

Trainee Information and Departmental Administration records [Winlaton, Nunawading Youth Residential Centre, Melbourne Youth Justice Centre]

c. 1951 – c. 1999

To access these records:

Please contact the Care Leaver Records Service:

Phone: (03) 9096 8449

Email: clrs@dffh.vic.gov.au

Records Location

These records are held by [Department of Families, Fairness and Housing, State Government of Victoria \(2021 - current\)](#)

Details

Trainee Information and Departmental Administration records is an archival collection held by the Department of Families, Fairness and Housing. It contains records of children and young people from Victorian juvenile justice institutions including: Winlaton Youth Training Centre, Nunawading Youth Residential Centre, Melbourne Youth Justice Centre (Parkville). (Note: The Social Welfare Act 1960 introduced the word 'trainee' to describe children and young people committed to a youth training centre or a remand centre. From 1989, the terminology changed to 'client'.)

Access Conditions

Restricted Access – Records containing personal or private information about children are closed to public access for a period of 99 years. Care Leavers (and their families) can apply for access to records via the Care Leaver Records Service.

Records

There are a number of different series within the Trainee Information and Departmental Administration records collection. See the [Finding Records](#) website for more detailed information.

The Trainee Information collection includes:

- [Admission and Discharge Register \(Winlaton Youth Training Centre, Nunawading Youth Residential Centre, Winbirra Remand Centre\), 1956-1992](#) (reference number VPRS 17922)
- [Admission Index Cards \(Winlaton\), c.1981-c.1990](#) (reference number VPRS 17997)
- [Intake and Admission Forms, Winbirra Remand Centre, 1975-1989](#) (reference number VPRS 18006)
- [Trainee Information Files \(Winlaton Youth Training Centre and Nunawading Youth Residential Centre\), c.1980-1993](#) (reference number VPRS 17998)

- 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), 1986-2000; 1983-2000; 1986-1996; 1975-1995
- Male Remandees Trainee Information Files (Parkville Youth Residential Centre, Winlaton Youth Training Centre and Nunawading Youth Residential Centre), 1983-1999
- Female Remandees Trainee Information Files (Winlaton Youth Training Centre and Nunawading Youth Residential Centre and Parkville Youth Residential Centre), 1974-1998
- [Female Trainee Case History Files \(Sample Only Retained\) \(includes Winlaton Youth Training Centre\), 1980-1993](#) (reference number VPRS 18033)
- Statistics: Trainee Admissions; Winbirra; Employment Program; Liaison and Advocacy Unit (Winlaton Youth Training Centre and Nunawading Youth Residential Centre), 1979-1993
- [‘Institutional Admission and Discharge and Abscondings’ Sheets \(Winlaton Youth Training Centre and Nunawading Youth Residential Centre\), 1984-1993](#) (reference number VPRS 18007)
- [Tattoo Removal Program Files \(Winlaton\), 1980-81](#) (reference number VPRS 17996)
- [Classification and Review Book \(Winlaton\), 1984-1991](#) (reference number VPRS 18009)
- Trainee Medical Files (Winlaton Youth Training Centre and Nunawading Youth Residential Centre), 1970-1993
- Trainee Medical File Index – Alphabetical by Surname (Winlaton Youth Training Centre and Nunawading Youth Residential Centre), c.1982-1993
- [Correction Books \(Winlaton Youth Training Centre and Nunawading Youth Residential Centre\), 1977-1992](#) (reference number VPRS 18010)
- ‘Youth Officer Shift Report’ / ‘OC Section Report’ Forms (Winlaton Youth Training Centre and Nunawading Youth Residential Centre), 1979-1993
- Staff Diaries (all residential sections) (Winlaton Youth Training Centre and Nunawading Youth Residential Centre), 1976-1992
- [Liaison and Advocacy Officer Subject Files \(Winlaton Youth Training Centre and Nunawading Youth Residential Centre\), 1987-1992](#) (reference number VPRS 18020)
- [Liaison and Advocacy Unit Trainee Case Files \(Winlaton Youth Training Centre and Nunawading Youth Residential Centre\), 1986-1992](#) (reference number VPRS 18021)
- [Warrina Aboriginal Procedure Book, 1979-1989](#) (reference number VPRS 18005)
- [Employment Program subject and trainee files, 1984-1990](#) (reference number VPRS 18011)
- [Work experience and outside school book, 1988-1991](#) (reference number VPRS 18008)
- [Psychiatric Service patient case history files \(Winlaton\), 1969-1982](#) (reference number VPRS 18017)
- [Psychologist’s trainee case history files \(Winlaton\), 1985-1990](#) (reference number VPRS 18018)
- [Depo Provera correspondence, reference material and guidelines \(Winlaton\), 1978-1983](#) (reference number VPRS 18011)
- [Triad group therapy books \(Winlaton\), c.1978-1991](#) (reference number VPRS 18003)
- [Triad training and group work manual \(Winlaton\), c.1980](#) (reference number VPRS 18004)
- [Shift report books \(Winlaton\), 1957-1975](#) (reference number VPRS 18079)
- [Children’s Court assessment files \(Winlaton\), 1986-1987](#) (reference number VPRS 17995)
- [Photographic Collection \(Winlaton Youth Training Centre and Nunawading Youth Residential Centre\), c.1970-1993](#) (reference number VPRS 18015)
- Photographs and Transparencies from Winlaton, Turana and Parkville Youth Residential Centres (Winlaton Youth Training Centre and Nunawading Youth Residential Centre), c.1984-1999
- [‘Rave’ Magazines \(Winlaton Youth Training Centre and Nunawading Youth Residential Centre\), 1976-1992](#) (reference number VPRS 18019)

The Departmental administration records include:

- [Manuals, reports and information sheets \(Winlaton\), 1977-1991](#) (reference number VPRS 18014)
- [Secretary’s subject files \(Winlaton and Nunawading\), 1977-1993](#) (reference number VPRS 18022)
- [Superintendent’s subject files \(Winlaton\), 1971-1990](#) (reference number VPRS 18024)
- [Winlaton Community Support Group records, 1977-1989](#) (reference number VPRS 18000)
- [Residential institutions site maps and plans \(Winlaton and Nunawading\), 1951-1991](#) (reference number VPRS 17986)
- [Committee records \(Winlaton and Nunawading\), 1984-1992](#) (reference number VPRS 18013)

Finding Aids

The Finding Records website pages relating to Nunawading Youth Residential Centre (1991-1993) and Winlaton (1956-1991) have detailed Collection Guides with more information about these records.

More info

Organisations in these records

Related Organisations

- [Winlaton \(1956 - c. 1991\)](#)
- [Nunawading Youth Residential Centre \(1991 - 1993?\)](#)
- [Melbourne Youth Justice Centre \(1993 - current\)](#)

You can view this page online by visiting <https://findconnect.efront.digital/entity/trainee-information-and-departmental-administration-records/>