shall be searched on reception and immediately before discharge, and in such manner, and as often, and at any time or place, as may be deemed necessary.

14. On his admission into prison, and at any other time deemed necessary, each prisoner shall have recorded his name, age, height, weight, a description of his features, marks, general appearance, and such other particulars as may be deemed necessary.

15. A prisoner's cell shall be searched immediately before he is lodged therein, and at such other times as may be deemed necessary.

16. A prisoner shall wash and shave daily as directed and his hair is to be cut to a moderate length provided that the head may be close-cropped on the recommendation of the medical officer or at his own request with the permission of the Governor.

17. Each prisoner shall be responsible for making his own bed and for the cleanliness and arrangement of his own cell as directed.

18. A prisoner shall not enter another prisoner's cell without permission or direction from an officer.

19. A prisoner shall be provided with adequate artificial light in his cell at all times subject to “lights out” as directed in standing orders.

20. A prisoner shall be permitted to make an application to see the Governor, the medical officer, the chaplain, the Visiting Justice, the Director of Prisons, or the Director-General.

21. Any complaint made by a prisoner shall be investigated by the Governor of the prison who shall if the complaint is serious refer the matter to the Director-General.

22. A prisoner, including a prisoner *ex* bail or on remand, shall be thoroughly searched before being placed in the dock and, if removed, shall again be searched before being returned to the dock, and in such appearances badges of any organization shall not be worn.

23. On his admission into prison, and at any other time deemed necessary, each prisoner shall be photographed and have his fingerprints taken.

24. A copy of a photograph or fingerprint shall not be given or conveyed to any person or persons other than those whose duty it may be to receive and use the same for purposes of identification.

PART IV.—DISCIPLINE: OFFENCES BY PRISONERS.

25. Offences shall include—

- (1) Improper language.
- (2) Quarrelling.
- (3) False statements, verbal or in writing.
- (4) Gambling.
- (5) Smoking without authority.
- (6) Trafficking or attempting to traffic, with or without consideration.
- (7) Damaging, defacing, or careless or improper use of Government property.
- (8) Idling during labour hours.
- (9) Tattooing.
- (10) Altering body marks.
- (11) Setting alight inflammable articles without authority.
- (12) Possession of prohibited articles.
- (13) Making unnecessary noise.
- (14) Stopping ventilation.
- (15) Writing unauthorized letters.
- (16) Leaving his place of labour without authority.
- (17) Making a frivolous complaint.
- (18) Wilfully injuring himself.

26. In addition to the offences specified in the last preceding regulation, any other act of misconduct or any breach of the regulations shall be an offence.

PART V.—DIETARY SCALES.

27. The daily food ration scale per prisoner shall be:—

	Male.	Female.
Bread	16 oz.	10 oz.
Meat with bone and fat	16 oz.	10 oz.
Potatoes	8 oz.	5 oz.
Oatmeal	6 oz.	6 oz.
Vegetables	6 oz.	6 oz.
Butter or cheese	1 oz.	1 oz.
Full cream powdered milk or	1 oz.	1 oz.
fresh milk	$\frac{1}{2}$ pint	$\frac{1}{2}$ pint
Honey, jam or syrup	1 oz.	1 oz.
Spaghetti, rice or macaroni	1 oz.	1 oz.
Tea	$\frac{1}{2}$ oz.	$\frac{1}{2}$ oz.
Sugar	2 oz.	2 oz.
Salt	$\frac{1}{2}$ oz.	$\frac{1}{2}$ oz.
Flour	1 oz.	1 oz.
Dried fruits	1 oz.	1 oz.

28. The value of any ration not used may be credited to an "Undrawn Ration Account" and such credits may be expended on the purchase of other commodities for general use such as sauces, spices, herbs, vinegar, curry powder, baking powder, custards, jellies, cocoa, &c.

29. A prisoner undergoing solitary confinement shall receive 16 oz. of bread per day for the first two days and thereafter one-half of the daily ration scale.

30. The Director-General may alter the foregoing dietary scales from time to time.

PART VI.—HEALTH OF PRISONERS.

31. A prisoner shall as soon as practicable after reception be examined medically and dentally and his medical and dental state shall be recorded.

32. The medical officer shall maintain any necessary records of medical history and treatment of each prisoner throughout his sentence.

33. If any prisoner is found or suspected to be suffering from an infectious or contagious disease, or to be in a verminous condition, he shall be kept separate from other prisoners not so suffering or not in such condition.

34. The Director-General may direct that all prisoners detained in any or all prisons of the State shall be vaccinated or inoculated whenever, in the opinion of the health authorities, this course is necessary as a precaution against an epidemic of disease or plague, and it shall be the duty of the medical officers of the prisons to carry out the work of vaccination or inoculation.

35. A prisoner shall be supplied with such medical attention, treatment and medicine as in the opinion of the medical officer is necessary for the preservation of the health of the prisoner and of other prisoners and of prison officers.

36. Dental treatment shall be supplied to prisoners in such manner and to such extent as the Director-General on the recommendation of the dental officer determines.

37. The dental officer shall maintain any necessary records of the dental history and treatment given to each prisoner throughout his sentence.

38. It is the duty of every officer to bring to the notice of the Governor of the prison any prisoner who appears to be mentally or physically ill, and the Governor will refer appropriate cases to the particular attention of the medical officer.

39. Arrangements shall be made daily for an officer or officers to collect each morning the names of the prisoners desirous of consulting the medical officer, in accordance with the routine which best meets the convenience of the prison. Prisoners may, at any time in emergency, apply to the officer then in charge of them for medical attention and the officer shall take appropriate action and bring the matter to the notice of a senior supervising officer forthwith.

40. In any emergency requiring medical attention the Governor shall take appropriate action without delay.

41. The instructions of the medical officer shall be carefully followed in the treatment of all sick prisoners.

42. When a prisoner is transferred from one prison to another complete records of his medical and dental history and treatment shall accompany him.

43. On the death of a prisoner, the Governor shall at once give notice thereof to the Police and the chaplain and if practicable to the next of kin.

44. In conjunction with the Police the Governor shall arrange appropriate transfer of the body for burial and where an inquest is required by law shall notify the Director-General of the finding of the Coroner.

PART VII.—CLOTHING AND PROPERTY.

45. A prisoner on admission to prison, shall be required to give up all clothing, money, or other property in his possession.

46. Each prisoner shall be strictly searched by an officer and anything found concealed shall be forfeited.

47. A prisoner's private clothing and other property shall be in the custody of an officer appointed for that purpose and shall be placed in a suitable store and transferred with the prisoner from prison to prison and returned to him on discharge or release on parole or otherwise disposed of according to law.

48. Such property shall be cleaned, fumigated and stored under the owner's name. It shall be examined at least once in every three months and every precaution taken to preserve it from injury.

49. A continuous chain of responsibility regarding prisoners' property shall be maintained. The prisoner shall check and sign his inventory of clothing and property and receipts shall be obtained when handing over to any person.

50. An inventory of property and clothing held on behalf of each prisoner with an estimated value recorded thereon shall be kept in a fireproof place.

51. Property in suitcases or other suitable containers may be stored but articles such as bicycles, motor cycles, firearms or ammunition shall not be taken into storage.

52. No alcoholic liquors or inflammable liquids shall be stored and any such article found in property shall be destroyed, and such destruction shall be recorded on the property sheet and signed by the officer concerned.

53. If a full and proper receipt for a prisoner's property is not received by the despatching prison within seven days, such failure shall be reported to the Director-General immediately.

54. A prisoner may request to see his clothes a few days before his release and any complaint concerning his property shall be made in writing to the Governor before the prisoner leaves the prison. All such complaints shall be recorded and after investigation by the Governor shall be reported to the Director-General.

55. If it has been found necessary to destroy any clothing the prisoner shall be provided with a suitable replacement when released.

56. Each prisoner shall be supplied with prison clothing and shall be held responsible for any alterations, damage, or loss of such clothing.

57. The Director-General shall determine the clothing issues to be made having regard to the nature of the prison, the climatic conditions, the employment of the prisoner and his physical condition.

58. A prisoner shall at all times appear properly dressed according to the standing orders of the prison in which he is held.

59. A prisoner appearing as a party or as a witness in any court or who is brought before any court outside the prison to answer charges shall appear in his civilian clothes. In such appearances badges of any organization shall not be worn.

60. All articles of clothing shall be given up for the purpose of laundering as directed by the Governor of the prison and sufficient alternative clothing shall be issued to enable this to be done.

61. A prisoner permitted to leave a prison under section 51 of the Social Welfare Act may be permitted to wear his own clothes and on return his clothes shall be properly checked and stored by an officer.

62. A prisoner shall bathe and put on clean clothing when directed.

PART VIII.—PRISONERS' CORRESPONDENCE.

63. Officers are directed to encourage prisoners to write letters to maintain family ties, and to permit letters to assist their rehabilitation and employment on discharge.

64. A prisoner may write and receive one letter fortnightly but the Governor may permit additional letters to be written and received.

65. Each letter written to or by a prisoner shall be examined by the Governor or an officer detailed for that purpose. Any letter either to or from the prisoner may be withheld by the Governor and submitted to the Director-General whose decision shall be final.

66. Each letter received by the prisoner shall be returned to the Governor within seven (7) days to be retained until the prisoner's discharge or, if the prisoner wishes, destroyed.

67. Letters shall be written only on paper supplied and a record kept of the letters posted for the prisoner and the cost of postage shall be deducted from his earnings.

68. A prisoner shall not be permitted to write to another prisoner without permission from the Director-General.

69. A prisoner shall not be permitted to sign for, deliver to or receive from a relative, friend, or legal adviser, any document without the sanction of the Director-General.

PART IX.—VISITS TO PRISONERS.

(a) By Relatives or Friends.

70. Officers shall encourage visits which may assist in the maintenance of family ties or the rehabilitation of the prisoner and having regard to the relationship of the visitor to the prisoner the Governor shall determine the condition of the visits.

71. A prisoner shall be allowed a visit immediately after conviction and immediately before transfer to another prison where practicable.

72. A prisoner shall be allowed a visit at intervals of once a fortnight provided that the Director-General may grant additional visits where he is satisfied it is in the best interests of the prisoner to do so.

73. Visits shall be of twenty minutes' duration and in the presence of an officer provided that this time may be extended by the Governor.

74. Visits shall be in the visiting cubicles provided or as laid down in the standing orders of the prison.

75. Visits shall be limited to Saturdays, Sundays and Public Holidays, except as otherwise permitted by the Director-General.

76. Any person who has served a sentence in prison or is of reputed bad character or considered otherwise undesirable shall not be admitted as a visitor without the permission of the Director-General.

77. The Governor may demand the name and address of any visitor and, if he deem necessary, he may refuse such visitor admission unless such visitor submit to be searched. Any such happening shall be reported forthwith in writing to the Director-General.

78. If any visitor misbehave, the Governor may compel him to leave the prison. If such action is taken by the Governor, he shall report the circumstances forthwith to the Director-General, whose decision shall be final.

79. A prisoner shall have the option of refusing to see a visitor.

80. (a) Prisoners in hospital not under escort shall not be visited without prior permission from the Governor of the prison.

(b) Prisoners in hospital under escort shall not be visited without prior permission from the escorting officer.

81. When a prisoner is seriously ill, the Governor shall advise the prisoner's next of kin and shall permit such visits as are appropriate.

(b) By Qualified Legal Advisers.

82. On application at the prison, a duly qualified legal adviser of a prisoner may see the prisoner in private—

(a) to prepare his defence when on remand awaiting trial or remanded for sentence;

(b) to advise the prisoner concerning an appeal, if within the statutory time allowed for an appeal;

(c) to prepare his appeal if the prisoner has duly lodged an appeal against conviction and/or sentence.

83. Applications to visit a prisoner under sentence or for any purpose not defined in the foregoing Regulation shall be made to the Director-General and such visits will be in the presence of an officer.

84. The hours of attendance for such professional visits are:—

Monday to Friday—9 a.m. to 11.30 a.m.
2 p.m. to 3.30 p.m.,

except that a prisoner may receive a professional visit at the prison between 8 a.m. and 9 a.m. on any day he is appearing at Court.

(c) Visits at Court.

85. Where a prisoner is in custody at a Court awaiting trial, the escorting officer may permit visits by legal advisers conducting his defence where facilities at the Court enable this to be done. Such visits shall be at the convenience of the escorting officer having regard to his duties to the Court and his responsibility for safe custody of the prisoner or other prisoners.

(e) Visits by Police.

86. (a) Applications by Police to interview a prisoner shall be made in writing to the Director-General and if approved by the Director-General the application shall be presented at the prison as the authority for the visit.

(b) A prisoner may decline to be interviewed.

PART X.—RELIGIOUS OBSERVANCE AND PASTORAL CARE.

87. Officers shall encourage a prisoner to participate in religious observances of his faith and no penalty shall be imposed for non-participation.

88. On admission into prison each prisoner shall be required to sign a statement as to his religious denomination, if any, and his name shall be entered under the denomination he selects.

89. A prisoner shall not be allowed to change from one denomination to another unless the Director-General is satisfied that there is no improper motive for such change.

90. A prisoner may at all proper times receive spiritual consolation according to the faith he professes, and as he desires to have administered to him by his chaplain, under such restrictions as are imposed by the Director-General to guard against the introduction of improper persons and prevent improper communications.

91. Chaplains appointed to prisons are responsible for the conduct of all religious services and pastoral care.

92. Visits by other chaplains may be approved by the Director-General.

PART XI.—BAILS AND FINES.

93. Prisons shall be open for the purpose of effecting bail of prisoners or payment of fines between the hours of 8 a.m. and 8 p.m. daily.

94. Granting of bail is the responsibility of the justice concerned. Officers should however draw the attention of the justice to any matters which are pertinent to granting bail.

PART XII.—PETITIONS.

95. No prisoner shall petition the Executive Government in respect to his conviction unless he can adduce some material and well-supported fact in his favour which he was unable to bring forward at his trial, or unless he can advance good and sufficient reasons for special consideration.

96. A prisoner having once petitioned shall not again petition unless some new matter having an important bearing on his case has been revealed subsequently to the decision on his former application.

PART XIII.—TERMINATION AND REVISION OF SENTENCE.

97. In respect of any sentence or sentences for which a minimum term has not been fixed, and subject to good conduct and industry and response to the treatment programme the Director-General may grant remission not exceeding one quarter of the total sentence.

Provided that in any case of special merit in the performance of a prisoner the Director-General may grant in addition to the foregoing, a further remission not exceeding three days per month.

98. Pursuant to section 536 (2) *Crimes Act* 1958, where a minimum term is fixed, a maximum of three days reduction from the term so fixed for each calendar month actually served may be granted by the Director-General if he is satisfied that the prisoner's good conduct and industry and response to the treatment programme throughout the term served merit such reduction.

Provided that in any case of special merit in the performance of a prisoner the Director-General may grant in addition to the foregoing a further reduction not exceeding three days per month.

99. A prisoner unable to work may receive remission under the foregoing Regulations.

100. Where any sentence of death is commuted to "life with the benefit of Regulations relating to remission" the sentence shall be deemed to be twenty years.

101. Where any sentence of death is commuted to "life without the benefit of Regulations relating to remission" the sentence shall be deemed to be for life.

PART XIV.—CLASSIFICATION AND SEPARATION OF PRISONERS.

102. Female prisoners shall not be detained in a prison for males except in a "lock-up" for temporary custody and in this case shall be in a room separate from males and such females shall be removed to a prison for females as soon as practicable.

103. Where a female prisoner is temporarily detained in a male prison, a male officer shall not enter the room except in company of another officer.

104. A prisoner shall be provided with a separate bed, and shall be housed in a separate cell unless directed otherwise.

105. A prisoner undergoing punishment for any prison offence or whose removal may be considered necessary may be placed under separate treatment by the Governor subject to the approval of the Director-General.

106. A prisoner under separate treatment or solitary confinement shall receive exercise in the open air at least two hours daily.

107. Prisoners shall be classified and separated by the Classification Committee subject to the approval of the Director-General.

108. In determining classification the Committee shall have regard to age, social history, criminal record, aptitude and suitability for training and employment, nature of current offence, length of sentence and need for security.

109. The Classification Committee shall review classifications and may alter these when appropriate to do so.

110. Classification files and personal case histories of prisoners shall be prepared and regularly maintained and entries made as directed by the Director-General.

111. Classification files and personal case histories of prisoners are confidential and shall not be disclosed to any person without the authority of the Director-General.

112. The Governor is responsible for conveying to every officer directly concerned in the treatment and training of a prisoner, any entry on the classification file which may affect the prisoner's treatment programme.

PART XV.—TREATMENT PROGRAMME.

113. Officers shall at all times promote and assist the rehabilitation of prisoners and shall encourage prisoners to participate in all facets of the treatment programmes.

114. The Governor is responsible for all leisure hour activities and is to encourage prisoner participation as part of the general treatment programme.

115. Organized games are to be encouraged and subject to the approval of the Director-General teams may be entered in outside competitions.

116. The Governor is responsible for prior approval of any film, radio or television programme or theatrical or concert programme arranged to be seen or heard within the prison and is to encourage proper use of these media as part of the treatment programme.

117. The Governor shall encourage the publication of an institutional newspaper or magazine by an inmate committee appointed for that purpose.

118. The Governor is responsible for any matter published in the newspaper or magazine and no material that may be offensive to any race, colour or creed, religious faith or political party shall be published.

119. Prisoners shall have access to libraries and are to be encouraged to make full use of all books available.

120. Prisoners are to be encouraged to work on hobbies in their leisure hours as part of the treatment programme.

121. The Governor is responsible for the disposal of all hobby products as laid down in standing orders. No article shall be given to an officer or another prisoner.

PART XVI.—EMPLOYMENT OF PRISONERS.

122. A prisoner shall be employed at work within his capacity at such hours as laid down in standing orders of the station.

123. An unconvicted prisoner may be permitted to work and to receive earnings if he elects to do so and the routine of the prison and facilities enable this to be done.

PART XVII.—PRISONERS' EARNINGS.

124. A prisoner may earn credits of money (hereinafter referred to as earnings) for work performed in accordance with scales determined from time to time by the Director-General not exceeding a rate of Five shillings per day.

125. A prisoner employed otherwise than at an industry may be eligible for earnings if the nature of the work performed by him is considered by the Director-General to merit payment.

126. The earnings of a prisoner shall, in the discretion of the Director-General, be applied:—

- (a) towards supplying personal needs of the prisoner;
- (b) towards payment of fees for education and training;
- (c) towards the maintenance, during the detention of the prisoner, of his wife and family (if any);
- (d) in repayment to the Social Welfare Branch of any amount expended for the maintenance and support of his children during his detention;
- (e) in satisfaction of expenses and costs involved in re-arrest and trial after escape or attempted escape;
- (f) in satisfaction of costs to the Crown on any appeal or question of law raised by the prisoner.

127. Earnings shall be forfeited for absconding; attempting to abscond; or for any indictable offence; or in the event of deportation from the Commonwealth.

128. A deduction as directed by the Director-General may be made from earnings for the value of property damaged, destroyed or lost, or for repeated acts of misconduct.

129. (i) An account of the earnings of each prisoner and of all disbursements and deductions made under the provisions of these Regulations shall be kept in the prison in which he is detained and the balance standing to his credit shall be paid to him upon his release from prison otherwise than on parole.

(ii) When a prisoner is released on parole the Chief Parole Officer shall, subject to any direction by the Parole Board, determine the amounts and times of payments to that prisoner of the said balances standing to his credit but so that the whole amount of that balance shall, unless forfeited under the next succeeding sub-clause, be paid before the expiration of his parole.

(iii) Where the prisoner's parole is cancelled the Parole Board shall determine the disposal of any amount of the said balance not paid to the prisoner before the date of cancellation of the parole.

PART XVIII.—REGULATIONS APPLICABLE ONLY TO PRISONERS UNDER SENTENCE OF DEATH.

130. A prisoner under sentence of death shall be dressed in prison clothing and shall be kept under such supervision as the Director-General orders for his security.

131. The relatives, friends, or legal adviser of a condemned prisoner shall have access to him at all reasonable hours at the discretion of the Governor, unless countermanded by the Sheriff, but shall not come into actual contact with such prisoner in any circumstances. An officer of the prison shall remain in attendance during the visit, but no other visitor, unless by special order of the Director-General or the Sheriff, shall be admitted to see the prisoner, except the clergyman of the church to which the prisoner professes to belong; but no visitor, whether relative, friend, clergyman, legal adviser, or other, shall be allowed to see a prisoner under sentence of death without his consent being first obtained. Every such visitor shall submit to search if considered necessary.

132. A prisoner under sentence of death shall be allowed exercise in the open air at least two hours daily.

133. No communication whatever, either written or verbal, shall be conveyed by a visitor to or from a prisoner condemned to death from or to any person outside the prison except through the Sheriff or the Director-General. In no case shall any statement of importance communicated by the condemned to a visitor or the attendant, whether relative to the prisoner's own particular case or otherwise, be published or made known unless it be considered of sufficient importance to require consideration at the hands of the Government, in which case it shall be transmitted by the Governor to the Sheriff, or to the Director-General, who shall forward it at once to the Chief Secretary for his consideration.

134. A copy of this Part shall be shown to persons visiting the prisoner, and a strict compliance with such Part shall be a condition on which persons will be allowed to visit.

PART XIX.—REGULATIONS APPLICABLE ONLY TO PRISONERS AWAITING TRIAL OR NOT CONVICTED OF A CRIME.

135. A prisoner before trial or not convicted of a crime may, if he desires, wear the prison clothing, and he shall be required to do so if his own clothes are insufficient or unfit for use, or necessary to be preserved for the purposes of justice.

136. The relatives or friends of a prisoner remanded for re-examination or committed for trial may see him at reasonable hours, not oftener than twice a week at the discretion of the Governor, or oftener by orders from the Director-General, unless the Governor has a sufficient reason for not admitting such relatives or friends. In each case, an intimation of the reason for not allowing the interview shall be forwarded to the Director-General.

137. Any relative, friend, or legal adviser of a prisoner who may be detained in default of finding sureties to keep the peace, or to be of good behaviour, or on affiliation orders, or for contempt of court, or on maintenance orders, or detained for safe custody only, may see him at reasonable hours, not oftener than once a week, at the discretion of the Governor.

138. A prisoner awaiting trial or not convicted of a crime may write and receive letters daily subject to Regulation 66 relating to perusal by an officer.

PART XX.—DISCHARGE AND RELEASE PROCEDURES.

(a) *Discharge Procedure.*

139. Wherever practicable each prisoner is to be given at least seven days' notice of his discharge date.

140. The Governor or a senior officer appointed for this purpose is to see each prisoner on discharge.

141. All property and private money held on behalf of a prisoner is to be returned to the prisoner on discharge and a receipt obtained from the prisoner.

142. The value of any item of clothing or Government property issued to the prisoner and not accounted for by him on discharge is to be deducted from earnings.

143. The nett balance of earnings is to be paid to the prisoner on discharge.

144. Any complaints concerning deficiencies or the conditions of private clothing or property are to be made in writing before leaving the prison.

145. The Governor is to investigate the complaint and report the matter to the Director-General.

(b) *Release on Parole.*

146. On receipt of the Parole Order the prisoner is to be informed of the date of his release on parole and of any special conditions of his parole.

147. The Governor or senior officer appointed for this purpose is to see each parolee on his release from the prison.

148. All property and private money held on behalf of the prisoner is to be returned to him on his release.

149. The value of any item of clothing or Government property issued to the prisoner and not accounted for by him on release is to be deducted from earnings.

150. An amount as determined by the Director-General shall be advanced to the parolee on his release for the purpose of his personal needs whilst travelling to the Parole Board offices.

151. Any complaints concerning deficiencies or the condition of private clothing or property are to be made in writing before leaving the prison.

152. The Governor is to investigate any complaint and report the matter to the Director-General.

153. A certificate showing the nett balance of earnings is to be forwarded to the Chief Parole Officer.

154. The Governor will explain the parole order to the parolee and the parolee will sign the copy retained at the prison as required by regulation number 41 of Division 6.

155. A copy will be given to the parolee with any necessary instructions as to the time and date he is to report to the Parole Office.

PART XXI.—VISITS TO PRISONS.

156. Visits to prisons except as provided in Part VIII. shall not be permitted without the authority of the Director-General.

157. A book shall be kept by the Governor in which the names and addresses of visitors shall be entered by the visitors themselves.

158. If any visitor misbehave or act improperly, the Governor may compel such visitor to at once leave the prison, and may refuse such visitor re-admission until the facts have been reported to and decided upon by the Director-General, whose decision shall be final.

PART XXII.—SEARCHING OF OFFICERS OR PERSONS WITHIN PRISONS.

159. No person shall convey or cause to be conveyed any article into or from a prison without the authority of the Director-General or the Governor.

160. Whilst within a prison or at any time whilst on duty an officer shall permit a search to be made of himself or any article in his possession when called upon to do so by the Governor.

161. Any person within a prison shall permit a search to be made of himself or any article in his possession when called upon to do so by the Governor provided that a female visitor shall be searched only by a female and in the presence of females only.

162. The Governor may ask any visitor to a prison to submit to a search of himself or any article in his possession if he has reasonable grounds to suspect an attempt to introduce a prohibited article to the prison. In the event of a visitor refusing to submit to such search the Governor may refuse admission and shall report such refusal to the Director-General.

PART XXIII.—OFFICERS.

(a) General.

163. Each officer shall constantly bear in mind the influence his character and conduct have upon the discipline of the prison and the welfare of the prisoners therein, and that good example is the most certain means of ensuring good order and obedience. He shall render the same prompt, cheerful, and implicit obedience that he is required to exact. He shall treat his superior officers with deference and respect and his subordinates with courtesy.

164. Officers shall at all times observe courtesies including saluting as laid down by prison standing orders.

165. Each officer shall take care that all standing orders rules and regulations are strictly carried out, and shall report without delay through the proper officer any instance of neglect, disobedience, or other misconduct, or any matter requiring attention which may come under his notice.

166. All orders and communications from superior authority having reference to a prison shall be addressed to the Governor, who shall notify them to the parties concerned. All communications, reports, applications, and official correspondence from any officer of lower rank shall likewise be addressed to the Governor, and transmitted to him—through the proper channel, as locally directed—to be dealt with, or forwarded to the Director-General, as may be necessary.

167. An officer shall not absent himself from his station, or, when on duty, from his allotted post, without leave.

168. An officer on duty shall appear clean, tidy, and properly dressed in the uniform of his grade; and, if armed, take care that his arms, accoutrements, and ammunition are kept at all times in serviceable order.

169. In enforcing obedience by prisoners an officer shall be firm but temperate, carefully avoiding the use of harsh or irritating language or gestures, and shall resort to force only when absolutely necessary.

170. An officer shall use every precaution and the utmost vigilance to prevent prisoners from escaping or holding communication with unauthorized persons.

171. An officer shall always be most guarded in his conversation and demeanour. He shall not smoke, use improper language, enter into discussions with another, or speak of his duties or any other matter of prison management in the presence of prisoners. He shall not allow familiarity on the part of a prisoner towards himself or any other officer.

172. An officer shall not make any unauthorized communication concerning the prison to any friend of a prisoner or to any other person, nor traffic with nor have any dealings with a prisoner or any friend or relative of a prisoner, nor convey or cause to be conveyed any unauthorized letter or article to or from a prisoner, nor, by correspondence or otherwise, carry on communication prejudicial to the good order, discipline, and security of the prison.

173. An officer shall not accept a fee or reward from any person in connexion with his duties.

174. An officer shall inform the Governor when any prisoner desires to see the Governor or a visiting justice, or the medical officer, or to make a request or make a complaint to superior authority.

175. No work, except for prison purposes or for the officers as herein provided, shall be undertaken without the authority of the Director-General given in accordance with these regulations.

176. A prisoner occupied as a writer, or in other petty office, shall not have access to warrants, court calendars, or other official documents, and shall not be employed to write or copy correspondence relating to the discipline of the prison, the conduct of the officers, or the treatment of the prisoners; he shall not be permitted to acquire information from official sources which it may be undesirable for the prisoners to learn.

177. The Governor is hereby empowered to hear and determine charges against any prisoner for any breach of the Regulations, and he may punish such prisoner in the manner prescribed by and subject to the provisions of section 34 of the *Goals Act 1958*.

178. The Governor shall be responsible to the Director-General for the due order, management, and discipline of the prison under his charge, the safe custody of the prisoners, the care of all Government buildings, and other property pertaining to the prison, the economical expenditure of stores, and that the labour of the prisoners is made use of to the best advantage of the State. He shall see that all rules, regulations, orders, and instructions from time to time made, given, or issued for the management of the prison or the guidance of officers are strictly carried out; and that all necessary books are kept and such returns furnished as the Director-General may require.

179. The Governor shall be the medium of communication between superior authority or persons outside the prison and officers and prisoners within, and shall forward without delay to the Director-General any report or complaint he may receive addressed to superior authority, with such remarks or explanation thereon as he thinks fit.

180. The Governor shall hear at least daily all reports that may be made to him, and shall take care that every prisoner having a complaint to make or a request to prefer shall have ample facilities for so doing; he shall redress any grievance or take such other steps as may be necessary in each case.

181. The Governor shall personally keep a journal in which he shall note daily any occurrence of importance which may take place in the prison; such journal shall be laid before the Director-General and the Director of Prisons on their visits.

182. The Governor shall, unless prevented by some extraordinary cause (which he shall record in his journal), personally visit and inspect every ward and cell in the prison, and see each prisoner as often as may be convenient. He shall attend at least one muster daily, and shall visit the prison during the night not less than once every week, and shall record each such visit in a book kept for the purpose.

183. The Governor shall take the best means at his disposal to make prisoners acquainted with the Regulations for prisoners.

184. The Governor shall not allow any person to view the prison contrary to these Regulations, and shall be careful that no visitor holds communication with a prisoner unless duly authorized to do so.

185. On each visit of the Director-General, the Director of Prisons, or a visiting Justice, the Governor shall report to him all irregularities which have occurred in the prison since his last visit. The Governor shall immediately report to the Director-General in writing, or if urgent by telephone, any serious irregularity, accident, or other extraordinary event which may occur.

186. (a) Any officer occupying quarters shall be responsible for the cleanliness of such quarters and shall permit an inspection of same when called upon to do so by the Governor.

(b) The Governor shall inspect all single quarters on the station at regular intervals.

187. The Governor shall neither absent himself for a night from the prison nor allow any person not belonging thereto to sleep therein, without the authority of the Director-General.

188. Upon no occasion shall the Governor and the officer next in authority under him be absent from the prison at one and the same time; but where quarters are not provided for the second executive officer, the Director-General may make such arrangements for the charge of the prison as he may consider desirable. When absent, except by authorized leave, the Governor shall arrange that he may be found should an emergency arise requiring his attention.

189. The Governor shall not allow any visitor to be present at the infliction of corporal punishment, unless such visitor shall be authorized by the Chief Secretary or Director-General. No visitor shall be present at the infliction of corporal punishment ordered to be privately inflicted.

190. In addition to his ordinary duties, an officer may be called upon to perform such other duties as the exigencies of the Service require. He shall be subject to removal from prison to prison by the Director-General as may be considered necessary.

191. When on duty under arms, an officer shall be responsible that his arms are properly loaded, and he shall be careful in handling them that no accident may occur. He shall not deface his arms or accoutrements, or make any alteration in them, without authority.

192. An officer under arms shall not place himself in a position to be attacked. Should a prisoner attempt to escape, or a combined attack be made upon officers, the officer shall act promptly, and, after challenging in a loud voice, fire upon any offender if he cannot otherwise be secured or deterred.

193. In the event of an escape or an attempt to escape, such officers only shall go in pursuit as the officer in immediate charge of the division, gang, or party directs, so that the safe custody of the remaining prisoners may not be endangered.

194. An officer shall not allow an unauthorized person to hold communication with, or give, or pass, or receive any article from a prisoner. He shall arrest any person apparently loitering about the prison or works for such purpose. Should he find any unauthorized article secreted he shall report the circumstance and give up the article to the Governor.

195. When on duty after dark, an officer shall challenge any person approaching his post, and ascertain who the person may be before allowing him to pass. He shall be responsible that all authorized lights are kept burning. He shall mark the tell-tale clocks at the appointed periods, and note and report any irregularity that may appear.

196. Under no circumstances shall a sentry leave his post until relieved. On being relieved he shall point out to his successor any matters of special importance connected with his duties.

197. An overseer shall be responsible for the tools issued for the use of his gang, and shall make requisitions for supplies and account for the same in such manner as may from time to time be ordered.

198. An overseer shall not employ prisoners on, or undertake work of any kind, without proper authority. He shall keep accounts of all work performed, as well as of the industry of the prisoners, and shall make returns and reports as may be required by the Governor.

199. An overseer shall be liable for any duty he may be called upon by the Governor to perform.

200. Officers shall surrender all keys whenever they leave the prison unless otherwise authorized by the Director-General.

(b) *Offences.*

201. The following acts, as well as any breach of these Regulations, any disobedience of orders or neglect of duty, or other misconduct on the part of an officer prejudicial to the good order and discipline of the prison or likely to bring discredit upon the prison service, shall be offences, viz.:—

1. Being asleep on post.
2. Sitting down without permission, talking, reading, or smoking when on duty.
3. Wrangling, disputing, or quarrelling, whether on public or private matters.
4. Introducing wine, beer, or any spirituous liquor or other prohibited article without authority into any part of the prison.

5. Taking out or giving to a prisoner or any friend of a prisoner, without authority, and with or without consideration any article whatever, or any message whether verbal or otherwise.
6. Entering into any correspondence or addressing any communication whatever in an official capacity except through the proper channel.
7. Removing any article or property from the prison without proper authority.
8. Gambling.
9. Drunkenness, disorderly conduct, prevarication, or making a false statement.

(c) *Uniforms.*

202. Uniform for male officers shall consist of:—

Navy-blue tunic and trousers
 Navy-blue cap
 Black boots or shoes
 Navy-blue tie
 Blue shirts and collars
 Navy-blue great-coat
 Leather belt.

203. Uniforms for female officers shall consist of:—

<i>Summer.</i>	<i>Winter.</i>
Grey dress	Grey tunic
	Grey skirt
Grey hat	Grey hat
	Blue blouse
Grey stockings	Grey stockings
	Grey tie
	Black gloves
	Grey great-coat
Black shoes.	Black shoes.

204. Insignia of rank shall be worn as follow:—

On Caps—

All ranks—Chrome badge H.M. Prison Service.
 Governor Grade II. and above—Silver braid on cap peak.

On Tunics and Great-coats and Shirts—

Governor Pentridge—Crown and two stars on each shoulder.
 Deputy Governor, Pentridge—Crown and one star on each shoulder.
 Governor, Grade II.—Crown on each shoulder.
 Principal Prison Officer—Three stars on each shoulder.
 Chief Prison Officer—Two stars on each shoulder.
 Senior Prison Officer—One star on each shoulder.
 Prison Officer—One silver chevron on lower sleeve.
 Temporary Hospital Attendant—Red Cross on white with silver braid surround on upper sleeve.
 Hospital Attendant—Red Cross on white on upper sleeve.
 Governor, Fairlea Women's Prison—One crown on each shoulder.
 Deputy Governor, Fairlea Women's Prison—Three stars on each shoulder.

205. The Director-General shall determine the type and number of issues of uniform made from time to time.

206. The Director-General may approve the issue of protective clothing with appropriate badges and insignia of rank to officers engaged on any special duty.

207. All articles of uniform shall remain the property of the Government and must be produced when required.

208. Whilst on duty officers shall wear uniforms and insignia of rank as prescribed and as authorized by the Director-General and no variation shall be permitted except by his authority.

209. Whilst in uniform an officer shall not enter premises licensed under the *Licensing Act 1958*, except in the performance of his duty.

210. The Governor may permit an officer on special duty to wear civilian clothes, but a mixture of uniform and civilian clothes shall not be worn except as laid down in standing orders for special duties.

211. Except as provided in Regulation 210, a mixture of uniform and civilian clothes shall not be worn at any time.

212. Uniform may be worn whilst proceeding to or from duty, but shall not be worn at any other time when not on duty.

213. During the summer period from 1st November–31st March, the Governor may permit officers to remove tunics and on such occasions insignia shall be worn on shirts. Collars and ties shall be worn. Shirt sleeves will be worn at full length. Braces must not be worn.

214. The Governor shall at all times pay particular attention to the appearance of officers and shall be responsible that all officers are properly dressed.

215A. An officer is responsible that his uniform is maintained in clean and undamaged condition, and boots and shoes polished at all times.

215B. The Director-General may authorize replacement of any article of uniform damaged whilst in the performance of duty.

(d) Awards to Officers.

216. The Director-General may make the following awards to Officers:—

Valour Award Medal.

The valour Award Medal in silver with blue and white enamel and blue and white ribbon may be awarded to an officer for conduct of conspicuous merit involving exceptional bravery.

Certificate of Commendation.

A Certificate of Commendation may be awarded to an officer for service of special merit.

Meritorious Service Medal.

A meritorious Service Medal in silver with red and white enamel and red and white ribbon may be awarded to an officer for twenty years of meritorious service.

217. On ceremonial occasions medals shall be worn and at all other times ribbons shall be worn on the left breast.

PART XXIV.—VISITING JUSTICES.

218. The Visiting Justice of each prison shall see all prisoners confined therein at least once in every month, at such times as least interferes with labour and discipline, and shall ascertain if such prisoners have any complaints, or if anyone is improperly or unnecessarily detained. In either case the Visiting Justice shall make such inquiry as he may deem desirable, and, if it appears to him to be necessary, shall bring the matter under the notice of the Director-General or Chief Secretary.

219. The Visiting Justice shall hear all complaints against prisoners which may be brought before him, and deal with such complaints according to law. He shall inspect the record of punishments inflicted by the Governor, but shall not be at liberty to alter any such punishment.

220. The Visiting Justice shall not directly interfere in, or give instructions with regard to, the management or discipline of the prison, or deal with any case affecting the conduct of the officers, but may report to the Director-General or Chief Secretary from time to time on these or other subjects as he may think necessary.

221. On or before the sixth day of each month the Visiting Justice shall report, in writing, to the Chief Secretary on the state of the prison to which he is appointed. In his report he shall include any matter that requires attention, and shall attach a return showing all punishments inflicted by his orders or by order of the Governor during the preceding month.

PART XXV.—CHAPLAINS.

222. The Governor in Council may from time to time appoint and remove chaplains. The nomination of a chaplain shall be submitted by the head or authorized representative of his denomination through the Director-General to the Chief Secretary.

223. A chaplain shall perform divine service on Sundays and holy days, and on such other days as from time to time may be arranged by authority of the Director-General.

224. The duties of a chaplain shall be confined to the spiritual welfare and pastoral care of the prisoners. He shall not communicate with any friend or relative of a prisoner without the authority of the Governor.

225. A recognized minister of religion may be permitted by the Director-General to visit, for the purpose of imparting religious consolation and advice to any prisoner of his own denomination where there is not a visiting chaplain for such denomination; and, if there be such a chaplain, the permission may be granted with his consent. Such visits shall not be permitted to interfere with labour or discipline.

PART XXVI.—MEDICAL OFFICERS.

226. The medical officer shall examine each prisoner as soon after reception as convenient, and record his state of health, his state of mind, and such circumstances connected therewith as may be considered necessary for guidance in classification and treatment.

227. From time to time the medical officer shall examine each prisoner under his care, and shall report to the Governor if he considers a prisoner's health is likely to suffer from the mode of discipline or labour to which he is subjected.

228. Before corporal punishment is inflicted the medical officer shall examine the prisoner and certify whether or not he is fit to receive such punishment. The medical officer shall be present at each execution or infliction of corporal punishment which may take place within the prison, and each prisoner undergoing separate or solitary confinement shall be under the close observation of the medical officer.

229. The medical officer shall make an inspection of the prison at least once in every three months, in company with the Visiting Justice or Governor, and shall report to the latter any matters connected with its sanitary condition that the medical officer thinks worthy of notice.

230. The medical officer shall keep a journal, in which he shall enter day by day an account of the state of each patient under his care, the name of the disease from which the patient is suffering, and the description of the diet and medicine he orders for such patient.

231. The medical officer shall keep such other books, and make such returns and reports as are required by the Director-General.

PART XXVII.—PRISONERS' AID SOCIETY AND WOMEN'S PRISON COUNCIL.

232. The accredited representative of the Prisoners' Aid Society or Women's Prison Council shall be given every facility to interview any prisoner desiring assistance.

DIVISION V.—TRAINING DIVISION.

1. This Division is divided into parts as follows:—

Part I.—Interpretation and Application.

Part II.—Social Welfare Training Council.

PART I.—INTERPRETATION AND APPLICATION.

2. In this Division:—

Superintendent of Training means the person appointed to administer the Training Division subject to the control and direction of the Director-General.

3. These Regulations apply to all persons employed in the Training Division and to all students undertaking courses or subjects conducted by the Training Division.

PART II.—SOCIAL WELFARE TRAINING COUNCIL.

4. The Council shall meet not less than six times in each year.

5. Meetings shall be convened by the Chairman and every member of the Council shall be given at least three days' notice of each meeting.

6. The Council shall have power to grant leave of absence to a member for not more than three meetings per year and extended leave of absence to a member may, on the recommendation of the Council, be granted by the Minister.

7. (1) The Chairman of the Council shall be entitled to an annual fee of Two hundred and fifty pounds.

(2) Every member of the Council, including the Chairman, shall be entitled to an attendance fee of Two pounds two shillings, in respect of each meeting attended.

8. For the purposes of the foregoing regulation, a meeting shall be defined as:—

- (a) A duly convened meeting of the members at the board room of the Council.
- (b) An occasion for the purpose of business of the Council which cannot be transacted at its board room and which business was by resolution agreed to at a previous duly convened meeting of the Council.

9. Suitable board room accommodation for meetings of the Council shall be provided by the Director-General. The official address of the Council shall be care of the Training Division, Social Welfare Department, Melbourne.

10. When the Council is engaged on matter referred to in Regulation 8 above, the following conditions shall apply in relation to transport, travelling and personal expenses:—

- (a) Transport shall, on requisition by the Chairman, be as arranged by the Director-General.
- (b) The Director-General may, where he considers it expedient to do so, and on the recommendation of the Chairman, approve of the use by a member of his own car, in which event such member may claim car allowance at a mileage rate not in excess of that provided in Part VI. of the Regulations under the *Public Service Act* 1958, as in force at the commencement of these Regulations.
- (c) Personal expenses actually incurred shall, as far as the circumstances will allow, be reimbursed to members in accordance with the provisions of Part VI. of the Regulations under the *Public Service Act* 1958, as in force at the commencement of these Regulations; but such reimbursement shall in no case exceed the scale specified in such Part for permanent heads.

11. The Secretary of the Council shall record the minutes of all meetings of the Council and generally, under the direction of the Chairman, perform the secretarial work of the Council.

12. The Council shall advise the Director-General on any matters arising out of Section 21, of the Act.

DIVISION VI.—PROBATION AND PAROLE DIVISION.

1. This division is divided into parts as follows:—

A. PROBATION.

- I. Interpretation and Application.
- II. Duties of Probation Officers.
- III. Supervision of Sexes on Probation.
- IV. Probation from Children's Courts.
- V. Probation from Petty Sessions, General Sessions, Supreme Court:
 - (a) Pre-sentence reports.
 - (b) Probation orders.
 - (c) Discharge and amendment of orders.
 - (d) Breach of probation orders.

B. PAROLE.

- I. Interpretation.
- II. Duties of Parole Officers.
- III. Supervision of Sexes and Parole.
- IV. Youth Parole Board:
 - (a) Parole orders.
 - (b) Cancellation of parole orders.
 - (c) Notifications.
 - (d) Duties of Secretary, Youth Parole Board.
 - (e) Annual Report.

V. Adult Parole Board:

- (a) Parole orders.
- (b) Cancellation of orders.
- (c) Prisoner's earnings.
- (d) Good conduct remissions.
- (e) Notifications.
- (f) Duties of Secretary, Adult Parole Board.
- (g) Annual Report.

A. PROBATION.

PART I.—INTERPRETATION AND APPLICATION.

2. In this division—

Chief Probation Officer includes the person appointed in accordance with section 9 of the *Children's Court Act* 1958 and the person appointed in accordance with section 507 of the *Crimes Act* 1958.

Probation Officer includes persons appointed in accordance with sections 9 and 10 of the *Children's Court Act* 1958 and section 507 of the *Crimes Act* 1958.

3. These regulations apply to any person employed as a probation officer in the Probation Division of the Social Welfare Department and to any person placed on probation by any court.

PART II.—DUTIES OF PROBATION OFFICERS.

4. The duties of the Chief Probation Officer shall be:—

- (a) To be responsible to the Director-General for the administration of the probation service.
- (b) To assign probation officers to individual cases—
 - (i) for reports under section 12, *Children's Court Act* 1958;
 - (ii) for pre-sentence reports under regulation;
 - (iii) for supervision.
- (c) To maintain a list of honorary probation officers appointed under section 10 of the *Children's Court Act* 1958, or section 507 (2) of the *Crimes Act* 1958.
- (d) To supervise the work of all honorary or stipendiary probation officers.
- (e) To maintain case records and statistics of the probation service.
- (f) To determine cases where action is to be taken under section 36 of the *Children's Court Act* 1958.
- (g) To determine when action for breach of probation is to be taken under section 37, or action to terminate under section 36 (3) of the *Children's Court Act* 1958 or sections 516 and 517 of the *Crimes Act* 1958.
- (h) To determine when application is made for discharge of a probation order under section 511 of the *Crimes Act* 1958; or for substitution of a new supervisory court under section 512 of the *Crimes Act* 1958, or for amendment of a probation order under section 513 of the *Crimes Act* 1958.
- (i) To prepare and submit such reports as required by the Director-General.
- (j) To perform such other duties as may be required by the Director-General.

5. The duties of a Senior Probation Officer shall be:—

- (a) In the absence of the Chief Probation Officer, to act as Chief Probation Officer if required to do so.
- (b) To supervise the work of probation officers as directed by the Chief Probation Officer.
- (c) To perform such other duties as directed by the Chief Probation Officer including the assignment of probation officers under Regulation 4 (b).

6. The duties of a probation officer shall be:—

- (a) To prepare pre-sentence reports as directed by the Chief Probation Officer.
- (b) To carry out directions of the court in relation to the probation order.
- (c) To supervise persons placed on probation as assigned by the Chief Probation Officer.

PART III.—SUPERVISION OF SEXES ON PROBATION.

7. Male probation officers shall be assigned to supervise male probationers, and female probation officers shall be assigned to supervise female probationers, provided that female probation officers may be assigned to supervise male probationers placed on probation by Children's Courts.

PART IV.—PROBATION FROM CHILDREN'S COURTS.

8. Whenever a child under the supervision of a probation officer changes his place of residence the probation officer shall report that fact to the chief probation officer stating the address to which the child has removed, if that address is known to him, and making a full report of all the circumstances of the case and of the child's conduct and behaviour whilst under his supervision.

9. Where a child who is under the supervision of a probation officer—

- (a) refuses or neglects to report himself to the probation officer when so required; or
- (b) otherwise behaves in an unsatisfactory manner; or
- (c) is living or working in circumstances detrimental to his good character or behaviour—

the probation officer shall make a report in writing thereon to the chief probation officer and shall carry out such directions in the matter as the chief probation officer may make.

10. Upon the expiration of the term for which a child has been placed under the supervision of a probation officer the probation officer shall make a full report in writing to the chief probation officer with respect to the conduct and behaviour of the child whilst under his supervision.

PART V.—PROBATION FROM PETTY SESSIONS, GENERAL SESSIONS AND SUPREME COURT.

(a) *Pre-sentence Reports.*

11. Any court which desires to receive a pre-sentence report on any convicted person may request such a report from the probation service in the form or to the effect of the Third Schedule to Division VI. of these Regulations. Such schedule may be signed by the Clerk or an officer of the court.

12. Every such report shall be furnished to the court within 21 days after the receipt of the request.

13. The Chief Probation Officer shall assign a probation officer to prepare such report.

14. The report shall be submitted in triplicate to the court, and at the discretion of the court copies may be made available to the prosecution and the defence.

15. Where a court requires the pre-sentence report to be accompanied by a medical or psychiatric report it may cause the Third Schedule to Division VI. of these Regulations to be endorsed accordingly, and where such schedule is so endorsed, the Chief Probation Officer shall obtain the medical or psychiatric report from the appropriate medical officer and forward it to the court with the pre-sentence report.

(b) *Probation Orders.*

16. The probation order shall be in the form or to the effect of the Fourth Schedule to Division VI. of these Regulations.

17. In addition to the general conditions of the order any special conditions imposed by the court shall be specified in the order.

18. The offender's consent shall be signified by endorsement of the order by the offender.

19. The court shall in accordance with section 508 (6) of the Crimes Act cause copies of the probation order to be given—

- (a) to the offender;
- (b) to the Chief Probation Officer;
- (c) to the person in charge of any institution in which the probationer is required to reside; and
- (d) to the supervising court.

(c) Discharge and Amendment of Orders.

20. The Chief Probation Officer shall determine when an application by a probation officer for discharge of a probation order under section 511 of the *Crimes Act 1958*, or for substitution of a new supervising court under section 512 of the *Crimes Act 1958*, or for amendment of the probation order under section 513 of the *Crimes Act 1958* shall be made.

21. Where the probationer makes application to the court for discharge of a probation order under section 511 of the *Crimes Act 1958*, or for substitution of a new supervising court under section 512 of the *Crimes Act 1958*, or for amendment of the order under section 513 of the *Crimes Act 1958*, he shall give seven days notice in writing of such application to the Chief Probation Officer.

22. Where a court discharges an order under section 511 of the *Crimes Act 1958*, or substitutes a new supervising court under section 512 of the *Crimes Act 1958*, or amends a probation order under section 513 of the *Crimes Act 1958*, the court shall cause the Chief Probation Officer to be notified of its action by an appropriate endorsement on the back of the probation order.

(d) Breach of Probation Orders.

23. A probation officer shall not take action under or for the purposes of section 512 or 517 of the *Crimes Act 1958*, unless he has first obtained the written authority of the Chief Probation Officer.

24. Where a court deals with a probationer for breach of probation the court shall cause the Chief Probation Officer to be informed of the action taken.

B. PAROLE.**PART I.—INTERPRETATION.**

25. In this division—

“Chief Parole Officer” includes the person appointed under section 36 of the *Social Welfare Act 1960* or section 533 (3) of the *Crimes Act 1958*.

“Youth Parole Board” means the Parole Board constituted under section 27 of the *Social Welfare Act 1960*.

“Adult Parole Board” means the Parole Board constituted under Part IV. of the *Crimes Act 1958*.

“Parolee includes” any person on parole from a Youth Training Centre or Prison.

PART II.—DUTIES OF PAROLE OFFICERS.

26. The duties of the Chief Parole Officer shall be—

1. To be responsible to the Director-General for the administration of the parole services.
2. To assign parole officers for supervision of parolees.
3. To supervise the work of all parole officers.
4. To submit parole cases to the Youth Parole Board and Adult Parole Board as required.
5. To determine the amount and manner of payment of the net balance of earnings paid to parolees.
6. To maintain case records and statistics of the parole service as required by the Parole Boards.
7. To submit such reports as may be required by the Parole Boards.
8. To apply to the Parole Boards for cancellation of parole, or variation of conditions of parole in any cases he thinks proper.
9. To perform such other duties as may be required under this Act, or any other Act, by the Parole Boards, or by the Director-General.

27. The duties of a Senior Parole Officer shall be—

1. In the absence of the Chief Parole Officer to act as Chief Parole Officer, if required to do so.
2. To supervise the work of parole officers as directed by the Chief Parole Officer.
3. To perform such other duties as directed by the Chief Parole Officer including the assignment of parole officers under Regulation 26 (2).

28. The duties of the parole officers shall be—

1. To supervise parolees as assigned by the Chief Parole Officer.
2. To carry out the directions of the Parole Boards in relation to any parole orders.
3. To maintain case records and statistics as required by the Chief Parole Officer.
4. To perform such other duties as directed by the Chief Parole Officer.

PART III.—SUPERVISION OF SEXES ON PAROLE.

29. Male parole officers shall be assigned to supervise male parolees and female parole officers to supervise female parolees but the Director-General may authorize the assignment of female parole officers to supervise male parolees in special cases.

PART IV.—YOUTH PAROLE BOARD.

(a) *Parole Orders.*

30. The parole order shall be in the form or to the effect of the Fifth Schedule to Division VI. of these Regulations.

31. The parole order shall be signed by the Chairman and one other member of the Board.

32. The order shall be made out and signed in triplicate—

- One copy to be retained at the Youth Training Centre as authority for release. This copy shall be endorsed by the trainee.
- One copy shall be given to the trainee.
- One copy shall be retained by the Board.

(b) *Cancellation of Parole Orders.*

33. The order cancelling parole shall be in the form or to the effect of the Sixth Schedule to Division VI. of these Regulations.

34. The warrant authorizing apprehension and return to a Youth Training Centre shall be in the form or to the effect of the Seventh Schedule to Division VI. of these Regulations.

35. Such a warrant shall be sufficient authority to the Superintendent or person in charge of the Youth Training Centre or Remand Centre to receive the trainee into custody and detain him until released according to law, and upon receipt of the trainee the Superintendent or Officer in Charge shall forthwith notify the Chief Parole Officer.

36. When a trainee's parole is cancelled under section 43 of the *Social Welfare Act* 1960, the Youth Parole Board shall determine the disposal of any balance of earnings.

(c) *Notifications.*

37. The Youth Parole Board will determine the time and manner by which parole cases are to be submitted by the Chief Parole Officer.

(d) *Secretary, Youth Parole Board.*

38. The duties of the Secretary of the Youth Parole Board shall be—

1. To act as Secretary of the Youth Parole Board.
2. To record minutes of Youth Parole Board meetings.
3. To prepare the agenda of parole cases for each meeting of the Board.
4. To prepare parole orders as determined by the Board.
5. To carry out such other duties as directed by the Board.

(e) *Annual Report.*

39. Before the 30th day of September each year, the Youth Parole Board shall make to the Minister the report required by section 35, *Social Welfare Act*, in respect of the year ending June the 30th preceding.

PART V.—ADULT PAROLE BOARD.

(a) *Parole Orders.*

40. The parole order shall be in the form or to the effect of the Eighth Schedule to Division VI. of these Regulations.

41. The parole order shall be signed by the Chairman and two other members of the Board.

42. The order shall be made out and signed in triplicate.

One copy shall be retained at the prison as authority for release.
This copy shall be endorsed by the parolee.

One copy shall be given to the parolee.

One copy shall be retained by the Board.

(b) Cancellation of Parole Orders.

43. The order cancelling parole shall be in the form or to the effect of the Ninth Schedule to Division VI. of these Regulations.

44. The warrant authorizing apprehension and return to prison of a prisoner shall be in the form or to the effect of the Tenth Schedule to Division VI. of these Regulations.

45. Such a warrant shall be sufficient authority to the governor of a prison to receive the prisoner into custody and detain him until released according to law and upon reception of the prisoner the governor shall forthwith notify the Chief Parole Officer.

(c) Prisoner's Earnings.

46. When a prisoner is released on parole the Chief Parole Officer shall, subject to any direction by the Parole Board, determine the amounts and times of payment to the prisoner of the net balance of earnings, but so that the whole amount of that balance shall, unless forfeited under the next sub-clause, be paid before the expiration of his parole.

47. Where the prisoner's parole is cancelled, the Parole Board shall determine the disposal of any amount of the net balance not paid to the prisoner before the date of cancellation of parole.

(d) Good Conduct Remissions.

48. Pursuant to section 536 (2) of the *Crimes Act 1958*, where a minimum term is fixed, a maximum of three days' reduction from the term so fixed for each calendar month actually served may be granted by the Director-General if he is satisfied that the prisoner's good conduct and industry and response to the treatment programme throughout the term served merit such reduction.

Provided that in any case of special merit in the performance of a prisoner the Director-General may grant in addition to the foregoing a further reduction not exceeding three days per month.

(e) Notifications.

49. The Governor of the Gaol shall notify the Chief Parole Officer in writing of the date upon which it is expected that a prisoner, who has been sentenced to a term of imprisonment in respect of which a minimum term has been fixed, will be eligible to be released on parole (which date is hereinafter called "the expected eligibility date"), and such notification shall be given not less than six weeks before the expected eligibility date.

50. In assessing the expected eligibility date the governor shall deduct the amount of good conduct remission granted or expected to be granted under section 536 (2) *Crimes Act 1958*, as set out in Regulation 47, and shall add the period of any sentence referred to in section 535, *Crimes Act 1958*, or of any postponement of discharge under section 37, *Gaols Act 1958*.

51. The Chief Parole Officer shall submit each parole case to the Parole Board not less than fourteen days prior to the expected eligibility date.

(f) The Secretary of the Parole Board.

52. The duties of the secretary of the Parole Board shall be:

1. To act as Secretary of the Parole Board.
2. To record minutes of the Parole Board meetings.
3. To prepare the agenda of parole cases for each meeting of the Board.
4. To prepare parole orders as determined by the Board.
5. To carry out such other duties as directed by the Board.

(g) Annual Report.

53. Before the 30th day of September each year, the Board shall make to the Minister, the report required by section 532 of the *Crimes Act 1958*, in respect of the year ending June the 30th preceding.

DIVISION VI.—FIRST SCHEDULE.

Children's Court Act 1958.

PROBATION ORDER.

IN THE CHILDREN'S COURT AT

in the Balliwick.

(Name in full)

(Surname in BLOCK letters)

Name and address of child.
Names and address of parents or guardians.
Strike out which is inapplicable.

of who was born on and who is under the care of

Whereas the above child has been found guilty of or has been adjudged to be a child or young person in need of care and protection for

The Court hereby directs that the said child be released on probation to the Probation Officer assigned by the Chief Probation Officer, for a term of on the following conditions:—

That within seven days after receipt of a copy of this notice from the Chief Probation Officer you report to the Probation Officer whose name and address is shown hereunder.

That you report and receive visits as directed by the Probation Officer.

That you carry out the lawful and reasonable directions of the Probation Officer.

That you notify the Probation Officer within seven days of any change of address or change of employment during the period of probation.

That you abstain from violation of the law and be of good behaviour.

That if of school age and not exempted from attendance at school, you attend school regularly and punctually, in accordance with the requirements of the Education Act 1958.

That if over school age and not continuing to attend school, you obtain employment and attend employment regularly and punctually.

The following special conditions also apply to this order:—

Dated at this day of 19

Stipendiary Special Magistrate.
Special Magistrate.
Stipendiary Magistrate.
Justice of the Peace.

Probation Officer

(To be assigned by Chief Probation Officer)

Name

Address

DIVISION VI.—SECOND SCHEDULE.

Children's Court Act 1958.

ORDER EXTENDING PROBATION.

IN THE CHILDREN'S COURT AT

in the Balliwick.

(Name in full)

(Surname in BLOCK letters.)

Whereas the above named was released on probation for a term of

by the Children's Court

at on the day of 19

and the Court being satisfied that the above-named child has failed to observe a condition of his probation, hereby extends the term of probation until the day of 19

Dated at this day of 19

Stipendiary Special Magistrate.
Special Magistrate.
Stipendiary Magistrate.
Justice of the Peace.

DIVISION VI.—THIRD SCHEDULE.
Crimes Act 1958.

REQUEST FOR PRE-SENTENCE REPORT.

Chief Probation Officer,
Chelsea House,
55 Flemington-road,
North Melbourne.

At _____ on _____
(Name of Court)
(Name in full)
who resides at _____ (Full address)
was convicted of _____
and remanded for sentence—in custody at _____
on bail _____
(Strike out words not required).

He is to appear for sentence at _____
on _____

Please submit a pre-sentence report to—
Medical report—required _____ (Strike out words not required.)
not required. _____
(Clerk or Officer of the Court).

Dated _____ / _____ / 19 _____

N.B.—This report is to be submitted in triplicate within 21 days after receipt of request.

DIVISION VI.—FOURTH SCHEDULE.
Crimes Act 1958, section 508.
PROBATION ORDER.

To : _____ (Name in full) _____ (Surname in BLOCK Letters)

Whereas you have been found guilty of:—
at _____

(Name of Court)
This Court hereby directs, with your consent, that you be admitted to probation for a period of _____ years from this date on the following conditions:—

- (1) That you abstain from violation of the law.
- (2) That within forty-eight hours after this date you report to the Chief Probation Officer at Chelsea House, 55 Flemington-road, North Melbourne personally.*
- (3) That you carry out the lawful instructions of the Probation Officer.
- (4) That you report and receive visits as directed by the Probation Officer.
- (5) That you notify the Probation Officer within 48 hours of any change of address or change of employment during the period of probation.

* Where the Court, having regard to distance, is of opinion that personal report is impracticable, the word "personally" should be deleted and the words "by letter" substituted therefor.

The following special conditions also apply to this Order:—
This Court hereby appoints the Court of Petty Sessions at _____ as the Supervising Court under this Order.

Dated at _____ this _____ day of _____ 19 _____

* Judge, Chairman, Justice, Officer of the Court.
* Strike out where not applicable.

I, _____, hereby consent to the terms and conditions of this Order.

Date _____ / _____ / 19 _____ Signature.

- Note :
- (1) A copy of this Order will be forwarded to the Chief Probation Officer, Chelsea House, 55 Flemington-road, North Melbourne.
 - (2) The Chief Probation Officer will advise you of the name and address of the Probation Officer who will supervise your probation.
 - (3) You are required to give seven days' notice in writing to the Chief Probation Officer prior to any application to the Court by you for discharge or amendment of this Order.

(To be endorsed on back of Fourth Schedule.)
ENDORSEMENTS TO PROBATION OFFICER.

Chief Probation Officer,
Chelsea House,
55 Flemington-road,
North Melbourne.

Crimes Act 1958, section 511 (i).

Notice is hereby given that this Order has this day been discharged.

Clerk of Petty Sessions.

Date

Crimes Act 1958, section 512 (i).

Notice is hereby given that the Court of Petty Sessions at
has been appointed Supervising Court in respect of this Order.

Clerk of Petty Sessions.

Date

Crimes Act 1958, section 513.

Notice is hereby given that this Order has been amended as follows:—

Clerk of Petty Sessions.

Date

DIVISION VI.—FIFTH SCHEDULE.
Social Welfare Act 1960 (Section 41).

PAROLE ORDER.

To
(Name in full) (Surname in BLOCK letters).

Address

Whereas you were convicted of

at

and sentenced to be detained in a Youth Training Centre for a period of

Now this Board directs that you be released on parole,

on

on the following general conditions:—

1. That you abstain from violation of the law.
2. That you carry out the lawful instructions of the Parole Officer.
3. That you report as and when directed by the Parole Officer.
4. That you be available for interview by a Parole Officer at such time and place as directed.
5. That you notify the Parole Officer within 48 hours of any change of address or change of employment during the period of parole.

The following special conditions also apply to this order:—

You are still under sentence and the Board may cancel your parole at any time.

If you are sentenced to another term of detention or to imprisonment your parole is automatically cancelled.

Otherwise, if you observe the conditions of this order your parole will expire on

Dated at this day of 19 .

For and on behalf of the Youth Parole Board.

Chairman.

Member.

The Parole Officer who will supervise your parole is

Signed

Chief Parole Officer.

I declare that I fully understand the conditions of my parole and undertake to comply with them.

Date

Signed

1. One copy of this Order is to be signed by the trainee and retained at the Youth Training Centre.

2. One copy is to be handed to the trainee on release.

3. One copy is to be retained by the Board.

DIVISION VI.—SIXTH SCHEDULE.
Social Welfare Act 1960 (Section 43).
 ORDER FOR CANCELLATION OF PAROLE.

Whereas _____ (Surname in BLOCK letters).
 was convicted of (state shortly) _____
 at _____ on _____
 and sentenced to be detained in a Youth Training Centre for a period of _____
 and by order of this Board dated _____
 was released on parole from _____
 on _____
 Now this Board hereby orders cancellation of such parole.
 Dated at _____ this _____ day of _____ 19____
 For and on behalf of the Youth Parole Board.
 Chairman.
 Member.

DIVISION VI.—SEVENTH SCHEDULE.
Social Welfare Act 1960 (Section 43 (2)).
 WARRANT FOR APPREHENSION AND RETURN TO YOUTH TRAINING CENTRE.

To _____ and to all other members of the
 Police Force in the State of Victoria, and to the Superintendent of the remand centre
 at _____ in the said State.
 Whereas _____ (Surname in BLOCK letters).
 was convicted of (state shortly) _____
 at _____ on _____
 and sentenced to be detained in a Youth Training Centre for a period of _____
 and by order of this Board dated _____ was released on parole from _____
 on _____
 Now, the Board having ordered cancellation of such parole on _____ (or the
 trainee having been convicted of _____ at _____
 on _____,) this warrant authorizes any member of the Police Force, or
 other Officer, to apprehend the trainee and return him to the remand centre, and this
 warrant requires the Superintendent of the remand centre to receive the trainee
 into custody and detain him until released according to law.
 Dated at _____ this _____ day of _____ 19____
 For and on behalf of the Youth Parole Board.

DIVISION VI.—EIGHTH SCHEDULE.
Crimes Act 1958 (Section 538).
 PAROLE ORDER.

To _____ (Surname in BLOCK letters.)
 (Address) _____ (Name in full.)
 Whereas you were convicted of _____
 at _____
 and sentenced to _____
 Now this Board directs that you be released on parole,
 on _____
 on the following general conditions:—
 1. That you abstain from violation of the law.
 2. That you carry out the lawful instructions of the Parole Officer.
 3. That you report as and when directed by the Parole Officer.
 4. That you be available for interview by a Parole Officer at such time and
 place as directed.
 5. That you notify the Parole Officer within 48 hours of any change of address
 or change of employment during the period of parole.
 The following special conditions also apply to this order:—

You are still under sentence and the Board may cancel your parole at any time.
 If you are sentenced to another term of imprisonment your parole is
 automatically cancelled.
 Otherwise, if you observe the conditions of this order your parole will expire on
 Dated at _____ this _____ day of _____ 19____
 For and on behalf of the Adult Parole Board.
 Chairman.
 Member.
 Member.

The Parole Officer who will supervise your parole is
 Signed _____
 Chief Parole Officer.

I declare that I fully understand the conditions of my parole and undertake
 to comply with them.

Date _____ Signed _____
 1. One copy of this Order is to be signed by the prisoner and retained at the
 gaol as authority for release.
 2. One copy is to be handed to the prisoner on release.
 3. One copy is to be retained by the Board.

DIVISION VI.—NINTH SCHEDULE.

Crimes Act 1958 (Section 540 (1)).

ORDER FOR CANCELLATION OF PAROLE.

Whereas

(Surname in BLOCK letters.)

was convicted of (state shortly)

at on

and sentenced to

and by order of this Board dated

was released on parole from

on

Now this Board hereby orders cancellation of such parole.

Dated at this day of 19

For and on behalf of the Adult Parole Board.

Chairman.

Member.

Member.

DIVISION VI.—TENTH SCHEDULE.

Crimes Act 1958 (Section 540 (3)).

WARRANT FOR APPREHENSION AND RETURN TO GAOL.

To and to all other members of the Police Force in the State of Victoria, and to the keeper of the gaol at in the said State or any other gaol which is more accessible or convenient.

Whereas

(Surname in BLOCK letters.)

was convicted of (state shortly)

at on

and sentenced to

and by order of this Board dated was released on parole from

on

Now, the Board having ordered cancellation of such parole on

(or the prisoner having been convicted of at

on,) this warrant authorizes any member of the Police Force,

or other Officer, to apprehend the prisoner and return him to a gaol, and this warrant

requires the Governor of the gaol to receive the prisoner into custody and detain

him until released according to law.

Dated at this day of 19

For and on behalf of the Adult Parole Board.

And the Honorable Arthur Gordon Rylah, Her Majesty's Chief Secretary for the State of Victoria, shall give the necessary directions herein accordingly.

N. G. WISHART,
Clerk of the Executive Council.