

COMBINED  
ANNUAL REPORT

of the

CATHOLIC FAMILY WELFARE BUREAU

and the

CATHOLIC MARRIAGE GUIDANCE COUNCIL

of the

ARCHDIOCESE OF PERTH

WESTERN AUSTRALIA

1972 / 1973

25 Victoria Square,  
PERTH W.A. 6000.

MEMORANDUM

TO : SAC, [illegible]

FROM : [illegible]

SUBJECT: [illegible]

[illegible]

[The following text is extremely faint and illegible due to low contrast and blurring. It appears to be the main body of a memorandum.]

Very truly yours,  
[illegible signature]

[illegible typed name]  
[illegible title]

C O N T E N T S

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for ensuring the integrity of the financial statements and for providing a clear audit trail.

2. The second part of the document outlines the various methods used to collect and analyze data. It describes how different types of information are gathered and how they are processed to identify trends and anomalies.

3. The third part of the document focuses on the results of the analysis. It provides a detailed breakdown of the findings, highlighting key areas of concern and suggesting potential solutions to address the identified issues.

4. The final part of the document concludes with a summary of the overall findings and a recommendation for further action. It stresses the need for ongoing monitoring and reporting to ensure that the organization remains compliant with all relevant regulations.

A C K N O W L E D G E M E N T S

The Director and Staff of the Catholic Family Welfare Bureau and Marriage Guidance Council wish to acknowledge sincerely the co-operation they have had from very many people during the year.

They are particularly grateful for the co-operation offered by the various Government Departments, such as Community Welfare, Education and Mental Health, and would like to express their thanks to the respective Directors.

The Director wishes to offer his own special thanks to all members of staff for their conscientious efforts during the year and for the uncritical acceptance of the many demands made on them.

Many volunteers have offered their services for typing, filing and other duties. This generosity is gratefully appreciated and acknowledged.

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S T A F F

Director: Rev. Fr B. Hickey, S.T.L., B.A., M.Soc.Wk.

CATHOLIC FAMILY WELFARE BUREAU

Senior Social Worker: Mrs. B.E. Kinna, Dip. Soc. Wk.

Welfare Officer: Mrs B.H. MacFarlane, Cert.Soc.Stud.(Edin.)

Secretary: Mrs C.C.M. Schoenmakers.

Social Worker, Catherine McAuley Centre: Miss J.A.Loverock, B.A.  
Dip.Soc.Wk.

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CATHOLIC MARRIAGE GUIDANCE COUNCIL

Secretary: Mrs H. Wigmore.

Lay Counsellors: 8  
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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by proper documentation and that the books should be kept up-to-date at all times. The author notes that this practice is essential for the proper management of the organization's finances and for ensuring transparency in all operations.

In addition, it is stressed that the accounting system should be designed to provide clear and concise information to management. This includes the use of standardized formats and the regular review of financial statements. The document also mentions the need for a strong internal control system to prevent errors and fraud, and to ensure that all assets are properly protected.

CATHOLIC FAMILY WELFARE BUREAU

DIRECTOR'S REPORT:

At the end of its second full year of operation, the Catholic Family Welfare Bureau is becoming more aware of priorities and of those areas in which its efforts must be concentrated.

Child Care remains such a priority. The evidence of family stress and breakdown apparent in the caseload figures gives ample cause for concern about the effects on children. The Bureau has seen the necessity for greater efforts in prevention of family breakdown and the provision of therapeutic residential child care to assist children overcome the effects of family tension. With the increasing disintegration of family life, with divorce and separation rates rising, the challenge is becoming even more urgent to provide adequate preventive services, counselling and treatment facilities.

REFERRALS:

Most of the clients seen by the agency are self-referred, a phenomenon which is rather surprising, considering the recent establishment of the Bureau.

It can also be seen as an indication that the Bureau is fulfilling a real need.

The Department for Community Welfare used the Bureau extensively over the past year. Many of these referrals were requests for child placement. The assessment for placement of children who are not Wards of the State is done by the Bureau.

Many referrals came from priests and religious, a number of them in schools. It is expected to take a considerable time for the Church as a whole to understand fully the work of the Bureau, since a central social work agency is not one of the traditional services offered by the Church in Western Australia.

It is far more used to the provision of direct services, usually residential, to disadvantaged groups, under the control of Religious

CONFIDENTIAL - SECURITY INFORMATION

The following information was obtained from a review of the files of the [redacted] and is being furnished to you for your information. It is to be used only for the purpose for which it was obtained and is not to be disseminated outside of your office without the express written approval of the [redacted].

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Orders,

Only recently is it becoming aware of the ways in which it is able to use the knowledge provided by the social sciences in its care for people.

SOCIAL NEEDS:

The caseload of a general welfare agency is in some ways a reflection of current needs in the community.

Three appear to deserve special comment from our own caseload:

a) housekeeping requests.

The difficulties facing men with dependent children are considerable. The traditional source of housekeepers, widows and unmarried mothers, is not as plentiful today, since the rise in social service payments. In addition there is an increasing number of one-parent families, many of them consisting of father and his children.

The need for a long-term housekeeping service is emerging strongly.

b) unemployment

The multiple problems associated with unemployment, financial as well as psychological, tend to increase as the length of unemployment extends. The Bureau has not been able to find employment for very many, and has to rely on a number of personal contacts in the employment field. In most cases the clients have already registered as unemployed, and sought employment elsewhere.

c) Accommodation

For reasons that are not altogether clear the number of people requesting cheap accommodation urgently is increasing. Usually they are family groups. A number are deserted or fleeing wives with children. The emergency accommodation provided by voluntary groups is continually strained and usually unable to take older children.

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Third section of handwritten text, continuing the narrative or list. The ink is light, and the lines are closely spaced.

Fourth section of handwritten text, possibly a closing or a signature block. The text is less dense than the previous sections.

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CHILD CARE CENTRES

Since its inception the Bureau has offered to the various Catholic institutions for children an assessment and planning service.

During the past year 137 cases were referred to the Bureau for assessment.

This work has necessitated the closest co-operation with the institutions, especially with Castledare, Clontarf and Catherine McAuley Centre.

The Bureau staff made frequent visits to the Institutions, and were involved in staff discussions, case conferences and group- and individual therapy sessions with the children.

Clontarf experimented with the use of Jackson House, a large cottage on campus, as a group cottage for the smaller children, under the control of a lay couple. The success of this venture has led to the consideration of alternative forms of accommodation to the large Clontarf building.

Castledare has sought to improve its therapeutic techniques for coping with the emotional problems of small boys. It has been aided by psychiatrists, social workers and psychologists from the Government Departments of Mental Health and Community Welfare, as well as by a group of visiting volunteers.

During the May holidays our senior social worker, Mrs Kinna, organized an intensive live-in therapy week at Moore River for the children of Castledare.

Both Clontarf and Castledare have sought to involve people from the community with expertise in child care. This attitude cannot fail to steadily improve the quality of child care offered by Church agencies.

Catherine McAuley Centre have begun a series of steps to update their care and treatment facilities.

They have expanded their day-care section to assist one-parent families particularly. In the residential section they closed the campus school and send the children to local Church and government

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schools. The large building has been remodelled to provide a number of self-contained small units or "wings" where family groups are kept together under the care of an adult. A campus cottage has been opened under a lay cottage mother, and a house has been purchased away from the Centre to become a "scatter" home when suitable parent figures are available.

None of these moves would have been possible but for the open and encouraging attitude of the Sisters of Mercy's Provincial Council, and the employment of a social worker, placed at the centre, Miss Jenny Loverock..

#### FUTURE NEEDS

The Bureau staff is at present working to capacity. They are barely able to meet current demands, let alone expand their activities.

However, expansion is necessary if the Bureau is to fulfil its mandate in social welfare. Ways and means are to be explored so that sufficient funds are available for more staff.

Some of the areas of need already apparent are:

- a) Programmes for Catholic Schools in personality development and family life, such as parent/child discussions. Present requests cannot be met.
- b) At the Parish level the need is obvious for greater family life education, marriage preparation courses and courses for parents on child development and emotional disturbance.
- c) Detection of children with emotional problems at Catholic Primary Schools, is becoming urgent. Many such problems remain unnoticed until they become major and much more intractable. "School welfare" is an area of enormous expansion which the Bureau can do little more than note at present.
- d) Regionalization of services is another unmet demand. It remains an ideal, but one cannot see when it will become a reality. However in the past year a number of initiatives have been taken in Broome Diocese to bring together those Church groups engaged in child care.

For obvious reasons the services of the Bureau will of necessity be concentrated in the Metropolitan Area.

REV. FR. B.HICKEY  
DIRECTOR.

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud.

2. The second part of the document outlines the specific requirements for record-keeping, including the need for clear, legible entries and the requirement to retain records for a minimum of seven years. It also discusses the importance of regular audits and the role of internal controls in ensuring the accuracy of the records.

3. The third part of the document provides a detailed description of the record-keeping system, including the types of records that must be maintained and the methods used to collect, store, and retrieve the data. It also discusses the importance of data security and the need to protect sensitive information from unauthorized access.

4. The fourth part of the document discusses the role of the record-keeping system in the overall financial management process. It emphasizes that accurate records are essential for the preparation of financial statements and for the identification of trends and opportunities for improvement. It also discusses the importance of regular communication and reporting to management and other stakeholders.

5. The fifth part of the document provides a summary of the key points discussed in the document and offers recommendations for the implementation of the record-keeping system. It emphasizes that the success of the system depends on the commitment and cooperation of all employees and on the ongoing monitoring and evaluation of the system's performance.

6. The sixth part of the document discusses the importance of training and education in ensuring the effective use of the record-keeping system. It emphasizes that all employees must be trained in the proper methods of record-keeping and in the importance of maintaining accurate records. It also discusses the need for ongoing education and the role of management in providing the necessary resources and support.

7. The seventh part of the document provides a detailed description of the record-keeping system, including the types of records that must be maintained and the methods used to collect, store, and retrieve the data. It also discusses the importance of data security and the need to protect sensitive information from unauthorized access.

8. The eighth part of the document discusses the role of the record-keeping system in the overall financial management process. It emphasizes that accurate records are essential for the preparation of financial statements and for the identification of trends and opportunities for improvement. It also discusses the importance of regular communication and reporting to management and other stakeholders.

DIRECTOR'S REPORT.

This year saw another rise in caseload, with a proportionate increase in the number of interviews.

The rise was to be expected in view of the higher breakdown rate in the community generally and the wider acceptance of marriage guidance by families under stress.

Eight voluntary counsellors graduated from the academic section of the Counsellor's Course to begin counselling under supervision of the more experienced counsellors.

Some of them found that they were not entirely suited to the work after a degree of practical experience, and subsequently withdrew. Others found that their skills developed with practice and their commitment to the work increased as a result.

Such is the increasing pressure of work on the agency that the time is rapidly approaching when the employment of a full-time person will become a necessity.

A submission was made to the Attorney General's Department for the required funds. Negotiations are still proceeding.

During the year frequent discussions were held with the voluntary counsellors, taking different forms seminar style, case conferences, discussions on special topics, and planning talks.

The links with the Family Welfare Bureau are inevitably growing stronger. It is difficult often to separate marital guidance from family casework. From a theoretical point of view the two ought not be separated. The working relationship established is that the Council accepts cases where the major focus is on the marital relation-



ship, whereas the Bureau accepts cases where the focus appears to be on the children or on some social problem that the family has.

It is obvious that the distinction cannot always be clearly made. This argues for a very close liaison between the two organizations.

In February, 1973, the Conference of Marriage Guidance Organizations (COMGO) held a workshop for supervisors in Canberra. I represented this Council.

Each participant brought to the Conference a taped interview of a supervision session. Under the guidance of Dr H. Zerov, valuable assistance was given to all in the field of supervision of counsellors and students.

In addition one was able to gain a wide knowledge of supervision techniques adopted in other agencies throughout Australia.

The Council originated with voluntary counsellors and part-time staff. It has continued in that manner through the years, and has coped with the rising caseload and with changing approaches to marriage guidance.

I wish to pay a sincere tribute to the counsellors for their generosity and dedication in offering their time and their skills to people in trouble.

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CATHOLIC FAMILY WELFARE BUREAU

GENERAL STATISTICS

(1.7.72 - 30.6.73)

CASELOAD.

<u>Nature of referral:</u>	<u>Main problem</u>	<u>Associated Problem.</u>
Requests for child placement	137	
Child guidance	38	19
Marital difficulties	39	152
Unmarried parenthood -		
during pregnancy	18	5
after pregnancy	8	18
Financial problems	40	98
Requests for accommodation	18	35
Requests for employment	60	36
Problems relating to physical health	3	60
"        "        "    mental health	28	70
"        "        "    old age	1	
Excessive drinking	4	43
Sexual difficulties		22
Problems relating to homosexuality	7	7
"        "        "    offences against the law	13	31
Other problems	<u>36</u>	
No. of cases	<u>450</u>	

OUTCOME of Child Placement Requests.

		<u>Short term</u>	<u>Long Term</u>
Placed in Institutions			
Clontarf	17	2	15
Castledare	26	7	19
Cath.MacAuley Centre	62	41	21
Other	7	6	1
Day Care	5		
Preventive work	8		
Referred elsewhere	3		
Withdrawal of request	<u>9</u>		
TOTAL	137		

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A P P E N D I X II

CATHOLIC MARRIAGE GUIDANCE COUNCIL

GENERAL STATISTICS

(1-7-72 / 30-6-73)

CASELOAD

<u>Marital:</u>	<u>Cases</u>	
	New cases	191
	Renewed cases	21
		---
	Total	222

<u>Pre-marital</u>		
	New cases	25
		---
	TOTAL NO. OF CASES	247
		===

INTERVIEWS

	Husband alone	124
	Wife alone	204
	Joint	151
	Other	41
	Pre-marital	68
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	Total	588
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ENGAGED COUPLES' CONFERENCES

	6 Conferences	
	average 70 persons per	
	conference =	420
		===

TOTAL CASELOAD

1972/1973	
CATHOLIC FAMILY WELFARE BUREAU	450
CATHOLIC MARRIAGE GUIDANCE COUNCIL	<u>247</u>
	697
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1945

1. The first part of the report deals with the general situation in the country. It is noted that the economy is in a state of depression and that the government is unable to meet its obligations. The report also mentions that the population is suffering from a lack of food and clothing.

2. The second part of the report discusses the political situation. It is noted that the government is weak and that there is a lack of unity among the different political groups. The report also mentions that the military is a powerful force in the country.

3. The third part of the report deals with the social situation. It is noted that there is a high level of unemployment and that the standard of living is very low. The report also mentions that there is a lack of education and that the health care system is inadequate.

4. The fourth part of the report discusses the foreign relations of the country. It is noted that the country is isolated and that it has few friends. The report also mentions that the country is a target of international aggression.

5. The fifth part of the report deals with the future of the country. It is noted that the country needs a strong and stable government. The report also mentions that the country needs to be reformed and that it needs to be integrated into the world economy.

1945

APPENDIX 111

CATHOLIC FAMILY WELFARE BUREAU

STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE YEAR 1 JUL 72 TO 30 JUN 73

1973  
 To Balance \$665.63  
 " Diocesan Subsidy 13000 .00  
 " C.W.D. Subsidy 158.00  
 " Donations 1740.76  
 " Bank Interest 15.48

1973  
 Jun 30 By Salaries

Director \$200.00  
 Welfare Officers 6094.16  
 Secretary 2594.17  
 Casual help 190.67

\$9,079.00

" Telephone 622.88  
 " Printing & Stationery 712.27  
 " Postage 150.00  
 " Library & Journals 243.04  
 " Office Equipment 7.88  
 " Furniture & Fittings 426.96  
 " Car and mileage 519.57  
 " Rent of premises 350.00  
 " Building alterations 94.00  
 " Fares to Conferences \$807.60  
 " Less Refund 222.10  
 " Petty Cash 585.50  
 " Cost of removal 307.99  
 " Sundries 44.09  
 " Balance 1031.07  
 " 1405.62

\$15579.87

\$15579.87

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