

# Silky Oaks Haven for Children, Records

1940 –

**To access these records:** Please contact the Chief Executive Officer, Silky Oaks Haven for Children:

Postal address: PO Box 5157, Manly QLD 4179

Phone: (07) 3906 8888

Email: [haven@silkyoaks.org.au](mailto:haven@silkyoaks.org.au)

Website: <https://silkyoaks.org.au/>

## Records Location

These records are held by [Silky Oaks Haven for Children \(1940 - current\)](#)

## Details

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The Silky Oaks Haven for Children describes its collection of records as containing:

‘Personal information regarding entry and discharge dates, birth dates, parent and sibling names, school history, photographs of the site and accommodation, some contain records of the reasons for discharge. Photographs of the buildings and area show the location and accommodation of the client group, group photos help identify themselves, and other children and staff they may have shared time with.

## Access Conditions

Documentation has been kept from 1940 onwards. However, information on residents in the early years is sparse. All past and present residents can have access to their files and the information therein. In cases where there are reports from professionals (eg psychologist), permission is first sought from the professional to release this information.

Persons wishing to view their file may need to establish their identity before access is granted. Once this is established, a mutually suitable time to view the material is made.

## Records

The records of Silky Oaks Haven for Children have been organised into thirteen archival series. Some of these Series have more detail than others. Details about archival series are often added over an extended period of time as the archival collection they belong to is used, understood in light of new events or knowledge and documented by different people.

The series in this collection are listed below:

### **Series 1: Client Files (1940 – 1991)**

Individual files documenting the history of care provided to young people who experienced residential care. The detail and completeness of each file varies, with earlier files only containing the application for admission. Some

of the files from the early years are missing.

Where it is known that a young person experienced residential care, but there is no file available, this is noted at the item level. Within each box, files are arranged alphabetically from A to Z. A file list is contained within each box. Quantity: 825 paper based files.

**Series 2: Admission and Discharge Registers (11 December 1948 – 1990's)**

The registers of admissions to Silky Oaks residential care programs are arranged chronologically by date of admission. The register dated from 11 December 1948 to 6 July 1974 is a photocopy only.

Many of the entries refer to the first name of the young person only and provide very little, if any, information about the circumstances for admission.

**Series 3: Minutes (1940 – Current)**

This Series contains Minutes of the meetings of the Silky Oaks Children's Haven dated from 1940 to the present. Most of these minutes are arranged chronologically in bound volumes. Many of the Minutes in the earlier volumes are handwritten and are sometimes out of chronological order or missing.

Minutes prior to the 1980's contain many references to identifiable individuals, including clients, staff, volunteers and members of the Assemblies and Silky Oaks Corporation.

**Series 4: Annual Reports (13 October 1941 – 31 December 1998)**

The Annual Reports of Silky Oaks typically include information about activities and finances. All of the Annual Reports have been arranged in Chronological order. However, Annual Reports that are in bound volumes are arranged with the earliest report at the front. Annual Reports that are not bound have been arranged with the most recent reports first.

**Series 5: Newsletters**

No further information

**Series 6: Staff Reports to Council**

No further information

**Series 7: Minutes of Staff Meetings**

No further information

**Series 8: Client Files – correspondence with State Government Departments (8 June 1940 – c. 31 December 1976 )**

This Archival Series contains correspondence between Silky Oaks Children's Haven and the State Government departments responsible for child protection between 1940 and about 1976. There is an index of client names and identified items included with these files.

This correspondence includes matters relating to licencing and registration as a 'home', procedures and specific individuals and families. Client-related matters discussed include official notification of discharge from 'State care' and the payment of pensions.

This Archival Series also documents a number of Government 'approvals' for people who experienced 'care' through the Silky Oaks Children's Haven and the staff who provided 'care' related to, including: School Attendance; Funding for school supplies; Ice cream for children on Christmas day; 'Radio godparents'; Apportionment of children's wages, training, and safety inspections of property; Expenditure on improvements; 'Vacation care'.

**Series 9: Donor Files – donated goods**

No further information

### **Series 10: Client Files – Commonwealth Government Departments (c.1 January 1980 – c.31 December 1995)**

This Archival Series contains correspondence between Silky Oaks and Commonwealth Government departments responsible for the payment of claims for family allowances, double orphan pensions etc. The departments include the Department of Social Security and Centrelink.

Correspondence includes submissions of claims and vouchers for payments made. Individual clients are identified in these records.

### **Series 11: Weekly Returns (cJuly 1957 – 17 June 1998)**

This Series contains the weekly returns that reported the nightly census of young people who experienced residential 'care' at Silky Oaks. There are gaps in this series, sadly this means some information about some people may be missing.

The front side of earlier returns forms identify: The number of males and females experiencing 'care'; The total number of young people experiencing 'care'; The cumulative total of males, females and all young people experiencing 'care'; Date of the return; The signature of the person completing the return (superintendent).

The reverse side of the return forms include instructions on how to complete the return form and a list of young people who have reached 'service age' i.e. no longer receive maintenance payments from the State.

### **Series 12: Admissions and Discharges – Correspondence and Forms (22 February 1947 – c.30 December 1961)**

This series contains applications and approvals for admissions to the Silky Oaks Children's Haven, dated from 1947 to approximately 1961. Silky Oaks Children's Haven has informed us that some of the correspondence and forms relating to admissions may have been placed on individual client files. These individual client files are documented in Series 1 of the Silky Oaks Children's Haven, Records Archival Collection. Silky Oaks Children's Haven has also informed us that there may be some gaps in this series. Unfortunately this means some information about some people may be missing.

### **Series 13: List of clients, staff and volunteers**

No further information

## More info

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### Organisations in these records

#### **Related Organisations**

- [Grey Cottage \(1960 - 1991\)](#)  
The records for Grey Cottage are held with the Silky Oaks Haven for Children records.
- [Farm Cottage \(1965 - 1989\)](#)  
Records for Farm Cottage are held with the Silky Oaks Haven for Children records.
- [Bay Cottage \(1970 - January 1998\)](#)  
Records for Bay Cottage are held with the Silky Oaks Haven for Children records.
- [Balmoral Cottage \(1977 - March 1993\)](#)  
Records for Balmoral Cottage are held with the Silky Oaks Haven for Children records.
- [Durak Cottage \(1981 - 1993\)](#)  
The records for Durak Cottage are held with the Silky Oaks Haven for Children records.
- [Alexander Cottage \(1991 - current\)](#)  
The records for Alexander Cottage are held with the Silky Oaks Haven for Children records.

## Records

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## Related Contact Details

- [Silky Oaks Haven for Children - Contact Details](#)
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