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| Parkville Youth Residential Centre 1993 - current  (now part of Parkville Youth Justice Precinct) 2009 - current |
| List of records held by the Department of Health and Human Services |

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## 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/).

# Trainee/Client information

| Description | Date range |
| --- | --- |
| **Female remandees trainee information files (Parkville Youth Residential Centre, Winlaton Youth Training Centre and Nunawading Youth Residential Centre)**  *File; Unappraised*  Content: This collection comprises the compiled case history of each female child remanded at Parkville Youth Residential Centre for up to six weeks.  It includes files for some girls 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 person, 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 form * copies of the court supervision orders * leave application forms * section report forms * remand warrants * statement from young person on remand * psychiatric reports, etc. | 1974–98 |
| **Male remandees trainee information files (Parkville Youth Residential Centre, Winlaton Youth Training Centre and Nunawading Youth Residential Centre)**  *Files; Unappraised*  Content: This series comprises the compiled case history of each male child remanded at Parkville Youth Residential Centre for up to six weeks.  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 client, 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 form * copies of the court supervision order * leave application forms * section report forms * remand warrants * statement from the young person on remand * psychiatric reports | 1983–99 |
| **Male and female trainee information files and statutory client information system files (Parkville Youth Residential Centre, Winlaton Youth Training Centre and Nunawading Youth Residential Centre)**  *File; Unappraised*  Content: This series contains Trainee Information Files for young people resident at Parkville Youth Residential Centre.  It includes files for young people resident at Winlaton prior to its closure and Parkville’s opening in 1993, as well as files for male and female clients and both youth justice and protective custody clients.  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.  As it was usual for trainees to reside at several sections during their stay (that is, the assessment section, a longer-term section and then the pre-sentence section), the TIFs followed them from section to section.  When a trainee was released from the centre, their file was put away in alphabetical order by surname in a central filing area at the centre.  If the person was re-admitted 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 background information about each trainee to assist staff in dealing with the trainees.  Contents of files may include:   * admission forms * remand documentation * personal histories * court reports * legal documents * behavioural and psychiatric records * medical records and dental records * police statements * reports from case planning meetings * work, earnings, activities and property records. | 1986–2000  1983–2000  1986–96  1975–95 |
| **Statutory Client Information System institutional files, INS suffix, female clients**  *File; Unappraised and temporary*  Content: This category of Statutory Client Information System (SCIS) files was specifically for juvenile justice clients, and took the place of the trainee information files (TIF) as the client file compiled at the actual residential facility.  Files in this accession relate mostly to female clients. They document the period of the person’s contact with Parkville Youth Residential Centre from date of admission to final release.  While most files are SCIS files, there are some institutional files created in the subsequent Client Relationship Information System (CRIS) institutional file system.  Files have TRIM barcode labels and file title labels that identify the files as being ‘JJCIS’ file types.  Files are arranged in alphabetical order by client name. | 1993–2011 |
| **Statutory Client Information System (SCIS) institutional files, INS suffix, male clients**  *File; Unappraised and temporary*  Content: This category of SCIS files was specifically for juvenile justice clients, and took the place of the trainee information files as the client file compiled at the actual residential facility. Files in this accession relate to males probably aged under 15 years at the time of the accession’s creation.  The files are arranged alphabetically by client name. | 1995–2009 |
| **Client Relationship Information System (CRIS ) files**  *File; Temporary*  Content: These files are client based and created in the CRIS system All files relate to female trainees and content will include monitoring of the clients to ensure effectiveness of rehabilitation plans.  File covers include the client name and date of birth. Files are numbered in a sequence that includes the prefix C (for client) and the suffix IN (for institutional file). | 2003–12 |
| **Incident reports**  *File: Unappraised and temporary*  Content: These files contain reports of reportable incidents that occurred in units of the Parkville Youth Residential Centre. Incidents classified as category 1, 2 and 3 are included but are largely separated and arranged chronologically and by unit in which the incident occurred. | 1994–2004 |
| **Client interview recordings**  *Cassette tapes, Temporary*  Content: Contains audio tapes and two video tapes that hold recordings of interviews with clients. The audio tapes hold interview recordings for up to seven individual clients, while the video tapes relate each to a single client.  It is not clear in the documentation where the interviews were conducted (the accession is attributed to the Parkville Youth Justice Precinct) so this accession is listed on both PYRC and the MYRC schedules of holdings. It is also not clear if all clients interviewed were male, although the few given names listed are for males, It is however assumed that the interviews were conducted by police and that the clients were probably on remand when interviewed. | 1996–2004 |
| **Shift reports**  *Files; Temporary*  Content: This file contains shift reports for the Young Men’s Unit and Cullity Unit. These reports were a means of communication between staff at handover and between shifts, about events and activities that occurred or were programmed to occur. A small number of related records are also included: Cullity leave permits, Cullity client issues and complaints, Cullity diary 2005 and Program House night shift reports. | 1996–2007 |
| **Client movement records, shift reports and staff employment contracts**  *File; Temporary*  Content: Contains three small files of records:   * records associated with the authorisation of movements of custodial clients in and out of the centre * shift reports that were used for communication between staff shifts, as well as recording conditions and activities within units * copies of Community and Public Sector Union staff employment contracts. | 2002–08 |
| **Program files**  *Files; Permanent (VPRS Number 18077/P0001)*  Content: A range of education, recreation and leisure programs were run in partnership with Kangan Batman TAFE and the Department of Education. The records in this series document those and other programs.  The files relate to the establishment and review of programs, including their content, audience and delivery mechanisms.  Programs were central to each day’s activities at the Parkville Youth Residential Centre. Each young person was expected to participate in a range of educational, vocational, health, recreational and leisure programs provided by Parkville Youth Residential Centre staff, the Department of Education and Kangan Batman TAFE.  *Please note:* On 6 February 2017, the Premier of Victoria announced that the Youth Justice Custodial Services, Community Based Youth Justice and Youth Justice Policy will move to the Department of Justice and Regulation (DJR). The responsibility of this collection therefore moved to DJR. | 1993–2000 |
| **Victoria Police prisoner information**  *Files; Unappraised*  Content: This file contains prisoner information created by Victoria Police that relate to both male and female clients transferred from prison to the youth justice system between 1997–2002. Year of birth ranges from 1979–88. Multiple cards/folders exist for some clients, all of whom resided at Parkville Youth Residential Centre.  There are approximately 250 orange coloured folders and two sizes of folder: 30.6 x 22 cm and 37 x 24 cm.  Folders are orange printed card and most are empty but have handwritten information or a photograph of the client attached to the front. Some folders contain documents that include medical information, court warrants, court orders, risk assessments, property sheets, and admission forms. There is evidence that documents have been removed from some folders and placed elsewhere. | 1997–2002 |

# Departmental administration

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| **Administrative registers (Turana Youth Training Centre and Melbourne Youth Justice Centre and Parkville Youth Residential Centre)**  *Files; Temporary*  Content: These files contains a variety of operational records including key, duress and radio issue register, key and alarm registers, not reporting for duty books, staff key and equipment registers, rosters, timesheets, overtime books. | 1992–2010 |
| **WorkCover claim files**  *Files; Temporary*  Content: These files document the management of WorkCover claims submitted by staff of the Parkville Youth Residential Centre. | 2000–11 |
| **Residential institutions site maps and plans (Melbourne Juvenile Justice Centre, Winlaton and Malmsbury Youth Training centres and Parkville Youth Residential Centre)**  *Plan; Permanent (VPRS Number 17986 / P0001) and Permanent (VPRS Number 17986 / P0002)*  Content: This series 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.  Also included are plans for Turana, Melbourne Juvenile Justice Centre and other buildings located within the Parkville Precinct. | 1989–2001 |
| **Visitors registers (Melbourne Youth Justice Centre and Parkville Youth Residential Centre)**  *Volume; Temporary*  Content: The visitors registers record the names of all visitors to the centre including the name of person being visited, area visited, date of the visit, and arrival and departure times. Prior to 2005, most registers were large bound books. Visitor pass booklets replaced the bound visitor registers in 2005. | 1993–2010 |

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