

PRESERVATION

Dept. of Social Welfare
Library
Wellington, N.Z.

The Social Work Reference File



The Social Work Reference File

DSW
361
.3
NEW

Government Printing Office
Item 95

DEPT. OF SOCIAL WELFARE
COURTY. WELLINGTON, N.Z.

DEPT. OF SOCIAL
WELFARE

24146

361-3

NEW

1
2

PRESERVATION

DEPT OF SOCIAL WELFARE, W'TON



A00078662B

3331

SOCIAL WORK MANUAL

Amendment VI

This pack contains:

- a) Instructions and details to amend the Social Work Manual (1 sheet)
- b) Amendments to Social Work Reference file (coded 6-8/87) (1 sheets)
- c) Amendments to the Manual (pages coded 6-8/87) (58 sheets)

The Social Work Manual

All copies of the manual, including any reserve stock, must be amended and the register noted (ref C/M 1984/116).

The distribution of this posting is on the same basis as the number of manuals on issue to your office. Should you find that there is a shortage of sets of amendments please request extra copies from the Work Documentation Section, Head Office.

147P/1254F

SEPTEMBER 1987

BR 11916

SOCIAL WORK MANUAL AMENDMENTS NO.6

<u>PART</u>	<u>PAGE TITLE (FACING PAGE)</u>	<u>AMENDED PARAGRAPH</u>	<u>AMENDMENT</u>	<u>COMMENTS</u>
SOCIAL WORK REFERENCE FILE	SWRF1.5 - 1.7	1.8(c)	Mileage allowance for volunteers	replace 1 page
GENERAL INDEX	General Index	F	Board payments retitled Foster Care Allowance	replace first page of Index
PART A	A6.1	A6.5	Revised procedures	
PART H	Contents Index H7.2 - H7.3(b) SWM Ref	H7.5 H7.5 H7.4 H7.5 P.17 & 2.22 Substituted by P2.22a	Delegation to Directors Management of High Profile Cases	replace content replace index
PART N	Contents Index N1.1 - N1.2(b) N2.9(cont'd) N2.11 N3.9	N.1 N1.4 N2.11 N4.3a & b	N2.11, N4.3b N5.8 revised principles Special Needs of C&yp Guidelines for types of placements and resourcing	replace 1st, 3rd and 4th pg Replace total index replace N1 - N1.10 replace 1 page replace to N4.8 (3 pages)

<u>PART</u>	<u>PAGE TITLE (FACING PAGE)</u>	<u>AMENDED PARAGRAPH</u>	<u>AMENDMENT</u>	<u>COMMENTS</u>
PART N (cont'd)	N5.26 - N5.28	N5.28	New inclusion - Teacher Aide	replace 1 page
	N16.1 - N16.4	N16.7(a) N16.7(b)	New inclusion Young Person's transition to independence Provision write off of personal debts	replaces 2 pgs
	N17.21	N18.1 - N18.9	Guidelines on marriage	replace all on N18
PART P	Contents			Replace total contents
	Index			Replace total Index
	P1.18 (cont'd) - P1.20	P1.19	HFCA for Family Home Placements	replace 1 page
	P2.16 - P2.17	P2.17	Guidelines Limitation on Multiple Placements	replace all of P2.16 - P2.40
		P2.22a	New guidelines - Approval to place ward in foster homes	
		P2.22a & b	Approval to place Wards	
		P2.22(b)	Action on making Board Placements	
		P2.26	New guidelines HFCA to meet special and reasonable needs	
		P2.29(b)	New guidelines - Foster Care Allowance	
		P2.40	Overpayments New guidelines - Ex-gratia payments	

DEPARTMENT OF SOCIAL WELFARE

MANUAL AMENDMENTS

361.3

Social Work Manual

Amendment I

This pack contains 48 sheets to amend the new Social Work Manual. Also included are 2 pages of instructions and the 'Record of Amendments' sheet which needs to be inserted in the front of the manual and kept up to date.

This first amendment is relatively large due to the length of time taken for the original printing and the need to correct a number of initial printing errors.

Amendments will be issued quarterly. This will eliminate undue delays in updating the manual following policy changes etc and make the process of replacing pages more manageable.

All pages issued at the time of an amendment issue carry a coding at the bottom corner signifying the serial number, month and year of issue. The pages issued at this first amendment can be distinguished by the code 1-11/84. Below are the details of each sheet to be inserted in the manual and a brief description of the actual amendment.

In most cases each amended sheet replaces the corresponding sheet in the manual.

Where more than one sheet replaces an existing single sheet this will be indicated in the 'comments' column.

The distribution of this posting is on the same basis as the number of manuals issued to your office. Should you find that there is a shortage of sets of amendments please request extra copies from the Work Documentation Section, Head Office. All copies of the Manual must be amended, including any reserve stock, and the register must be noted as mentioned in Circular Memorandum 1984/116.

Rebranian

SOCIAL WORK MANUAL

AMENDMENT II



This pack contains:

- (a) Instructions and details to amend the Social Work Manual (1 page)
- (b) Amendments (pages coded: 2 - 3/85) (26 sheets)
- (c) The initial issue of material for a Social Work Reference File (13 sheets)

The Social Work Manual

All manuals, including any reserve stock, must be amended and the register noted (ref. C/M 1984/116).

The distribution of this posting is on the same basis as the number of manuals on issue to your office. Should you find that there is a shortage of sets of amendments please request extra copies from the Work Documentation Section, Head Office.

The Social Work Reference File (S.W.R.F.)

As you will recall Part U of the old Social Work Manual has been discontinued. Instead, Social Work staff will have ready access to factual and frequently changing information by building up a 'Social Work Reference File'. Such a file should be a personal resource document which includes useful material of local significance. Any filing method convenient to the user can be adopted (e.g. a ring binder; the old Manual binder or a backing sheet plus file pin). The pages included in this posting will provide the basis for such a file.

Distribution of S.W.R.F. material is on the same basis as that of the Social Work Manual. It is not feasible to attach amendment pages for your S.W.R.F. to the Circular Memoranda as these have different distribution patterns.

The need to make interim amendments manually to S.W.R.F.'s will be indicated in appropriate items as they appear in circularised instructions. Similarly a copy of the relevant circular instruction could be placed on the S.W.R.F. until the file amendment has been issued. It is clearly important for staff to keep their file meticulously up to date and this is the personal responsibility of the user.

SOCIAL WORK MANUAL

AMENDMENT III

This pack contains:

- (a) Instructions and details to amend the Social Work Manual (1 page)
- (b) Amendments to the Social Work Reference file (pages coded 3-8/85) (4 sheets)
- (c) Amendments to the Manual (pages coded 3-8/85) (14 sheets)
- (d) Part Q of the Social Work Manual (to replace the whole of Part Q)

The Social Work Manual

All copies of the manual, including any reserve stock, must be amended and the register noted (ref. C/M 1984/116).

The distribution of this posting is on the same basis as the number of manuals on issue to your office. Should you find that there is a shortage of sets of amendments please request extra copies from the Work Documentation Section, Head Office.

Residential Resources (Part Q)

The contents of Part Q pertaining to the Department's own residential resources has been completely revised and now incorporates the Residential Services Manual. The part pertaining to residential resources other than the Department's own has been re-numbered. The new Part Q includes a detailed index and appendix. Replacement should therefore be done by taking out the complete manual section of Part Q which can be disposed of.

SOCIAL WORK MANUAL

AMENDMENT IV

This pack contains:

- | | | |
|-----|--|------------|
| (a) | Instructions and details to amend the Social Work Manual | (1 sheet) |
| (b) | Amendment to the Social Work Reference file (coded 4-3/86) | (1 sheet) |
| (c) | Amendments to the Manual (pages coded 4-3/86) | (5/sheets) |

THE SOCIAL WORK MANUAL

All copies of the manual, including any reserve stock, must be amended and the register noted (ref C/M 1984/116)

The distribution of this posting is on the same basis as the number of manuals on issue to your office. Should you find that there is a shortage of sets of amendments please request extra copies from the Work Documentation Section, Head Office.

Code of Practice for Residential Institutions

This amendment includes the 'Code of Practice' which is to be added to the Appendix of Part Q (Residential Resources).

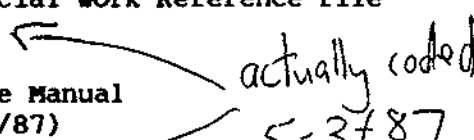
Department of Social Welfare

April 1986

SOCIAL WORK MANUAL

Amendment V

This pack contains:

- a) Instructions and details to amend the Social Work Manual (2 sheet)
 - b) Amendments to Social Work Reference file (coded 5-2/87) (4 sheets)
 - c) Amendments to the Manual (pages coded 5-2/87) (87 sheets)
- actually coded*
5-3787
- 

The Social Work Manual

All copies of the manual, including any reserve stock, must be amended and the register noted (ref C/M 1984/116).

The distribution of this posting is on the same basis as the number of manuals on issue to your office. Should you find that there is a shortage of sets of amendments please request extra copies from the Work Documentation Section, Head Office.

Child Care Centres - Part F

As the Department of Education now has the statutory responsibility for Child Care Centres, Part F of the Social Work Manual which relates to Child Care Centres should be removed from your copy of the manual.

The Child Care Subsidy Programme will be included in Manual Amendment VI, in the interim please refer to CM 1986/297.

147P/1254F

APRIL 1987

SOCIAL WORK MANUAL

Amendment VI

This pack contains:

- a) Instructions and details to amend the Social Work Manual (1 sheet)
- b) Amendments to Social Work Reference file (coded 6-8/87) (1 sheets)
- c) Amendments to the Manual (pages coded 6-8/87) (58 sheets)

The Social Work Manual

All copies of the manual, including any reserve stock, must be amended and the register noted (ref C/M 1984/116).

The distribution of this posting is on the same basis as the number of manuals on issue to your office. Should you find that there is a shortage of sets of amendments please request extra copies from the Work Documentation Section, Head Office.

147P/1254F

SEPTEMBER 1987

SOCIAL WORKERS REFERENCE FILE

CONTENTS

1 FINANCIAL PROVISIONS

- 1.1 Foster Care Allowances
- 1.2 Computation Charts (Foster Care Allowances)
- 1.3 Pocket Money
- 1.4 Clothing Grants
- 1.5 Transport
- 1.6 Capitation
- 1.7 Childcare Subsidy
- 1.8 Miscellaneous - (a) Maintenance
(b) Motor Vehicle Allowance for Social Welfare
Volunteers and Honorary Social Workers
(c) Reimbursement for Volunteers and Honorary
Social Workers
(d) Board and Lodging (Institution staff and
Family Home relievers)
(e) Fees for Community Members of Review Panels
and Children's Boards

2 CLOTHING GUIDELINES

- 2.1 Birth - 12 months
- 2.2 12 months - 3 years
- 2.3 3-5 years
- 2.4 5-8 years
- 2.5 8-10 years
- 2.6 10-12 years
- 2.7 12-15 years
- 2.8 15-17 years
- 2.9 University or Teachers' College Students

3 CONTRIBUTING DISTRICTS FOR INSTITUTIONS

- 3.1 Regional Institutions
- 3.2 National Institutions

4 MAORI TRIBAL AREAS

5 DIRECTORY OF LOCALITIES - AUCKLAND REGION

1 FINANCIAL PROVISIONS

1.1 Foster Care Allowances*

(a) Foster Homes

Weekly Foster Care Allowance (from 1.10.87)

0 - 4 years	\$51.25
5 - 9 years	63.00
10 - 13 years	71.80
14 years and over	80.50

N.B. The above rates include pocket money and the former incidental allowances.

(b) Family Homes

Bed Availability Rate (from 1.10.87): \$31.05 per week
(ceiling of 6 per Family Home).

Standard Weekly Foster Care Allowance (from 1.10.87): \$73.60
(This does not include pocket money).

N.B. Special Purpose Family Homes bed availability rate is for the number of children placed in the home at the time of establishment.

(c) Temporary Receiving Homes (from 1.10.86)

	\$
Weekly Retaining fee	12.90
Casual Meals	6.30
Casual Beds	11.15
Bed and Casual Meals for:	
One day	27.30
Two days	40.95
Three days	54.60
Four days	66.00
Five days	77.35
Six days	82.45
Seven days	91.00

Thereafter at the weekly rate of \$91.00 for up to 28 days. After 28 days the foster care allowances as for wards in foster homes are payable. (The above allowances include pocket money and incidentals.)

* These rates are reviewed annually - check that you have the most recent rates.

(d) Private Institutions (from 21.8.85)
(i.e. Wards on Ip status)

Rate as for children residing in a Family Home	\$73.60
Plus equivalent of bed availability rate	31.05
Plus capitation rate (in the case of handicapped children Handicapped Capitation rate may be paid) (ref 1.6)	73.24
TOTAL	\$177.89

N.B. The equivalent of bed availability rate only applies to a bed actually being occupied by a ward of this department.

(e) Christmas/Birthday Allowance (ref. C/M 184/86)

This grant is payable in respect of children in care in foster homes and Family Homes. The amount is equal to half the weekly foster care allowance and is payable in advance of Christmas and again in the period immediately preceding the child's birthday.

(f) Board Rates for Working Wards in Family Homes or Institutions
(ref C/M 1984/148)

The board rate for working wards in Institutions is 25% of the young person's net wage. In Family Homes this rate also applies with the proviso that it must not exceed the standard Family Home Board Rate (see SWM Pl.20).

* These rates are reviewed annually - check that you have the most recent rates.

1.2 Computation Charts

Foster Care Allowances (from 1.10.87)

(Includes Incidentals Allowances and Pocket Money)

<u>No. of days</u>	<u>0 - 4 yrs</u>	<u>5-9 yrs</u>	<u>10-13 yrs</u>	<u>14 + over</u>
1	7.32	9.00	10.25	11.60
2	14.64	18.00	20.51	23.00
3	21.96	27.00	30.77	34.50
4	29.29	36.00	41.02	46.00
5	36.61	45.00	51.28	57.50
6	43.93	54.00	61.54	69.00
7	51.25	63.00	71.80	80.50
8	58.57	72.00	82.05	92.00
9	65.89	81.00	92.31	103.50
10	73.21	90.00	102.57	115.00
11	80.54	99.00	112.82	126.50
12	87.86	108.00	123.08	138.00
13	95.18	117.00	133.34	149.50
14	102.50	126.00	143.60	161.00
15	109.82	135.00	153.85	172.50
16	117.14	144.00	164.11	184.00
17	124.46	153.00	174.37	195.50
18	131.79	162.00	184.62	207.00
19	139.11	171.00	194.88	218.50
20	146.43	180.00	205.14	230.00
21	153.75	189.00	215.40	241.50
22	161.07	198.00	225.65	253.00
23	168.39	207.00	235.91	264.50
24	175.71	216.00	246.17	276.00
25	183.04	225.00	256.42	287.50
26	190.36	234.00	266.68	299.00
27	197.68	243.00	276.94	310.50
28	205.00	252.00	287.20	322.00

Higher Foster Care Allowance:

<u>Age</u>	<u>Normal Weekly Rate</u>	<u>Additional</u>			
		<u>20%</u>	<u>40%</u>	<u>60%</u>	<u>80%</u>
0 - 4 years	51.25	10.25	20.50	30.75	41.00
5 - 9 years	63.00	12.60	25.20	37.80	50.40
10 - 13 years	71.80	14.36	28.72	43.08	57.44
14+ years	80.50	16.10	32.20	48.60	64.40

Up to 100% higher foster rate may be approved by the Director-General.
 In exceptional cases the Minister of Social Welfare may approve a higher rate (See SWM P2.26).

1.3 Pocket Money*(a) Family Homes Short-term Institutions and Temporary Receiving Homes (from 1.10.87)

0-4 years	:	\$0.90
5-9 years (inclusive)	:	\$2.90
10-13 years (inclusive)	:	\$4.45
14 years and over	:	\$6.95

Young people who have left school and help with housework, gardening etc. are to receive 14+ rates plus 50%.

(b) Extended Care Institutions (from 21.8.85)

Hokio, Beck House, Allendale	
Group Homes, Otamatea Cottages	: \$6.30
Kingslea, Kohitere, Weymouth:	: \$7.85

(c) Psychiatric and Psychopaedic Hospitals (refer to SWM Q18.20(5))

Supplement to Comfort Allowance paid by Hospital:
up to the approved pocket money rate (Wards under 16).

* These rates are reviewed annually - check that you have the most recent rates.

1.4 Clothing Grants*(a) Quarterly Clothing Grants (from 1.10.86)

0 - 4 years	\$129.55
5 - 9 years	146.80
10 - 13 years	181.30
14 years and over	217.65

(b) Supplementary Grant for School Uniform (from 1.10.86): \$187.90

N.B. In addition to the above a discretionary extra Quarterly Clothing Grant is payable in any one year under certain circumstances (see N8.4).

There is also authority to advance the payment of a quarterly grant (see N8.4). This enables the Supplementary Grant for School Uniforms to be added to the first and second Quarterly Grant of the year to purchase initial school uniforms. If necessary the discretionary grant can be used to further increase the total amount payable.

* These rates are reviewed annually - check that you have the most recent rates.

1.5 Transport Assistance

(a) Family Homes (from 1.8.86)*

Annual allowance : \$2,231.00
 Paid fortnightly : \$ 85.81
 Special trips : \$ 565.00 per year

(b) Foster Parents (refer to SWM N7.3).

Foster parents may be issued with travel warrants to enable them to accompany a Ward on trips to hospital or for medical or specialist treatment.

If the foster parents use their own car the Director may authorise payment equivalent to the fare for one adult.

(N.B. This provision does not cover foster parents transporting Wards to and from school by car.)

1.6 Capitation Subsidy* (ref. C/M 1986/242)

(a) Children's Homes and Approved Foster Care (from 1.10.86)
 \$73.24 per week

(b) Homes for Handicapped Children (from 1.7.85)
 \$102.53 per week or \$14.65 per day

1.7 Childcare Subsidy* (from 1.10.86)

\$15.90; \$19.50 or \$23.00 per week according to Family income.

* These rates are reviewed annually - check that you have the most recent rates.

1.8 Miscellaneous Rates

- (a) Standard Rate of Maintenance for Children in Care (ref C/M 1984/86)
(from 28.7.83)*

\$40.80 per week.
- (b) Reimbursement Grant for Social Welfare Volunteers and Honorary Social Workers (ref C/M 1986/146) (See SWM All.5)
(from 1.7.86)*

\$100.00 per year. \$50 be paid bi-annually.
- (c) Motor Vehicle Allowance for Social Welfare Volunteers and Honorary Social Workers (see SWM All.3) (ref P.S.O.C. 1987/9)

60.25 cents per km (irrespective of the rating of the vehicle). (This rate also applies to Maatua Whangai volunteers and Budget volunteers).
- (d) Board and Lodgings - Institution Staff and Family Home Relievers (from 19.2.86)* (ref S.S.C. C/M. 1986/22)

Bed per night: \$6.48
Meals : \$2.73 per meal

Board rates for children of Family Home relievers are payable at a percentage of the adult rate according to age:
- | | | |
|------------------------|---|-----|
| 0-2 years | : | Nil |
| 2-5 years (inclusive) | : | 25% |
| 6-11 years (inclusive) | : | 50% |
| 12 years and over | : | 75% |
- (e) Fees for Community Members of Review Panels and Children's Boards

Daily attendance fee (from 1.4.85):
(ref Treasury Memorandum T 79/101 of 25.9.85)
- | | |
|----------|---------|
| Chairman | \$96.00 |
| Members | \$85.00 |
- (Where the attendance is up to four hours in one day the attendance fee is reduced to one half of the daily fee.)

Mileage allowance is payable in accordance with the Fees and Travelling Allowances Act, where no public conveyance is 'reasonably' available.

* These rates are reviewed annually - check that you have the most recent rates.

2 CLOTHING - GUIDELINES2.1 Birth - 12 months

Bibs	6
Napkins	4 doz
Cuddle rugs	3
Shawl	1
Bath towels	2
Plastic Pants	4 pr
Flannel Pilchers	4
Singlets	4
Gowns	4
Booties	4 pr
Hats/Bonnets	2
Crawlers/Romper Suits	3
Skivvies/T shirts	2
Cardigans/Jerseys	3
Dresses (girl)	3
Trousers (boys)	3
Hooded Jacket	1
Slippers	1 pr
Sneakers	1 pr
Socks	4 pr

2.2 12 Months - 3 Years

Plastic Pants	3 prs
Napkins	1 doz
Singlets	4
Crawlers	4 pr
Pants (girls)	4 pr
Underpants (boys)	4 pr
Pyjamas	3 pr
Dressing Gown	
Skivies/T Shirts	4
Cardigans	2
Trousers	4 pr
Jeans	2 pr
Shorts	2 pr
Summer dresses	3
Pinafores	2
Pleated Skirt	1
Winter Dresses	2
Skirts (best)	2
Socks (long)	2 pr
Socks (short)	4 pr
Gumboots	1 pr
Shoes	2 pr
Sneakers/sandals	1 pr
Slippers	1 pr

2.3 3-5 Years

<u>Girls</u>		<u>Boys</u>	
<u>Underwear and Nightwear</u>		<u>Underwear and Night Wear</u>	
Pyjamas (winter)	2 sets	Pyjamas (winter)	2 sets
Pyjamas (summer)	2 sets	Pyjamas (summer)	2 sets
Dressing Gown	1	Dressing Gown	1
Singlets (summer)	3	Singlets (Summer)	3
Singlets (winter)	3	Singlets (Winter)	3
Pants	6 pr	Underpants	6 pr
Socks - long	3 pr	Socks - long	3 pr
Socks - short	3 pr	Socks - short	3 pr
Tights	2 pr		
<u>Outer Garments</u>		<u>Outer Garments</u>	
Trousers (fleecy/cord)	2 pr	Long trousers/jeans	4 pr
Shorts	2 pr	Shorts	4 pr
Sunhat	1	Skivvies/T shirts	4
Skivvies/T shirts	2	Shirts	2
Blouses/tops	2	Sweaters	2
Jerseys	2	Hooded Jacket/Raincoat	1
Cardigans	2	Best Jacket	1
Pleated skirts	2	Winter Coat	1
Winter Dresses	2	Gloves/Mittens	1 pr
Summer Dresses	4	Swimming gear	1
Pinafores	2	Winter Hat	1
Winter Hat	1	<u>Footwear</u>	
Gloves/Mittens	1 pr	Shoes (Play)	1 pr
Hooded Jacket/Raincoat	1	Shoes (best)	1 pr
Best Coat	1	Gumboots	1 pr
Swimming togs	1	Sneakers	1 pr
		Sandals	1 pr
<u>Footwear</u>			
Shoes	1 pr		
Shoes (best)	1 pr		
Sneakers	1 pr		
Sandals	1 pr		
Gumboots	1 pr		
Slippers	1 pr		
		<u>Toilet items</u>	
		Brush and Comb	
		Toilet Bag	
		Beach Towel	
		Bath Towel	
		Face Cloths	
		Handkerchiefs	
		<u>Other Items</u>	
		Kindy Case	

2.4 5-8 Years

<u>Girls</u>		<u>Boys</u>
<u>Underwear and Nightwear</u>		
Pyjamas (winter)	2	Pyjamas (summer) 2 pr
Pyjamas (summer)	2	Pyjamas (winter) 2 pr
Dressing Gown	1	Dressing Gown 1
Singlets (summer)	3	Singlets (summer) 3
Singlets (winter)	3	Singlets (winter) 3
Pants	6 pr	Underpants 6 pr
Socks - long	3 pr	Socks - long 4 pr
Socks - short	3 pr	Socks - short 4 pr
Tights	2	
<u>Outer Garments</u>		
Jeans or Trousers	2 pr	*Long Trousers/Jeans 2 pr
Shorts	2 pr	Lined Shorts (winter) 2 pr
Skivvies/T Shirts	2	Shorts (summer) 3 pr
Blouses	2	Skivvies/T shirts 4
Jerseys	3	Shirts 2
Cardigans	2	Sweaters 3
Pleated Skirts	2	Hooded Jacket/Raincoat 1
Pinafore	1	Trousers (best) 1 pr
Winter Dresses	2	Jersey or Cardigan (best) 1
Summer Dresses	3	Jacket (best) 1
Swimming Gear	1	Gloves/Mittens 1 pr
Gloves/Mittens	1 pr	Winter Hat 1
Winter Hat	1	Sports Clothes 1 set
Hooded Jacket/Raincoat	1	Swim Shorts 1 pr
Coat/Jacket (Best)	1	
<u>Footwear</u>		
Shoes (school)	1 pr	Leather shoes (school) 1 pr
Shoes (best)	1 pr	Leather shoes (best) 1 pr
Slippers	1 pr	Gumboots 1 pr
Gumboots	1 pr	Sneakers/Canvas Shoes 1 pr
Sneakers	1 pr	Slippers 1 pr
Tennis/Gym Shoes	1 pr	Football/Soccer Boots 1 pr
Sandals	1 pr	Tennis/Gym shoes 1 pr
		Sandals/Jandals 1 pr
<u>Toilet Items</u>		
		Brush and Comb
		Toilet Bag
		Beach Towel
		Bath Towel
		Handkerchiefs
<u>Items</u>		
		School Bag/Case

2.5 8-10 Years

<u>Girls</u>		<u>Boys</u>
<u>Underwear and Nightwear</u>		
Pyjamas (winter)	2 pr	Pyjamas (winter) 2 pr
Pyjamas (summer)	2 pr	Pyjamas (summer) 2 pr
Dressing Gown	1	Dressing Gown 1
Singlets (winter)	3	Singlets (winter) 3
Singlets (summer)	3	Singlets (summer) 3
Pants	6 pr	Socks - long 4 pr
Socks - long	3 pr	Socks - short 3 pr
Socks - short	3 pr	Underpants 6 pr
Tights	2 pr	
Slip/petticoat	1	<u>Outer Garments</u>
		<u>Shorts (winter)</u> 3 pr
<u>Outer Garments</u>		<u>Shorts (summer)</u> 3 pr
Jeans/Trousers	2 pr	Jeans 2 pr
Shorts	2 pr	Jerseys 2
Summer Dresses	3	Skivvies 2
Summer Skirts	2	T Shirts 2
Winter Dresses	2	Shirts 2
Skivvies/T Shirts	3	Gloves/Mittens 1 pr
Blouses/Tops	3	Winter Hat 1
Parka/Raincoat	1	Parka/Raincoat 1
Jacket/Coat (Best)	1	Trousers (best) 1 pr
Swimming Gear	1	Jacket (best) 1
Gloves/Mittens	1 pr	Jersey/Cardigan (best) 1
Winter Hat	1	Swim Shorts 1 pr
Jerseys	2	Sports Clothes 1 set
Cardigans	2	
Sports Clothes	1 set	<u>Footwear</u>
		Shoes (school) 1 pr
<u>Footwear</u>		Shoes (best) 1 pr
Shoes (school)	1 pr	Slippers 1 pr
Shoes (best)	1 pr	Sandals 1 pr
Gumboots	1 pr	Sneakers 1 pr
Sneakers	1 pr	Gumboots 1 pr
Tennis/Gym Shoes	1 pr	Tennis/Gym Shoes 1 pr
Sandals	1 pr	Rugby/Soccer boots 1 pr
Slippers	1 pr	

Toilet Items

Brush and Comb
Toilet Bag
Bath Towel
Beach Towel
Handkerchiefs

Other Items

Beach/sports bag
School Bag

2.6 10-12 Years

<u>Girls</u>		<u>Boys</u>
<u>Underwear and Nightwear</u>		
Pyjamas (winter)	2 pr	Pyjamas (summer) 2 pr
Pyjamas (summer)	2 pr	Pyjamas (winter) 2 pr
Dressing Gown	1	Dressing Gown 1
Singlets (summer)	3	Singlets (Summer) 3
Singlets (winter)	3	Singlets (winter) 3
Pants	6 pr	Underpants 6 pr
Slips/Petticoat	1	Socks (long) 4 pr
Socks (long)	3 pr	Socks (short) 3 pr
Socks (short)	3 pr	
Tights	2 pr	<u>Outer Garments</u>
		Shorts (winter) 3(1)*
<u>Outer Garments</u>		Shorts (summer) 3(2)*
Jeans/Trousers	2 pr	Jeans 2 pr
Shorts	2 pr	T Shirts 2
Summer Dresses	3	Skivvies 2
Skirts	2	Shirts 2
Winter Dresses	2	Jerseys 2(1)*
Blouses/Tops	2	Gloves/Mittens 1 pr
T Shirt/Skivvies	2	Winter Cap 1
Jerseys	2	Parka/Raincoat 1
Cardigans	2	Trousers (Best) 1 pr
Parka/Raincoat	1	Shirt (Best) 1
Jacket/Coat (best)	1	Jersey (Cardigan) 1
Gloves/Mittens	1 pr	Jacket (Best) 1
Winter Hat	1	Swimming Gear 1
Swimming Gear	1	Sports Clothes 1 se
Sports Clothes	1 set	
		<u>Footwear</u>
<u>Footwear</u>		Shoes (school) 1 pr
Shoes (school)	1 pr	Shoes (Best) 1 pr
Shoes (best)	1 pr	Gumboots 1 pr
Sneakers	1 pr	Sneakers 1 pr
Gym/Tennis shoes	1 pr	Tennis/Gym Shoes 1 pr
Slippers	1 pr	Sandals/jandals 1 pr
Sandals/Jandals	1 pr	Rugby/Soccer Boots 1 pr
		<u>Toilet Items</u>
		Brush and Comb
		Toilet Bag
		Bath Towel
		Beach Towel
		Handkerchiefs
		<u>Other Items</u>
		School Bag
		Beach/sports bag

* Reduce to these figures if school uniform provided.

2.7 12-15 Years

	<u>Girls</u>		<u>Boys</u>
<u>Underwear and Nightwear</u>		<u>Underwear and Nightwear</u>	
Pyjamas (summer)	2 pr	Pyjamas (summer)	2 pr
Pyjamas (winter)	2 pr	Pyjamas (winter)	2 pr
Dressing Gown	1	Dressing Gown	1
Singlets (summer)	3	Singlets (summer)	3
Singlets (winter)	3	Singlets (winter)	3
Pants	6 pr	Underpants	6 pr
Bras	2	Socks (long)	4 pr
Socks	3 pr	Socks (short)	3 pr
Tights	2 pr		
Pantyhose	2 pr	<u>Outer Garments</u>	
Slips/Petticoats	2	Shorts (winter)	3 pr (2)*
		Shorts (summer)	3 pr (2)*
<u>Outer Garments</u>		Jerseys	2*(1)
Jeans	2 pr	Skivvies	2
Trousers	1 pr	T Shirts	2
Jumper	1	Shirts	2
Cardigan	1	Jeans/Cords	2 pr
Tops/Blouses	4	Parka/Raincoat	1
Summer Dresses	3	Trousers (Best)	1 pr
Winter Dresses	2	Shirt (Best)	1
Parka/Raincoat	1	Jersey/Cardigan (Best)	1
Jacket/Coat (Best)	1	Jacket (Best)	1
Gloves/Mittens	1 pr	Gloves/Mittens	1 pr
Winter Hat	1	Winter Cap	1
Swimming Gear	1	Sports Clothes	2 sets
Sports Clothes	2 sets		
		<u>Footwear</u>	
<u>Footwear</u>		Shoes (school)	1 pr
Shoes (school)	1 pr	Shoes (best)	1 pr
Shoes (best)	1 pr	Sneakers	2 pr
Sneakers	1 pr	Tennis/Gym Shoes	1 pr
Gym/tennis shoes	1 pr	Rugby/Soccer boots	1 pr
Sandals/jandals	1 pr	Sandals/Jandals	1 pr
<u>Toilet Items</u>		<u>Toilet Items</u>	
Brush and Comb		Brush and Comb	
Toilet Bag		Toilet Bag	
Bath towel		Bath Towel	
Beach towel		Beach Towel	
Toiletries e.g. deodorant, talc, sanitary pads, perfume, makeup etc.		Handkerchiefs	
		Shaving Set	
<u>Other Items</u>		<u>Other Items</u>	
Shoulder bag		School bag	
Wallet		Sports/beach bag	
Belt		Ties	
Scarves		Belts	
School bag		Wallet	
Beach/sports bag			

* Reduce to these figures if school uniform provided.

2.8 15-17 Years

<u>Girls</u>		<u>Boys</u>
<u>Underwear and Nightwear</u>		
Nighties/Pyjamas (summer)	2 pr	Pyjamas (summer) 2 pr
Nighties/Pyjamas (winter)	2 pr	Pyjamas (winter) 2 pr
Dressing Gown	1	Dressing Gown 1
Singlets (summer)	3	Singlets (summer) 3
Singlets (winter)	3	Singlets (winter) 3
Pants	6 pr	Underpants 6 pr
Bras	2	Socks - work type 3 pr
Slips/petticoats	2	Socks - short 3 pr
Socks	3 pr	
Pantyhose	2 pr	<u>Outer Garments</u>
Tights	2 pr	Jeans 2 pr
Parka/Raincoat	1	Corduroy Longs 1 pr
		T Shirts/Skivvies 2
<u>Outdoor Garments</u>		Shirts 2
Jeans	2 pr	Jerseys 2
Trousers	1 pr	Parka/Raincoat 1
Jumper	1	Trousers (best) 1 pr
Cardigan	1	Jacket (best) 1
Tops/Blouses	4	Cardigan/Jersey (best) 1
Summer Dresses	3	Shirts and Ties 2
Winter Dresses	2	Swim Shorts 1 pr
Parka/Raincoat	1	Gloves 1 pr
Jacket (best)	1	Winter Hat 1
Gloves/Mittens	1 pr	Shorts 2 pr
Winter Hat	1	Sports Clothing 2 sets
Swimming Gear	1	
Sports Clothes	2 sets	<u>Footwear</u>
		Shoes (best) 1 pr
<u>Footwear</u>		Shoes (school) 1 pr
Shoes (school)	1 pr	Casual shoes (canvas) 1 pr
Shoes (best)	1 pr	Moccasins/Slippers 1 pr
Sneakers	1 pr	Sandals/Jandals 1 pr
Gym/Tennis Shoes	1 pr	Tennis/Gym shoes 1 pr
Slippers	1 pr	Rugby/Soccer boots 1 pr
Sandals/Jandals	1 pr	
		<u>Toilet Items</u>
<u>Toilet Items</u>		Brush and Comb
Brush and Comb		Toilet Bag
Toilet Bag		Bath Towel
Bath Towel		Beach Towel
Beach Towel		Handkerchiefs
Handkerchiefs		Shaving Gear
Toiletries, e.g. deodorant, talc, perfume, makeup, sanitary pads, hairdo gear		
		<u>Other Items</u>
<u>Other Items</u>		School bag
School bag		Sports/beach bag
Sports/beach bag		Belts
Shoulder bag		Wallet
Belt		
Scarves		

2.9 University or Teachers' College Students

<u>Female</u>		<u>Male</u>
<u>Underwear and Nightwear</u>		
Nightwear (summer)	2 pr	Pyjamas (summer) 2 pr
Nightwear (winter)	2 pr	Pyjamas (winter) 2 pr
Dressing Gown	1	Dressing gown/bathrobe 1
Singlets	3	Singlets 3
Bras	3	Underpants 3 pr
Pants	6 pr	Socks - short 4 pr
Slips/petticoats	2	Socks - long 2 pr
Pantyhose	1 pr	
Tights (knee high etc.)	2 pr	<u>Outer Garments</u>
		Jeans 3 pr
<u>Outer Garments</u>		Trousers 1 pr
Jerseys	2	T shirts 2
Cardigan	1	Casual Shirts 2
Blouses/T shirts	3	Shirts and Ties 2
Jeans/Cords	2 pr	Heavy Jersey 1
Trousers	1 pr	Light Jerseys 2
Jacket (good)	1	Parka 1
Parka	1	Jacket (good) 1
Winter Skirt	1	Swimming Gear 1
Summer Dresses	3	Sports Gear 2 sets
Winter Dress	1	
Swimming Gear	1	<u>Footwear</u>
Sports Gear	2 sets	Shoes (good) 1 pr
		Shoes (casual) 1 pr
<u>Footwear</u>		Slippers 1 pr
Slippers	1 pr	Sandals/Jandals 1 pr
Shoes (good)	1 pr	Rugby/Soccer Boots 1 pr
Shoes (casual)	1 pr	
Sandals/Jandals	1 pr	<u>Toilet Items</u>
Tennis/Gym Shoes	1 pr	Brush and Comb
		Toilet Bag 1
<u>Toilet Items</u>		Bath Towels 2
Brush and Comb		Beach Towel 1
Toilet Bag	1	Handkerchiefs 12
Bath Towels	2	
Beach Towel	1	<u>Other Items</u>
Handkerchiefs	12	Satchel
Toiletries e.g. deodorant, talc, perfume, makeup, hairdo gear, sanitary pads etc.		Sports/beach bag
		Wallet
		Shaving Gear
		Belts
<u>Other Items</u>		
Satchel		
Sports/beach bag		
Shoulder bag		
Belts		
Wallet		
Scarves		

3 CONTRIBUTING DISTRICTS FOR INSTITUTIONS3.1 Regional Institutions

(a) <u>Boys' Homes</u>		(b) <u>Girls' Homes</u>	
<u>Auckland</u> Owairaka Wesleydale	Kaitaia Whangarei Takapuna Otahuhu Auckland Papakura Henderson Manukau New Lynn	<u>Auckland</u> Bollard Allendale	Kaitaia Whangarei Takapuna Otahuhu Auckland Papakura Henderson Manukau New Lynn
<u>Hamilton</u> Hamilton Boys' Home	Gisborne Paeroa Hamilton Tauranga Whakatane Rotorua Taumarunui New Plymouth	<u>Hamilton</u> Hamilton Girls' Home	Gisborne Paeroa Hamilton Tauranga Whakatane Rotorua Taumarunui New Plymouth
<u>Lower Hutt</u> Epuni Boys' Home	Wairoa Napier Hastings Masterton Palmerston North Wanganui Lower Hutt Wellington Porirua Blenheim	<u>Wellington</u> Miramar Girls' Home	Wairoa Napier Hastings Palmerston North Wanganui Masterton Lower Hutt Wellington Porirua Blenheim
<u>Christchurch</u> Christchurch Boys' Home	Nelson Greymouth Christchurch	<u>Christchurch</u> Kingslea (short term)	Nelson Greymouth Christchurch
<u>Dunedin</u> Dunedin Boys' Home	Timaru Dunedin Invercargill	<u>Dunedin</u> Dunedin Girls' Home	Timaru Dunedin Invercargill

3.2 National Institutions

<u>Beck House</u>	National resource
<u>Hokio Beach School</u>	National resource
<u>Kingslea</u>	Masterton Lower Hutt Wellington Porirua Nelson Blenheim Greymouth Christchurch Timaru Dunedin Invercargill
<u>Kohitere</u>	National resource
<u>Weymouth</u>	Wanganui Palmerston North Hastings Wairoa Napier Gisborne Rotorua New Plymouth Tamarunui Hamilton Auckland region Kaitaia Whangarei



North Island Tribes

5 Director of Localities - Auckland Region (Offices with Social Work Services only.)

<u>Locality</u>	<u>Office</u>	<u>Locality</u>	<u>Office</u>
Ahuroa	Takapuna	East Tamaki	Manukau
Aka Aka	Pukekohe	Eastern Beach	Manukau
Albany	Takapuna	Eden Terrace	Grey Lynn
Alfriston	Manukau	Ellerslie	Panmure
Algies Bay	Takapuna	Epsom	Grey Lynn
Arai Point	Takapuna	Favona	Otahuhu
Arch Hill	Grey Lynn	Flat Bush	Manukau
Ardmore	Papakura	Forrest Hill	Takapuna
Arkles Bay	Takapuna	Freemans Bay	Grey Lynn
Avondale	New Lynn	French Bay	New Lynn
Awhitu	Pukekohe	Glen Eden	New Lynn
Balmoral	Mt Roskill	Glen Innes	Panmure
Bayswater	Takapuna	Glenbrook	Pukekohe
Beachhaven	Takapuna	Glendene	Henderson
Beachlands	Manukau	Glendowie	Panmure
Belmont	Takapuna	Glenfield	Takapuna
Bethells (Te Henga)	Henderson	Glorit	Takapuna
Big Omaha	Takapuna	Goodwood Heights	Manukau
Birkdale	Takapuna	Grafton	Grey Lynn
Birkenhead	Takapuna	Great Barrier	Grey Lynn
Blockhouse Bay	New Lynn	Greenhithe	Takapuna
Bombay	Pukekohe	Greenlane	Mount Roskill
Brighams Creek	Henderson	Greens Bay	New Lynn
Brookby	Manukau	Grey Lynn	Grey Lynn
Browns Bay	Takapuna	Half Moon Bay	Manukau
Buckland	Pukekohe	Hatfields Beach	Takapuna
Buckland's Beach	Manukau	Helensville	Henderson
Campbells Bay	Takapuna	Henderson	Henderson
Castor Bay	Takapuna	Herald Island	Henderson
Chelsea, Chelsea View	Takapuna	Herne Bay	Grey Lynn
Cheltenham	Takapuna	Highbury	Takapuna
Clarks Beach	Papakura	Hillcrest	Takapuna
Clendon Park	Manukau	Hill Park	Manukau
Clevedon	Papakura	Hillsborough	Mt Roskill
Clover Park	Manukau	Hobsonville	Henderson
Coatesville	Takapuna	Homai	Manukau
Cockle Bay	Manukau	Hoteo	Takapuna
Conifer Grove	Papakura	Howick	Manukau
Cornwallis	New Lynn	Huapai	Henderson
Crown Hill	Takapuna	Huia	New Lynn
Dairy Flat	Takapuna	Ihumatao	Mangere
Devonport	Takapuna	Kaipara Flats	Takapuna
Done Valley	Takapuna	Kakanui	Takapuna
Drury	Papakura	Kanohi	Takapuna

<u>Locality</u>	<u>Office</u>	<u>Locality</u>	<u>Office</u>
Karaka	Papakura	Narrow Neck	Takapuna
Kare Kare	New Lynn	Naval Base	Takapuna
Kaukapakapa	Henderson	New Lynn	New Lynn
Kaurilands	New Lynn	Newmarket	Grey Lynn
Kawa Kawa Bay	Papakura	Newton	Grey Lynn
Kawau Island	Takapuna	Northcote	Takapuna
Kelston	New Lynn	Northcross	Takapuna
Kingseat	Papakura	Okura	Takapuna
Kingsland	Grey Lynn	Omaha	Takapuna
Kohimarama	Panmure	Omana Beach	Manukau
Kumeu	Henderson	One Tree Hill	Mt Roskill
Laingholm	New Lynn	Onehunga	Mt Roskill
Laingholm Central	New Lynn	Onewhero	Pukekohe
Leigh	Takapuna	Orakei	Panmure
Lincoln	Henderson	Oranga	Mt Roskill
Long Bay	Takapuna	Oratia	New Lynn
Mahurangi	Takapuna	Orere Point	Papakura
Mairangi Bay	Takapuna	Orewa	Takapuna
Makarau	Takapuna	Oruawhara	Takapuna
Mangatawhiro	Pukekohe	Otahuhu	Otahuhu
Mangere	Mangere	Otara	Otara
Manly	Takapuna	Otaua	Pukekohe
Manurewa	Manukau	Owairaka	Mt Roskill
Maraetai	Manukau	Paerata	Pukekohe
Martins Bay	Takapuna	Pakiri	Takapuna
Massey	Henderson	Pakuranga	Manukau
Matakana	Takapuna	Panmure	Panmure
Meadowbank	Panmure	Papakura	Papakura
Mellons Bay	Manukau	Paparata	Pukekohe
Mercer	Pukekohe	Paparimu	Papakura
Meremere	Pukekohe	Papatotoe	Otahuhu
Middlemore	Otahuhu	Paraki	Henderson
Milford	Takapuna	Parau	New Lynn
Mission Bay	Panmure	Paremoremo	Takapuna
Morningside	Grey Lynn	Parkhurst	Henderson
Mount Albert	Mt Roskill	Parnell	Grey Lynn
Mount Eden	Grey Lynn	Patumahoe	Pukekohe
Mount Roskill	Mt Roskill	Penrose	Mount Roskill
Mount Wellington	Panmure	Piha	New Lynn
Mount Wellington (Panama Rd area)	Otahuhu	Pinehill	Takapuna
Muriwai	Henderson	Pine Valley	Takapuna
Murrays Bay	Takapuna	Pohuehue	Takapuna
		Point Chevalier	Grey Lynn
		Point England	Panmure
		Point Wells	Takapuna
		Pokeno	Pukekohe
		Pollok	Pukekohe

<u>Locality</u>	<u>Office</u>	<u>Locality</u>	<u>Office</u>
Ponsonby	Grey Lynn	Te Hana	Takapuna
Port Albert	Takapuna	Te Henga	Henderson
Port Waikato	Pukekohe	Te Papapa	Mt Roskill
Puhinui	Otahuhu	Te Toro	Pukekohe
Puhoi	Takapuna	Three Kings	Mt Roskill
Pukapuka	Takapuna	Tindalls Beach	Takapuna
Pukekawa	Pukekohe	Titirangi	New Lynn
Pukekohe	Pukekohe	Tomorata	Takapuna
Pukeoware	Pukekohe	Topuni	Takapuna
Ramarama	Papakura	Torbay	Takapuna
Ranwick Park	Manukau	Totara Heights	Manukau
Ranui	Henderson	Tuakau	Pukekohe
Red Beach	Takapuna	Waiake (Deep Creek)	Takapuna
Red Hill	Papakura	Waiatarua	New Lynn
Red Vale	Takapuna	Waiiau Pa	Papakura
Remuera	Panmure	Waiheke	Grey Lynn
Reweti	Henderson	Waikowai	Mt Roskill
Riverhead	Henderson	Waima	New Lynn
Rothesday Bay	Takapuna	Waimauku	Henderson
Royal Oak	Mt Roskill	Wainui	Takapuna
Runciman	Papakura	Wainuku	Pukekohe
St Heliers	Panmure	Waioneke	Takapuna
St Mary's Bay	Grey Lynn	Waipipi	Pukekohe
Sandringham	Mt Roskill	Wairamarama	Pukekohe
Sandspit	Takapuna	Wairau	Takapuna
Shelley Park	Manukau	Waitakere	Henderson
Silverdale	Takapuna	Waiteitei	Takapuna
Snells Beach	Takapuna	Waitoki	Takapuna
Southdown	Mt Roskill	Waiwera	Takapuna
South Head	Henderson	Waiwhiu	Takapuna
Stanley Bay	Takapuna	Warkworth	Takapuna
Stanmore Bay	Takapuna	Waterview	Grey Lynn
Stillwater	Takapuna	Wattle Downs	Manukau
Sunnynook	Takapuna	Wayby	Takapuna
Sunny Vale	Henderson	Wellsford	Takapuna
Swanson	Henderson	West Harbour	Henderson
Tahekeroa	Takapuna	Western Springs	Grey Lynn
Takanini	Papakura	Westfield	Otahuhu
Takatu	Takapuna	Westlake	Takapuna
Taporoa	Takapuna	Westmere	Grey Lynn
Tauhoa	Takapuna	Weymouth	Manukau
Taupaki	Henderson	Whangaparoa	Takapuna
Te Arai	Takapuna	Whangamata	Pukekohe
Te Atatu	Henderson	Whangaripo	Takapuna
		Whangateau	Takapuna
		Wharehine	Takapuna
		Wharepapa	Henderson
		Whenuapai	Henderson

Locality

Whitford
Wilson Home
Wiri
Woodbay
Woodcocks
Woodhill
Woodlands Park

Office

Manukau
Takapuna
Manukau
New Lynn
Takapuna
Henderson
New Lynn