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| Winlaton |
| List of records held by the Department of Health and Human Services |

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## Alternative names

* Winlaton Juvenile School / Girls’ Training Centre / Girl’s Training School 1956–1962
* Winlaton Youth Training Centre 1962–1991
* Winlaton Reception Centre c.1957–c.1961
* Goonyah Remand Centre, 1957–1960 (the section continued after this time as a residential unit)
* Wimbirra Remand Centre 1960–1992
* Leawarra Hostel 1959–1992

**Note to readers:** Winlaton was a large complex with different sections

### Warning about distressing information

This guide contains information that some people may find distressing. If you experienced abuse as a child or young person in an institution mentioned in this guide, it may be a difficult reading experience.

Guides may also contain references to previous views, policies and practices that are regrettable and do not reflect the current views, policies or practices of the department or the State of Victoria.

If you find this content distressing, please consult with a support person either from the Department of Health and Human Services or another agency.

### Disclaimer

Please note that the content of this administrative history is provided for general information only and does not purport to be comprehensive. The department does not guarantee the accuracy of this administrative history. For more information on the history of child welfare in Australia, see [Find & Connect](https://www.findandconnect.gov.au/).

## Winlaton Juvenile School / Girl’s Training Centre / Girl’s Training School (1956–1961); Winlaton Youth Training Centre (1961–1993)

Note to readers: Winlaton had a Reception Centre for several years located in the Goonyah section prior to the opening of the Allambie Reception Centre

| Description | Date range |
| --- | --- |
| Trainee information |  |
| Admitting office  |  |
| **Admission and discharge register (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***Volume; “Winlaton” Permanent (VPRS Number 17922 / P0001)* *“Winlaton House” Permanent (VPRS Number 17922 / P0002)* *“Wimbirra Remand Centre” Permanent (VPRS Number 17922 / P0002)*Content: These registers were filled in by staff in the Admitting Office and are a daily record of the children/young people admitted and discharged from the centre, from 1956–1992. This collection consists of discrete sequences of registers from different parts of the centre’s administration that separately recorded the intake and departure of residents, including both trainees and remandees. The Winlaton Youth Training Centre’s complex consisted of a main compound with three residential sections named Karingal, Goonyah and Warrina; the Leawarra Hostel, which was the pre-release unit located outside the main compound; and the separate Winbirra remand section. In 1991 Winlaton was renamed the Nunawading Youth Residential Service and became a facility for both male and female trainees.The register sequences comprise: registers compiled by the central Admitting Office within the main compound; registers compiled by the staff at the Winbirra remand centre; one Winlaton House register which chronologically overlaps the other registers but does not duplicate the other two sequences and its function requires further research; other volumes used to record admission and departure of trainee from Winlaton.The Admitting Office registered children/young people who were admitted into the residential sections of Winlaton. Children held under child protection orders would be admitted into one of the residential units in the main compound and work their way through the program, that included counselling and rehabilitation programs. Residents of the centre under custodial orders were called trainees. As the Winbirra remand section was geographically separate from the residential sections in the main compound, recording the intake and discharge of trainees was a separate process. The children/young people were remanded at Winbirra for a short period of time to attend court and await the outcome of their sentence. If their sentence was a custodial one, they would have been then recorded in the Admissions Office registers as being admitted to Winlaton.The volumes are arranged in a double-page column format; the left-hand side page recorded the admissions and the right-hand side page the discharged trainees. The pages on the left-hand side in each volume record the young people admitted during a particular week.The information recorded on these pages includes:* date of admittance
* number assigned to trainee
* name of trainee
* religion of trainee
* date of birth whether a ward of state or a remandee
* name of mother
* name of father
* address of parent(s)
* from where trainee was received and by whom admitted.
* The information recorded children/young people discharged from the centre during a particular week. The information recorded on these pages includes:
* date of discharge
* number assigned to trainee
* name of trainee
* religion of trainee
* date of birth
* whether a ward of state or a remandee
* name of mother
* name of father
* address of parent(s)
* to whom trainee discharged

On each double page, the sum total of trainees admitted and discharged for the week is recorded. However, not all the information has been recorded for every trainee. Over time, the titles of the volumes change somewhat. The function, however, remains unchanged. | 1956–19921959–19651960–1980 |
| **Admission index cards***Card; Permanent (VPRS Number 17997 / P0001)*Content: Summary record with details of each trainee admission.The index cards were filled in by staff when trainees were admitted to Winlaton. There is a card for each trainee admitted. For most cards, the following details are given: * name (of trainee)
* date of admittance
* ward number (if applicable)
* Medicare number
* date of birth
* place (where trainee from)
* religion
* father's name
* father's address
* mother's name
* mother's address
* complexion
* brought in by
* informant (police) station/telephone no.
* charge (if applicable)
* bail/surety
* remanded to
* re-remanded to
 | c.1981–c.1990 |
| **Institutional admission and discharge and absconding sheets (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***Folio; Permanent (VPRS Number 18007 / P0001)*Content: Provides information on absconding trainees not represented by the extant admission/discharge registers.This collection consists of the ‘Institutional admissions / discharges / abscondings’ sheets from 1984–93. The forms detail the title of the centre, the area in which it was located (Outer East Region) and were produced as monthly data that was presumably sent out by the department. These records provide summary data on the trainees and are arranged in a single page column format, with the following headings: * name [trainee]
* legal status, that is, ward, remandee, sentenced
* date of birth
* date admission to institution
* reason for admission
* regional office/worker
* RCPM date

If the trainees who did not return to Winlaton after their court appearance were released or permanently absconded, these details were included on the summary sheets. | 1984–1993 |
| **Statistics: trainee admissions; Winbirra; employment program; Liaison and Advocacy Unit (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***File and Volume; Temporary*Content: This collection artificially brings together statistics that were created as part of the reporting process for both the residential units on the Winlaton complex and the centre’s administration. The records comprise the Chief Youth Officer’s set of statistics files from 1979–93, arranged into reporting categories of trainee admissions type, for example old wards, new wards, as well as the trainee employment program, the Liaison and Advocacy Unit, and Winbirra remand statistics. The files for each category are arranged in chronological sequences, either based on annual reporting for the calendar or financial years, for example new wards statistics January–December 1979, wards returned July 1981–June 1982. The admission statistics include some monthly and weekly statistics. The employment statistics only cover a limited duration from 1 October 1986 to 13 March 1987. This collection includes the Liaison and Advocacy Unit’s monthly statistics from 1988–89 (the only extant representation from this unit).Also included are two volumes of Winbirra remand statistics:Winlaton – Winbirra remand statistics – admission and discharge book -– 1979–1983Winlaton – Winbirra remand statistics – admission and discharge book 1983–86. | 1979–1993 |
| Trainee case management |  |
| **Trainee information files (Winlaton Youth Training Centre and Nunawading Youth Residential Centre) (case management files specific to this centre and separate to the department’s green covered files)***File; Permanent (VPRS Number 17998 / P0001)*Content: This collection consists of trainee information files (known as TIFs), which are case files created for almost all trainees at Winlaton. The exception to this was young people who were on remand at the Winbirra section. It was not until 1990 that TIFS were created for remandees.The TIFs were created by admitting office staff as trainees entered the centre. They were sent with the trainees to their residential section, under the control of the section’s youth officers (YACCOS). As it was usual for trainees to reside in several sections during their stay at Winlaton (that is, the assessment section, a longer-term section and then the presentence section) the TIFs followed them from place to place. When a trainee was released from the centre their file was put away in alphabetical order by surname in a central compactus at the centre. If the person was readmitted to the centre their file was retrieved and used to document their subsequent stay.The TIFs were used by youth officers to monitor and record the day-to-day behaviour, moods and actions of each trainee. Additionally they provided the youth officers with the background information about each trainee to assist the staff in dealing with the trainees.As well as the TIFs, which were used to record background information and documents, and the day-to-day activities and behaviour of the trainees, Winlaton had a system of more formal case files that were kept in the administrative section. These files held the most important documents relating to the trainees, such as court papers, psychological assessments and so on, most of which was duplicated on the TIF. Additionally, the department also kept a central file on those trainees who were wards of state, on which many of the documents were also duplicated.Each TIF could contain the following documents about a particular trainee: * admission forms
* personal histories
* court reports
* legal documents
* psychological reports
* police statements
* reports from case planning meetings
* financial statements of pocket money
* other records.
 | c.1980–1993 |
| **Female trainee case history files (sample only retained) (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***File; Permanent (VPRS Number 18033 / P0001)*Content: Small sample of official green Departmental files.This collection consists of the trainee case history files that were created for almost all trainees at Winlaton and the Nunawading Youth Residential Centre. The exception to this was young people who were on remand at the Winbirra section, whose stay at the centre was recorded in other documentation (for example, Winbirra Remand intake/admission forms). The trainee case history files, known to staff as ‘green files’, were used at the centre from the opening of Winlaton in 1956 until the closure of the renamed Nunawading Youth Residential Centre in June 1993. The files were used to document the background of each trainee and their stay at the centre.The trainee case history files created prior to 1980 were destroyed by staff at Winlaton. As most of the documents were duplicated on the other existing files for example TIF, psychologist’s patient files**,** trainees medical files, it was decided it was not necessary to retain all of the trainee case history files. Destruction of the remaining trainee case history files occurred in October 1993 in accordance with the provisions of a former retention and disposal authority, PROS 91/05 records disposal schedule for records of juvenile corrective service records**.**A small sample of these boxes has been retained.After 1986 the files are controlled by Statutory Client Information System (SCIS) client numbers. | 1980–1993 |
| **Tattoo Removal Program files** *File; Permanent (VPRS Number 17996 / P0001)*Content: The Tattoo Removal Program was funded by a Children in Residential Care Grant from the Felton Bequest.The purpose of the program was to remove the trainees’ tattoos, with their informed consent, by re-tattooing them with skin-coloured dye. It was felt that tattoos were a stigma that caused trainees to be treated negatively in the community, for example, to experience difficulty in gaining employment.A tattooist periodically visited Winlaton to remove tattoos. The service was also offered to ex-trainees and members of the public at other locations. This collection consists of case files of the trainees who participated in the program. Each file contains the following documents: tattoo information sheet providing personal particulars of and details of a trainee’s tattoo, a parent’s permission form for trainees under 18 years of age, a referral from a doctor and a progress notes form detailing the progress of the treatment. The files also contain photographs of the trainees’ tattoos prior to treatment and in some instances, photographs of the trainees. | 1980–81 |
| **Classification and review book** *Volume; Permanent (VPRS Number 18009 / P0001)*Content: This collection consists of the classification and review books from the following sections of Winlaton: * Karingal
* Goonyah
* Leawarra Hostel
* an unknown section (possibly Karingal).

These are handwritten exercise books used by staff to record and review the arrangements/case programs for individual trainees.  | 1984–1991 |
| **Correction books (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***Volume; Permanent (VPRS Number 18010 / P0001)*Content: This collection consists of the correction books used to record trainee misbehaviour and their subsequent punishments, for the following sections: * Warrina 1977–1992
* Winbirra Remand Centre 1977–1991
* unknown section 1977–1988
* Leawarra Hostel 1977–1981, 1986–1992
* Karingal 1977–1981.
 | 1977–1992 |
| Winbirra Remand Centre (1960–1992) |  |
| **Admission and discharge register***Volume; “Wimbirra Remand Centre” Permanent (VPRS Number 17922 / P0002)*Content: These registers were filled in by staff in the Admitting Office and are a daily record of the children/young people admitted and discharged from the remand centre, from 1960–1980. As the Winbirra remand section was geographically separate from the residential sections in the main compound, recording the intake and discharge of trainees was a separate process. The children/young people were remanded at Winbirra for a short period of time to attend court and await the outcome of their sentence. If their sentence was a custodial one, they would have been then recorded in the Admissions Office registers as being admitted to Winlaton.Note for readers: For a description found in these registers which are part of VPRS 17922, see the above entry under the sections Winlaton Juvenile School 1956–61; Winlaton Youth Training Centre 1961–93, Admitting Office. | 1960–1980 |
| **Winbirra Remand Centre clothing book***Volume; Temporary*Content: Volume that recorded the clothes and personal items, such as a watch, which trainees owned on arrival at remand. | 1978–1980 |
| ***Winlaton House / Winbirra Remand Centre visitors books****Volume; Temporary*Content: Volumes record each day with attached column entries of visitors, including the person’s name and address.  | 1978–79 |
| **Intake and admission forms (Winbirra Remand Centre)***Folio; Permanent* ***(****VPRS Number**18006 / P0001)*Content: Information on trainees admitted to Winbirra Remand Centre. Summary registers extant for only part of its existence so these forms are only for some of the 1980s trainees. | 1975–1989 |
| **Winbirra work book** *Volume; Temporary*Content: Records the distribution of work and duties for trainees each day within the centre.  | 1980–82 |
| **Female remandees trainee information files (Winlaton Youth Training Centre and Nunawading Youth Residential Centre and Parkville Youth Residential Centre)***File; Temporary*Content: This collection comprises the compiled case history of each child remanded at Winbirra Remand Section at Winlaton for up to six weeks. These trainee information files (known as TIFs) have the name of the trainee, their date of birth and age on admission handwritten on the folder. Contents of files include: * Community Services Victoria admission forms
* Children’s Court orders for safe custody
* remand centre – intake sheets
* personal property agreement forms
* copies of the court supervision orders
* leave application forms
* section report forms
* remand warrants
* statement from young person on remand
* psychiatric reports.
 | 1974–1998 |
| **Male remandees trainee information files (Parkville Youth Residential Centre, Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***File; Temporary*Content: This collection comprises the compiled case history of each male child remanded at Parkville Youth Residential Centre. It includes files for some boys remanded to Winbirra Remand Section at Winlaton prior to Parkville opening in 1993. These trainee information files (known as TIFs) have the name of the trainee, their date of birth and age on admission handwritten on the folder. Contents of files include: * Community Services Victoria admission forms
* Children’s Court orders for safe custody
* remand centre – intake sheets
* personal property agreement forms
* copies of the court supervision orders
* leave application forms
* section report forms
* remand warrants
* statement from young person on remand
* psychiatric reports.
 | 1983–1999 |
| **Male and female trainee information files and Statutory Client Information System (SCIS) files (Parkville Youth Residential Centre, Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***File; Unappraised*Content: This collection contains trainee information files for young people resident at Parkville Youth Residential Centre. It includes files for trainee residents at Winlaton prior to its closure and Parkville’s opening in 1993. Included are files for male and female trainees and both youth justice and protective custody trainees.Contents of files will relate to the young person’s stay in the centre. Items will vary but may include:* remand documentation
* admission records
* plans and reports
* observations
* medical and dental records
* behavioural and psychiatric records
* work, earnings, activities and property records.
 | 1986–20001983–20001986–19961975–1995 |
| Residential units: Karingal, Warrina, Goonyah  |  |
| **Warrina Aboriginal Procedure Book** *Volume; Permanent (VPRS Number 18005 / P0001)*Content: This collection consists of the Warrina residential section’s Aboriginal procedure book. Due to the concerns over the deaths of Aboriginal people in custody, a book was kept on each section to monitor the actions of Aboriginal young people. Aboriginal trainees were checked by staff every 15 minutes and their activities recorded. For each shift the 15 minutes intervals were written down and the activities of any Aboriginal trainee on the section recorded against the appropriate time.The columns on each page were headed: name (of trainee); date; time; comments. The comments included such things as watching TV, making supper, off to bed, asleep.This is the remaining volume that represents the official response to Aboriginal deaths in custody and the need to monitor these girls. | 1979–1989 |
| **Goonyah hygiene book***Volume; Temporary*Content: Records the routine hygiene check the trainees underwent (wash AM and PM / bath AM and PM), and the personal hygiene supplies issued out to the trainees on a daily basis. Some of the volumes also account for cutlery and other utensils within the unit (volumes 4–6) | 1972–76 |
| **Record of packets of cigarettes smoked by trainees [remaining pages from a volume]***Page; Temporary*Content: Lists the daily totals of cigarette packets distributed in all sections in the compound, the Leawarra Hostel and Remand Centre. Only two pages of volume remaining. | 1977–78 |
| Leawarra Hostel (1959–1992) |  |
| **Leawarra Hostel subject files (includes Nunawading Youth Residential Centre)***File; Permanent (VPRS Number 18016 / P0001)*Content: This small collection of files is the remnants of the hostel’s filing system and they are in no apparent system of arrangement. The files detail staff procedures, including their procedures to prevent Aboriginal deaths in custody, and information on trainee programs, for example Greenbrae Transitional Supervision Program. | 1983–1992 |
| **Leawarra Hostel minutes of staff meetings books (operational meetings)***Volume; Temporary*Content: Volume to record work experience placement and paid employment appointments for trainees. | 1990–91 |
| **Leawarra Hostel section management book***File; Temporary*Content: Consists of group meetings with staff and trainees to discuss routine housekeeping issues. Notes of meetings taken by trainees. | 1987–1991 |
| **Leawarra Hostel incoming and outgoing mail book***Volume; Temporary*Content: This collection consists of one volume. The first half of the book records details of the mail received by trainees. The second half records details of the trainees’ outgoing mail. | 1987–1990 |
| **Leawarra Hostel Schools Commission – Children in Residential Care Program cash books***File; Temporary*Content: Comprises two cash books with both credit and debit transactions. One volume is titled ‘Amenities and float and the other is ‘Clothing fund and open day money’. | 1987–1990 |
| **Employment Program subject and trainee files***File; Permanent (VPRS Number 18011 / P0001)*Content: The Employment Officer was responsible for running the Winlaton Employment Program, which was funded by the Children in Residential Care Grants from the Education Department. The aim of this program was to secure work experience placements and paid employment for trainees, prior to their release. Program information and trainee files which document trainee’s work experience, placement logistics and employer progress reports. It seems this is the only extant representation of such a program for institutional care. | 1984–1990 |
| **Employment Program Employment Officer’s calendar diaries***File; Temporary*Content: Employment officer’s communications diary. | 1986–86 |
| **Work experience and outside school book***Volume; Permanent (VPRS Number 18008 / P0001)*Content: Particular program for integrating trainees back into the community.The trainees were able to attend local schools or have outside jobs. This collection consists of a handwritten exercise book that was used by staff to keep track of the arrangements made for and the movements of trainees who attended schools, paid work, voluntary work and work experience within the community. The entries are set out in a column format, and record the following: trainee name, times trainee out, date, the types of school/work the trainee had left the centre for (that is, paid/voluntary/school and so on), the arrangements made for lunch, the type of travel if ticket required, the venue (for example, Safeway, Burwood) and a contact telephone number. | 1988–1991 |
| **Employment Officer’s diary***Volume; Temporary*Content: Volume to record work experience placement and paid employment appointments for trainees. | 1986 |
| Liaison and Advocacy Unit |  |
| **Liaison and Advocacy Officer subject files (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***File; Permanent (VPRS Number 18020 / P0001)*Content: Represents the role of Liaison and Advocacy Officer to ensure trainee advocacy in residential care. | 1987–1992 |
| **Trainee case files: Liaison and Advocacy Unit (Winlaton Youth Training Centre and Nunawading Youth residential Centre)***File; Permanent (VPRS Number 18021 / P0001)*Content: The Liaison and Advocacy Unit officer acted as the departmental watchdog within the centre. The incumbent had the responsibility of appraising internal procedures and programs. Additionally, they acted as an advocate for children, ensuring that their legal and civil rights were upheld. To do this they liaised with external officials from the Children’s Court and other bodies, as well as departmental and institutional staff. The files reflect this focus on trainee rights, access to appeal systems and ensuring that Community Services Victoria practice, policy and procedure was meeting the needs, interests and overall emotional and physical welfare of trainees and their families. The files are specific to case planning meetings, wardship reviews, case notes, Children's Court papers, correspondence; documents placement at institutions, length of stay, purpose of placement, rights issues, Community Services Victoria involvement, assessments and work plans to assist and support the trainees to be integrated back into the general community. | 1986–1992 |
| Medical services |  |
| **Trainees medical file index – numerical by medical record number (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***Index Card; Temporary*Content: Central control system, arranged by medical record number, for the trainee medical files. | c.1982–1993 |
| **Trainee medical file index – alphabetical by surname (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***Index Card; Temporary*Content: Central control system by trainee surname, of the trainee medical files. | c.1982–1993 |
| **Trainee medical files (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***File; Temporary*Content: Central trainee medical file compiled by visiting doctors. Files contain examination and treatment notes, physical examination sheets and pathology reports from external laboratories and medication details. | 1970–1993 |
| **Psychiatric Service patient case history files** *File; Permanent (VPRS Number 18017 / P0001)*Content: The Winlaton Psychiatric Service assessed trainees who had behavioural problems, depression, family problems, suspected intellectual disability issues and so on, to determine their appropriate treatment and facilities. Referral to this clinic could be made voluntarily by the trainee, or by Winlaton staff. A file was created for each trainee who had an initial assessment or ongoing treatment by the psychiatrist. This collection consists of the case files compiled by the psychiatrist and psychologist to document the clinical and medical profile of each trainee, including in some instances an IQ assessment, and the medication or counselling provided.  | 1969–1982 |
| **Psychologist’s trainee case history files** *File; Permanent (VPRS Number 18018 / P0001)*Content: This collection consists of the case files compiled by the psychologist to document the treatment of each trainee. Each file includes the following documents: copies of the review action sheets presented by social workers at trainee progress review meetings, copies of the classification action sheets which provide a summary assessment of the trainee, a ‘Request for psychological / psychiatric assessment’ form giving a detailed appraisal of the trainee and why it was felt that they needed treatment, and handwritten treatment and progress notes. | 1985–1990 |
| **Sister’s instruction book***Volume; Temporary*Content: Volume recording trainee’s name, date and medications dispensed or treatment given by the nurse on duty at the centre. | 1971–1981 |
| **Medical consent forms** *Volume; Temporary*Content: Carbon-copy voucher book issued by the Social Welfare Department, states the person named is a trainee or ward of state and consent is hereby given for treatment involving surgery and/or the administration of a general anaesthetic, as advised by a legally qualified medical practitioner.  | 1976–78 |
| **Depo-Provera correspondence,** **reference material and guidelines** *Documents; Permanent (VPRS Number 18012 / P0001)*Content: Rationale and guidelines behind Winlaton initiating this program to control fertility of trainees. The records include correspondence between the Superintendent of Winlaton and medical experts, departmental staff (including ministerial correspondence) and civil rights and other interested groups, as well as newspaper clippings and journal articles. Additionally, it contains a copy of the internal guidelines for the provision and use of Depo-Provera at Winlaton, including copies of the blank consent forms to be filled out by trainees and their guardians. | 1978–1983 |
| Triad therapy |  |
| **Triad group therapy books***Volume; Permanent (VPRS 18003 / P0001)*Content: This collection consists of handwritten exercise books containing the minutes of Triad group meetings. Triad therapy was introduced in the 1970s. The purpose of triad therapy was to enable trainees to change destructive and negative aspects of their behaviour and/or attitudes. These books reflect the therapy program undertaken across all of the residential sections (Karringal, Warrina, Goonyah), the Winbirra Remand Centre and the Leawarra Hostel. These minutes were taken by a designated secretary who could be a staff member or a trainee. Each triad therapy group consisted of a mixture of trainees who had the same problem, people such as youth officers who had never had the problem and people who had once had the problem but had resolved it, such as ex-Winlaton trainees. A triad group usually consisted of the trainees from a particular section. Each trainee had to attend a triad group five times a week. The problems of a particular trainee were discussed during group sessions.The goals of a triad group meeting were to:* identify individual problems
* work on alternatives to behaviour identified as a problem
* to overcome brooding about or keeping silent about problems
* to help one another while discoveries are made
* to help one another find a healthier, more responsible integration of one's self.

Mini-triad groups consisting of one trainee, one staff member and one ex-resident or more advanced trainee, were also held to accomplish a particular purpose, for example to help a trainee to control self-damaging behaviour. Advanced triad groups were held for trainees who had got to a stage where it was felt that they had a good understanding of their problems. People from the outside community were encouraged to attend triad sessions. | c.1978–1991 |
| **Triad training and group work manual** *Folder; Permanent (VPRS Number 18004 / P0001)*Content: Manual (folder of documents) for staff at the centre overseeing this program of group therapy sessions.The manual is divided into five sections called ‘Philosophy and background', ‘Further information', ‘Helpful hints', ‘Triad training' and ‘Register'. The Register section contains work sheets for use in triad groups.  | c.1980 |
| **Triad group therapy distribution books** *Volume; Temporary*Content: These records are described as distribution books and are a temporary component of triad records. | 1987–1990 |
| **Triad money payment books***Volume; Temporary*Content: Volume that presents each trainee’s cash payments for attending triad therapy sessions on a separate page. | 1979–1987 |
| **‘A to N / advanced groups’ [triads] and ‘O to Z / advanced groups’ address books***Volume; Temporary* Content: Addresses divided over two volumes comprising ‘A to N’ and ‘O to Z’. Holds informal lists of names and addresses of contacts. | 1981 |
| Shift monitoring |  |
| **Shift report books***Volume; Permanent (VPRS Number 18079 / P0001)*Content: The youth officer shift report books are the only collection of records that represent the Youth Training Centre’s activities and programs from 1957–75. The only other extant records for this period are the admission and discharge registers. The shift report books are temporary records that have been retained in the absence of trainee and policy records for most of this period.This collection of shift report books is a remaining fragment of the volumes that would have been compiled for all residential sections at the centre over this period. This collection comprises shift reports from: the residential sections Warrina and the Leawarra Hostel section which was located inside the compound, and Winbirra, the remand centre outside the Winlaton compound.The youth officer shift report books were compiled each day by one of the youth officers on duty and were divided into day (morning) / evening / night reports. The shift reports document both the changing schedule of program activities for the trainees, for example the weekly wireless night at the Leawarra Hostel in 1957, as well as the changing attitudes towards the young women (predominantly wards of state) and the centre’s role concerning their education and personal development. | 1957–1975 |
| **Youth officer shift report / OC section report forms (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***Forms and volumes; Temporary*Content: The youth officer shift report books were superseded by specific forms that the youth officers were legally required to complete as part of the strict monitoring of the trainees’ activities, moods and any irregular occurrences during each shift. The youth officers shift reports reflect strictly regimented procedures for monitoring the trainees’ activities, moods and any irregular occurrence.  | 1979–1993 |
| **Room list books***Volume; Temporary*Content: Daily list providing the number, name of each trainee, and their status for example, ward of state, within the compound section or the remand centre. | 1978–1980 |
| **Staff diaries (all residential sections) (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***Volume; Temporary*Content: The diaries were used for staff communication books between the different shifts. The admitting office also had separate diaries for the day shift and the weekend and night shifts.  | 1976–1992 |
| Trainee activities and programs  |  |
| ***Rave* magazines (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***Magazine; ( Permanent VPRS Number 18019 / P0001)*Content**:** This collection consists of monthly *Rave* magazines, produced by the trainees at Winlaton Youth Training Centre and later Nunawading Youth Residential Centre, with the help of the teaching staff at the Education Centre. The project was funded by recurrent Children in Residential Care Grants from the Department of Education. Trainees acted as editors, layout designers, artists, writers and printers.The magazines contained drawings, poems, photographs, short stories and articles about such issues as tattoo removal and drug use. The magazines present the thoughts and feelings of the trainees in a way that the other institutional records do not.Special editions were produced for annual open days, Christmas and the 50th edition of the magazine. These magazines were sold for a small fee to staff, ex-trainees and members of the Winlaton Community Support Group. They were also sent free to other institutions and gaols.There are gaps in this set of *Rave* magazines. | 1976–1992 |
| **Photographic collection (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***Photographs: loose prints; albums; envelopes; negatives; Permanent (VPRS Number 18015 / P0001)*Content: This collection consists of loose photographs of Winlaton Youth Training Centre and Nunawading Youth Residential Centre, dating from c.1970–1993. These photographs were taken by staff, by members of the Winlaton Community Support Group, by staff and photographers employed by the local council. The photographs were kept as a loose collection of envelopes of prints, loose prints and an album by the administrative staff. The photographs, which are both colour and black and white, show the exterior and interior of the administrative, program and residential areas. The photographs also show trainees participating in various activities and programs, both within and without the institution. | c.1970–1993 |
| **Photographs and transparencies from Winlaton, Turana and Parkville Youth Residential Centres (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***Photographs/negatives; Unappraised*Content: This collection contains photograph albums, loose photographs (colour as well as black and white) and transparencies. The images mostly depict daily activities in the Winlaton Youth Training Centre and Turana / Melbourne Juvenile Justice Centre. Many of the images are unidentified. Most of the images were physically transferred to the Department of Health and Human Services archives from the Parkville Youth Residential Centre in 2011, so that institution is included in this description even though no images are specifically identified as relating to it.The photograph albums in box 1 were received by the Department of Human Services Archives in a consignment from Melbourne Youth Justice Centre in October 2010. One of the albums provides a small slice of the activities undertaken by trainees living in Heath Cottage, Turana, during 1988–1989. The photographs in the second album are not dated. They comprise both black and white and colour photographs. They are mainly casual shots or photos of unstructured activities.The photographs and transparencies in boxes 2, 3 and 4 were received by the Department of Human Services Archives in a consignment from Parkville Youth Residential Centre in March 2011. Most of the photographs and transparencies were stored loosely in an A3-size archive box. The images were separated into formats – black and white prints, colour prints, colour negatives, colour transparencies (slides), and then grouped where possible into subject areas. The images depict life and activities at Winlaton Youth Training Centre, Turana Youth Training Centre and the Melbourne Youth Justice Centre. Researchers should consult the Records Description List. The images date from c.1980–1999. | c.1984–1999 |
| Trainees’ property |  |
| **Trustees private money ledger cards***Card; Temporary*Content: Three cards record how money was banked for trainees, showing trainee names and some signatures and cash/cheque amounts banked.  | 1987 |
| **Girls money and property book** *Volume; Temporary*Content: Volume for recording the date, money and property issued back to the trainee, and their official signature. This book was presumably used to record this transaction when each trainee left Winlaton. | 1985–87 |
| Children’s Court |  |
| **Children's Court assessment files***Files; Permanent (VPRS Number 17995 / P0001)*Content: This collection consists of files compiled by the Winlaton staff to serve as a detailed assessment of each trainee prior to their court appearance. A copy of this information was sent to court with the trainee, the original file remaining at the centre. Most of the files have been destroyed; this extant collection comprises 1986–87 files.The Children’s Court assessment files contain:* a pre-sentence report compiled by a regional social worker, providing detailed information about the trainee’s background and history of offences
* handwritten trainee history sheet containing family details and the date of admittance to the centre, of any absconding and of court appearance
* correspondence and reports from the Children’s Court Clinic
* correspondence from doctors and psychiatrists
* correspondence from the department.
 | 1986–87 |
| **Court diaries***Volume; Temporary*Content: Calendar diaries with details of trainees’ scheduled court appearances. | 1986–88 |

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| Departmental administration |  |
| **Manuals, reports and information sheets** *Folios and Folders; Permanent (VPRS Number 18014 / P0001)*Content: Consolidated information on history, philosophy and programs of centre. | 1977–1991 |
| **Secretary's subject files (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***File; Permanent VPRS (Number 18022 / P0001)*Content: This collection is the remnant of the system of correspondence, reference and working files of the Secretary, whose position was responsible for the financial management of the institution. The Secretary's filing system was divided into broad subject categories of ‘General Files’ (related to the general administration of the centre and included information about operational procedures, copies of meeting minutes and copies of reports.), ‘Personal Files’ (operational files relating to matters like account procedures, payroll, overtime and so on) as well as a loose selection of files and reports. The filing systems included records from the Secretary’s predecessors, covering the Secretary’s function from c.1959–93, but were mainly temporary operational records. This remaining permanent collection comprises some of the general files which had historical material regarding the centre’s administrative operation, trainee programs and activities (permanent component). | 1977–1993 |
| **Chief youth officer's subject files** *Files; Temporary*Content: The extant chief youth officer's subject files compiled as part of his role developing trainee programs. | 1984–1991 |
| **Superintendent's subject files** *File; Permanent (VPRS Number 18024 / P0001)* *Permanent (VPRS Number 18024 / P0002)*Content:This collection consists of the correspondence, reference and working files of the Superintendent of the Nunawading Youth Residential Centre.They include files about administrative and operational procedures (both Winlaton and departmental), Winlaton programs, particular staff and trainees, external organisations and reference material. | 1971–1990 |
| **Assistant manager program files***File; Temporary*Content: Files on the development and administration of Winlaton trainee programs.Winlaton was managed by a Chief Executive Officer, supported by two Assistant Managers. One of the Assistant Managers had responsibility for the centre's programs and one for individual trainees. This collection consists of the correspondence and working files from c.1978–91 of the Assistant Manager in charge of programs. The files within this system deal with such matters as the Winlaton Employment Program, the Remand Advocacy Program, the Mothers and Babies in Winlaton Program and the Health Access Program. The files also deal with general administrative, policy and procedure issues. The incumbent had an interest in the history of the Nunawading Youth Residential Centre and collected material about this from around the centre. This material, which ranges from 1956–78, concerns such matters as the official opening, security arrangements, visits to trainees and so on. | 1956–1991 |
| **Staff meetings minute books** *Volume; Temporary*Content: Volumes record the minutes of staff meetings in one of the compound sections. These minutes are hand written informal notes of routine operational meetings. | 1983–85 |
| **Chief youth officer's children in residential care grant cards***Index Card; Permanent (VPRS Number 18060/P0001)*Content: Summary information on government grants for trainee programs. | 1984–1991 |
| **Personnel files***File; Temporary*Content: This collection consists of personnel files which provide the following details: * employee’s name
* address
* appointment details
* salary
* promotions
* change of position
* termination of employment.

The files are in alphabetical order by surname. | 1963–1989 |
| **Microfiche: payroll and finance***Microfiche; Temporary*Content: Microfiche ofpayroll information. | 1983–85 |
| **Cash books, Children in Residential Care Grants, Leawarra Hostel** *Volume; Temporary*Content: Two cash books used by the Leawarra Hostel staff to record how the money received from the Children in Residential Care Grants was spent to benefit trainees.  | 1987–1990 |
| **Accounts ledger book***Volume; Temporary*Content: Self-indexing account ledger with transactions recorded under each letter category. | 1972–73 |
| **Department of Community Welfare Services ‘Consent to operation, etc.’ voucher book [Handwritten title on booklet – ‘Permission to operate’]***Files; Temporary*Content: Department of Community Welfare Services consent vouchers that were signed by the Superintendent of Winlaton.  | 1984–87 |
| **Winlaton Community Support Group records** *Photographs/folios/files; (Permanent VPRS Number 18000 / P0001)*Content: Records from an advocacy group formed by parents and past trainees to support the trainees at Winlaton. | 1977–1989 |
| **Victorian Public Service Association (VPSA) Officer’s files (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***File; Temporary*Content: The remnants of the filing system of the VPSA Officer, whose role was to answer staff enquiries and act as a liaison between staff, management and theassociation. | 1986 |
| **‘Register of outward mail from 14.11.63’***Volume; Temporary*Content: Record book with a separate section for each date and with the column entries of ‘To’ and ‘Contents’ for each item of outward mail.  | 1963–1971 |
| **Vehicle bookings***Volume; Temporary*Content: Vehicle log book recording the booking of Winlaton vehicles with date and summary of appointment or errand. | 1978–1984 |
| **Occupational Health and Safety Committee minutes (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***Folders; Temporary*Content: Minutes of operational committee which met to discuss routine health and safety issues such as lifting heavy goods perimeter lighting and non-slip floors. | 1989–1992 |
| **Staff injury reports***File; Temporary*Content: This record collection consists of staff injury reports. The forms were compiled by and related to worker incidents at Winlaton. Each form details the employee, address, circumstances of the accident, witnesses, hospital treated at and allowances or benefits received. | 1958–1968 |
| **Workcare files** *Files; Temporary*Content: Workcare files document the administration of WorkCover claims. Depending on the circumstances of the claim, a Workcare file can include pro-forma claims forms that initiate the entire process, medical details (that is, examinations), correspondence to and from the relevant administrative unit, correspondence to the relevant insurance body (for example, SIO) and payment details. Files may also contain attendance records. | 1981–86 |
| **Residential institutions site maps and plans (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***Plan; Permanent (VPRS Number 17986 / P0003)*Content: This collection comprises the building construction and alteration plans for several residential metropolitan and regional institutions. This collection comprises alterations and reconstruction plans for development of Melbourne Juvenile Justice Centre, Parkville Youth Residential Centre on the Turana Youth Training Centre site, as well as plans and drawings for centres no longer operational. These included Malmsbury Youth Training Centre, Winlaton Youth Training Centre and Turana Youth Training Centre.This consignment of plans and drawings represent construction and site development of Winlaton over several decades. | 1951–1991 |
| Superintendent's outgoing correspondence *Folios; Permanent (VPRS Number 18023 / P0001)*Content: Outgoing correspondence from CEO on programs and trainees.The outgoing correspondence reflects the Superintendent’s transactions with other government agencies and external organisations in relation to the trainees, and her role as executive of the residential centre. The records reference the trainee-based programs that Dr Slack introduced to Winlaton, such as the Depo Provera and the Triad Therapy Programs.This collection is a remnant of what would have been a much larger sequence of outgoing correspondence. | 1979–1984 |
| **Incoming letters mail book***Volume; Temporary*Content: Record of trainees’ incoming mail. Volume records: * date
* girl’s name
* sender and address.
 | 1981–85 |
| **Night staff family allowance discharge book***Folder; Temporary*Content: Volumes recording date trainee discharged, trainee’s name and address of place or institution the trainee will be residing. Volume includes trainees who absconded. No details of financial transactions but volume records when a trainee was no longer at Winlaton. | 1981–88 |
| **Night Staff Family Allowance Admission Book***Folder; Temporary*Content: Volumes recording date trainee admitted, trainee’s name and address of place or institution the trainee came from. No details of financial transactions but volume records when a trainee arrived at Winlaton. | 1983–88 |
| **‘Winlaton account’ cash book***Volume; Temporary*Content: Cash book of cash transactions including bail money for trainees, subscriptions and so on. | 1959–1982 |
| **Visitors books***Volume; Temporary*Content: Volumes record each day with attached column entries of visitors including the person’s name and address. Includes Community Support Group visitors and volunteer visitors. One of the visitor books has a page where all of the staff signed their names in 1981 at the time of the centre’s silver jubilee. | 1962–1988 |
| **Committee records (Winlaton Youth Training Centre and Nunawading Youth Residential Centre)***Folder; Permanent (VPRS Number 18013 / P0001)*Content: Official minutes of Senior Management and Section Heads.These committees comprised:* Chiefs and seniors minutes of meetings, 1984–1991. The Chief and Senior Youth Officers committee met fortnightly to discuss issues and problems affecting the day to day running of the residential sections. This set is incomplete. [Duplicate copies, 1988–89, have been removed to temporary consignment.]
* Executive Committee minutes of meetings, 1984–1992. This Executive Committee consisted of the senior managers at the centre who met weekly to discuss policy issues and major problems. This set is incomplete. [Duplicate copies, 1987–88, have been removed to temporary consignment.]
* Night staff meetings, 1985–1992. The night staff meetings were attended by the admitting office staff and youth officers (YACCOS) who worked on night duty at the centre. It met fortnightly to discuss issues and problems affecting the running of the centre at night. Examples of the issues discussed include meal breaks for night staff and security measures. This set is incomplete.
* General staff meeting (one meeting, 1989).
* School Council meeting minutes (1986–1992). The School Council consisted of the School Principal, teachers, youth officers and trainees. The staff met several times a year to discuss issues and problems affecting the running of the Education Centre. Examples of the issues discussed include new programs, class timetables, disciplinary measures and excursions. This set is incomplete.
* Admitting Office meetings (1986–1990). The Admitting Office staff meetings. This consisted of the staff who worked in the admitting office. The staff met three to four times a year to discuss issues and problems affecting the running of the admitting office. Examples of the issues discussed include changes in admitting office procedures and security measures. This is an incomplete set.
 | 1984–1992 |
| **Education Centre’s enrolment carbon books***Volume; Temporary*Content: Although the school resided within the complex, this facility was run by the Education Department and it was separate to the youth training centre. These records comprise the carbon page books where each new trainee’s details were passed onto the Education Centre staff. The books record the following details: the trainee’s name and date of birth date of admission, section for enrolments at the Education Centre. Original pages have been removed and carbon copies left. For further records relating to the school, consult the Department of Education and Training. | 1985 and 1989 |
| **Community Services Victoria (and predecessor Departments) personnel files***File; Temporary*Content: This collection comprises the central employee filing system for the department. These files chart each employee’s history including the following contents: employee's name, date commenced, positions held, leave details, position changes and promotions, salary increases, termination details. Some files include the employee's leave card as well as various employment history details. These records are arranged in alphabetical order by surname. The files include staff working at the reception centres, training centres and children’s homes. | c.1950s–1988 |

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