

**Annexure C to SECOND WITNESS STATEMENT OF VARUGHESE PRADEEP PHILIP DATED 10 AUGUST 2015\***

\*Please note that unless otherwise stated, estimated dates have been derived from surrounding documentation within the DHHS archival file.

No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
<b>Department of Health and Human Services systems, policies or procedures in place between 1960 and 1993 for the protection of children (applicable to more than one home in the State)</b>					
1.	DHS.3121.004.0051	4 November 1976	Complaints to Ombudsman		Director General's Circular outlining procedure guidelines to be followed in relation to complaints made to the Ombudsman, including details regarding the 'right of person in custody to write to the Ombudsman', the ability of the department to investigate complaints and the system for providing results of the investigation to staff.
2.	DHS.3073.006.0010	22 August 1972	Inter-Divisional meeting on Baltara-Turana held in the Board Room, 1 Macarthur Street, Melbourne on Tuesday		Overview of history of Baltara and discussion regarding areas in which functions are shared and whether Baltara could become independent
3.	DHS.3028.0009.0014	Estimated to be late 1980s	Case Planning and the Role of L & A	DHS.3068.0003.0044 is a duplicate of this document	Sets out the role of the Liaison and Advocacy (L&A) Unit with an emphasis on the role of fieldworkers with regards to case planning for wards, and the decision making process in relation to whether a ward should be placed at a State run institution.
4.	DHS.3002.382.0009	August 1982	Guardianship Manual		A manual designed to assist staff to

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					provide guardianship services.
5.	DHS.3002.381.0008	September 1984	Guardianship Manual ( <i>updated version</i> )	DHS.3041.0001.0106 and DHS.3028.0009.0020 are duplicates of part of this document.	Updated version of the manual above, including a section regarding the placement of children and young people into Remand or Reception Centres
6.	DHS.3035.0004.0022	Estimated to be mid 1980s	Disciplinary Decision Making Processes, Institutional Services Branch, Department of Community Services		Lays out the Department's requirements for institutions with regards to both 'minor infractions of rules' and 'major events'.
7.	DHS.3041.0001.0020	1988-1989	Liaison and Advocacy Unit and Children's Court Advisory Service Objectives - 1988/1989		An overview of the objectives of the L&A Unit, including the objectives of developing the advocacy role of YTC staff.
8.	DHS.3041.0001.0051	1987	Unit Objectives 1987		A list of broad objectives that the Department intended for the L&A Unit to achieve in managing the placement of wards, including the strategies, constraints and the staff responsible for achieving the objectives.
9.	DHS.3118.011.0019	Estimated to be 1980's	Incident Classification and Reporting Procedure		Categorises incidents as "A", "B" or "C" and outlines detailed reporting procedure for each category
10.	DHS.3118.011.0008	Estimated to be 1980's	Category "C" Incidents		Description of category "C" incidents, an incident that does not fall within category "A" or "B" and the reporting procedure.
11.	DHS.3041.0001.0070	Estimated to be 1980s	Management Principles: Proforma for L&A Contract		Sets out the principles by which case planning was undertaken by the L&A Unit when dealing with clients residing at Institutions such

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					as Turana, Baltara and Winlaton and directing where wards should be placed within the institution or outside of it.
12.	DHS.3062.0003.0027	Estimated to be mid 1980s	The Assessment of Trainees (17 years and over) and remandees deemed unsuitable to be detained in a Youth Training Centre		Sets out underlying principles and summarises procedures aimed at maintaining good order in YTCs generally in relation to assaults or serious incidents as well as dealing with trainees known to exhibit behaviours of concern.
13.	DHS.3062.0006.0038	7 September 1982	Departmental Instruction: Staff Guidelines on Disciplinary Matters	DHS.3068.0005.0141 is a duplicate of this document.	Guidelines intended for all staff of the Department. Provides procedural guidelines in relation to the manner in which disciplinary matters were handled within the Department.
14.	DHS.3062.0006.0039	Estimated to be 1982	Annex A - Personal and Confidential	Annexure to document DHS.3062.0006.0038.	Blank letter used to inform an officer that the Director General had received an allegation that the officer may be guilty of an offence pursuant to section 59 of the <i>Public Service Act 1974</i> and provided the officer an opportunity to give a written explanation.
15.	DHS.3062.0006.0040	Estimated to be 1982	Annex B - Personal and Confidential	Annexure to document DHS.3062.0006.0038.	Blank letter used to inform an officer that the Director General of the Department of Community Welfare Services had charged the officer pursuant to section 59 of the <i>Public Service Act 1974</i> and request the officer admit or deny the

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					charge in writing.
16.	DHS.3062.0006.0041	Estimated to be 1982	Annex B - Personal and Confidential	Annexure to document DHS.3062.0006.0038.	Blank letter used by an officer to inform the Director General of the Department whether they admitted or denied the charge against them made pursuant to section 59 of the <i>Public Service Act 1974</i> .
17.	DHS.3062.0006.0042	Estimated to be 1982	Annex C - Personal and Confidential	Annexure to DHS.3062.0006.0038.	Blank letter used by the Director General of the Department to inform an officer of his/her right to appeal, in certain circumstances, a charge under the <i>Public Service Act 1974</i> .
18.	DHS.3062.0006.0003	Estimated to be 1984 or 1985 (based on date of related document in file)	Guidelines on the Discipline Provisions of Sections 60 and 64 of the <i>Public Service Act 1974</i> : Attachment A		Guidelines that focus primarily on management action which may be taken in relation to the disciplinary provisions of Part V of the <i>Public Service Act</i> .
19.	DHS.3062.0006.0010	Estimated to be 1984 or 1985 (based on date of related document in file)	Section 64 Principles: Attachment B		Provides an overview of the principles underpinning s 64 of the <i>Public Service Act 1974</i> , which relates to the Public Service Board of Victoria's management powers in relation to the continued employment of an officer convicted of a criminal offence punishable by imprisonment.
20.	DHS.3068.0003.0015	Estimated to be 1987	Major Incident Procedure - Involving Trainees 17 - 21 Years		Outlines procedures for dealing with major incidents involving trainees aged 17 - 21 years.  Contains various attachments. Attachment A(2) refers to

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					isolation/separation of the trainee in Turana specifically, Attachment B refers to police involvement, Attachment C refers to referral to the Youth Parole Board and Attachment D refers to the powers of the Disciplinary Committee.
21.	DHS.3068.0003.0058	Estimated to be post-1986 (based on date referenced in document)	Adult Court Classification Committee Principles and Procedures		<p>Contains sections on Adult Court Classification Committee Principles and Procedures, and Junior Classification Committee Principles and Procedures.</p> <p>Describes principles of classification for both adults and juniors. Refers to ways in which incidents of absconding and/or escape impact on classification.</p> <p>Applied to various sections of Turana and certain other YTCs.</p>
22.	DHS.3121.006.0020	Estimated to be 1990	What actions should teachers take	DHS.3121.006.0033	Part of a document providing advice regarding actions teachers should take should they suspect maltreatment of a child or a young person and advice regarding dealing with a disclosure (including a disclosure of sexual abuse).
23.	DHS.3121.006.0033	Estimated to be 1990	Talking with a child or young person about what is happening	DHS.3121.006.0020	Part of a document providing advice regarding actions to take should you

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					suspect abuse and advice regarding dealing with a disclosure of abuse
24.	DHS.3068.0002.0051	Estimated to be 1994	Observation Register		Blank observation register for recording observations of trainees, etc. Includes instructions for observing trainees, with particular reference to those in isolation, Aboriginal young people and young people at risk of self-harm.
25.	DHS.3044.0015.0008	Estimated to be late 1980s	Untitled Report		Report that discusses the role of field workers in relation to case management and case planning, in regards to the placement of young children, as well as the PARCC management strategy.
26.	DHS.3044.0015.0038	Estimated to be late 1980s	Memorandum from Victor Coull, of CSV to All Regional Managers and Institutional Managers, re: A Review of PARRCS		Memo advising that the PARRC's policy was discussed between Institutional Managers and the L&A Unit. The document outlines a number of practices and standards issues.
27.	DHS.3053.0003.0179	Estimated to be early 1990s	Practice Wisdom in Safety and Security Matters for Youth and Child Care Officers		Manual that sets out guidelines to improve the induction procedures of new youth and childcare staff and the management skills of first-line supervisors, in relation to the safety and security of residents, staff and the community.
28.	DHS.3058.0001.0030	6 February 1990	Departmental Instruction - Trainee Behaviour Management Within Remand Centres and Youth Training Centres		Manual of instructions for managing trainees within Remand Centres and YTCs, based upon a number of Regulations made pursuant to the

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					<i>Community Welfare Services Act 1985.</i>
29.	DHS.3068.0005.0024	Estimated to be 1980s	Critical Incident - Category 1 - Flow Chart		Diagram and flow chart of process to be followed in the occurrence of a critical incident, 'category 1'.
30.	DHS.3068.0005.0029	Estimated to be 1980s	Action Following Serious Incidents		Table of processes and timeframes, and who to report to following a serious incident.
31.	DHS.3068.0005.0030	Estimated to be 1980s	Attachment 1		Refers to a list of possible stress responses to serious incidents.
32.	DHS.3068.0005.0031	1983	Stress Response Syndromes	Attachment to DHS.3068.0005.0030.	List of the possible stress responses to serious incidents.
33.	DHS.3111.0005.0007	Undated	Draft Procedures for Carrying out Investigations		Procedures for carrying out investigations which are based on three levels of incident investigation (A, B, and C).
34.	DHS.3068.0006.0121	Estimated to be mid 1980s	Use of Electronic Mail by Institutional Services	DHS.3097.001.0006 is a partial duplicate of this document.	The report discusses the use of electronic mail to exchange information between Institutional Services Section and Institutions, relating to serious incidents that occur in Institutions. The report makes recommendations on notification procedures.
35.	DHS.3097.001.0006	Late 1980s (est. based on surrounding documents in file)	Use of Electronic Mail by Institutional Services		Appears to be an incomplete duplicate of the above report (please see document DHS.3068.0006.0121). It is missing the last page 4 and the Appendix II.
36.	DHS.3090.001.0016	25 January 1991	Critical Incident Reporting		Memo discussing the revision of instructions on incident reporting,

No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					and refers to a redesigned incident report form.
37.	DHS.3090.001.0017	25 January 1991 (est. based on related document)	Serious Incident Report	Attachment to DHS.3090.001.0016.	Revised blank form of details to be filled out in the occurrence of a serious incident.
38.	DHS.3090.001.0005	4 June 1983	Attachment 1 - Classification of Incidents		Attachment refers to 3 categories of incidents and outlines what each are.
39.	DHS.3118.011.0021	Estimated to be 1980s	Standardized Incident Report Proforma		Standardised incident report proforma
40.	DHS.3123.006.0012	Undated	Protective Behaviours Training Day		Guidelines for staff upon receiving a disclosure of sexual abuse, including phases for responding to a disclosure and details of help centres.
41.	DHS.3026.0004.0152	19 February 1979	Psychiatric Services - Turana Clinic at Baltara		Outlines the provision of and procedures for the use of psychiatric services in assisting with the child placement decision making process at State institutions, Turana and Baltara.
42.	DHS.3046.0002.0008	2 July 1981	Wardship Guidelines - Preface		A comprehensive manual detailing the case planning and policies in respect of wards of the state. The Guidelines include references to a wide range of issues such as education expenses allowances, health care for wards, travel arrangements, transfer of guardianship, returning wards to facilities under orders, and financial matters.



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43.	DHS.3026.0001.0064	19 January 1982	Staff Guidelines in Relation to Disciplinary Matters		Information document intended for all staff of the Department, providing procedural guidelines in relation to how discipline matters are handled within the Department, including reporting and investigation.
44.	DHS.3026.0001.0078	19 August 1982	Department Circular: Staff Guidelines on Disciplinary Matters		Circular intended for all staff of the Department, providing procedural guidelines in relation to how discipline matters are handled within the Department, including reporting, investigation and disciplinary hearings.
45.	DHS.3026.0001.0044	20 September 1982	Director's Circular - Policy: Procedures for Divisional Action in Matters where Assault on Staff, Assault by Staff, or Assault by Trainee/Ward on Trainee Ward is alleged.		
46.	DHS.3026.0001.0017	8 January 1983	Memorandum, regarding child placements at Turana & Baltara		Memo from the Superintendents of Turana and Baltara to the Admitting Office of their respective institutions, describing the circumstances under which wards would be transferred between the two institutions.
47.	DHS.3068.0006.0068	Estimated to be late 1980s	Directors' Circular - The Incident Reporting System		Circular announcing that a new incident reporting system has been introduced for a trial period of three months.
48.	DHS.3002.381.008	20 September 1982	Director's Circular - Policy: Procedures for Divisional Action in Matters where Assault on		Sets out the three alternatives that can be taken by the Superintendent of a facility upon receiving a report

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
			Staff, Assault by Staff, or Assault by Trainee/Ward on Trainee Ward is alleged		that indicates that an assault occurred.
49.	DHS.3123.008.0022	5 July 1993	Promulgation of Departmental Instructions for Reporting Allegations of Physical or Sexual Assault to the Police		Memo to Directors and Regional Directors attaching CSV instructions 'Reporting Allegations of Physical or Sexual Assault to the Police' concerning minimum standards of reporting.
50.	DHS.3058.0006.0048	28 November 1983	Notification to Police - Y.T.C Inmates on leave	DHS.3058.0006.0049	Directors circular sent to Superintendents of all Youth Training Centres informing them that the police must be notified when certain trainees released on leave and describes notification procedure.
51.	DHS.3058.0006.0049	28 November 1983	Notification of Temporary Release of Juvenile	DHS.3058.0006.0048	Form for notification of release of trainee. Attachment to DHS.3058.0006.0048.
52.	DHS.3127.001.0017	26 January 1984	Incident Classification and Reporting Procedure, Category 'A' Incidents		Incident Classification and reporting procedure in relation to Category 'A' incidents and procedure for reporting such incidents.
53.	DHS.3127.001.0021	26 January 1984	Incident Report Form		Form for reporting of incidents.
54.	DHS.3089.004.0003	16 May 1984	Director's Circular No. 6/84, Institutional Services Section re Sexual Assaults		Circular referring to an allegation of sexual assault by a trainee, and some evidentiary problems which arose. It refers to an attached opinion - this is not attached to this document.
55.	DHS.3106.002.0154	October 1984	Child and Adolescent Sexual Abuse - Management		General guidelines on managing child adolescent sexual abuse, and

No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
			Guidelines		processes for reporting.
56.	DHS.3062.0006.0002	19 December 1985	The Disciplinary Provision of Sections 60 and 64 of the <i>Public Service Act 1974</i> - Guidelines and Principles		Memo from the Secretary of Public Service Board of Victoria to Chief Administrators, Personnel Managers and Staff Associations regarding Disciplinary Provisions of <i>Public Service Act</i> . Discusses the possibility of suspending and/or transferring officers to another administrative unit. Describes the extent to which a public servant may remain in public service once they have been convicted of a criminal offence punishable by imprisonment.
57.	DHS.3049.0005.0034	30 January 1986	Incident Reports		Sets out the procedure for whenever any serious incident, irregularity and breach of security occurs. It also sets out the specific details which an Incident Report must contain.
58.	DHS.3044.0003.0002	21 July 1986	Departmental Instruction - "Reconvening of Case Planning Meetings"		Instruction that addresses some apparent anomalies that were occurring within the institutions with regards to use of the delegated authority to approve the release of clients from remand/reception centres without the approval of the Director-General or those with the delegated authority.
59.	DHS.3118.011.0003	4 December 1986	Incident Report Form		Memo from Regional Manager to all Work Unit Managers, including

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					Manager Winlaton YTC, referencing document that outlines incident classification and reporting procedures within CSV and incident reporting forms.
60.	DHS.3118.011.0004	4 December 1986	Use of Incident Report Form.	Attachment to DHS.3118.011.0003.	Distribution List.
61.	DHS.3118.011.0005	4 December 1986	Outer Eastern Suburbs Regional Centre. Incident Classification & Report Procedure. Category 'A' Incidents.	Attachment to DHS.3118.011.0003.	Description of Category 'A' incident and reporting procedure for this type of incident.
62.	DHS.3118.011.0007	4 December 1986	Category 'B' Incidents	Attachment to DHS.3118.011.0003	Description of Category 'B' incident and reporting procedure for this type of incident.
63.	DHS.3118.011.0009	4 December 1986	Appendix B	Attachment to DHS.3118.011.0003	Contact for Regional Manager, Outer east in relation to Category 'A' incidents.
64.	DHS.3044.0003.0084	2 February 1987	Departmental Instruction - "Amendments to Community Welfare Services Act 1970 Affecting Guardianship Services and Reception Care Services, Protective Workers"		Instruction providing further clarification to legislative amendments concerning the voluntary admission to care of children, medical assessments and health care provision to children and young people in custody, guidelines for ordering medical or psychiatric examinations.
65.	DHS.3079.002.0053	16 February 1988	Draft Memorandum re: Authorisation of Placement at Reception and Remand Centre - PARRC - Orders		Draft memo discussing a review of the PARRC's orders by the Extended Family Care Branch. It identifies several issues which require immediate change. These issues are discussed in the memo.

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
66.	DHS.3079.002.0056	23 February 1988	Authorisation of Placement at Reception and Remand Centre - PARRC - Orders		Memo referring to a revision of the PARRC procedures, which identified authorisation restrictions relating to 'after hours' placements at Turana and Winlaton.
67.	DHS.3125.002.0012	March 1988	Guidelines and Procedures for Young Aboriginal People Admitted to CSV Youth Training Centre		Circular to YTCs regarding procedures and guidelines in relation to young Aboriginal people admitted to a YTC.
68.	DHS.3068.0005.0043	16 June 1988	Reporting of Incidents involving CSV		Departmental Instruction of CSV. Mandatory guidelines in relation to reporting procedures for incidents, applicable to all functional areas of the CSV.
69.	DHS.3068.0005.0048	16 June 1988	Incident Report Form, attachment to 'Reporting of Incidents involving CSV'	Attachment to DHS.3068.0005.0043.	CSV incident report proforma.
70.	DHS.3068.0005.0049	24 May 1989	Departmental Instruction: Management Protocols where a Staff Member is the Subject of Serious Allegations		Departmental Instruction of CSV providing management responses where staff member is subject to serious allegations, including action necessary to be taken when in receipt of information relating to physical or sexual abuse and sets out protocols for management response.
71.	DHS.3068.0005.0052	24 May 1989	Management Protocols where a Staff Member is the Subject of Serious Allegations Checklist	Attachment to DHS.3068.0005.0049	Checklist of management response steps to be undertaken when a staff member is subject to serious allegations, including physical or sexual abuse.
72.	DHS.3068.0005.0016	7 August 1989	Departmental Instruction:	DHS.3090.001.0021	The report aims to provide a

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
			Reporting of Incidents Involving CSV	and DHS.3115.002.0004 are a duplicate of this document.	common approach to incident reporting across CSV and to ensure that local, Regional and Head Office Management are advised of incidents in a succinct and timely matter. The report classifies the incidents into 3 categories, and expands on each of these.
73.	DHS.3068.0005.0021	Estimated to be August 1989 (based on date of related document)	Community Services Victoria Incident Reporting: General Manager	Attachment to DHS.3068.0005.0016.	Blank form for use by Facility Manager or Regional Director to report 'Category 1' incidents to General Manager.
74.	DHS.3068.0005.0022	Estimated to be August 1989 (based on date of related document)	Community Services Victoria Incident Reporting: Regional Director	Attachment to DHS.3068.0005.0016.	Blank form for reporting Category 2 incidents to Regional Director.
75.	DHS.3034.0006.0008	1 November 1989	Alternative Accommodation and Care Program - Residential Care Facilities for Children and Young People		Guidelines for staff at State run institutions such as Winlaton, Baltara and Turana on how to respond in the immediate present to incidents that could be classified as criminal or require Victoria Police intervention
76.	DHS.3119.004.0010	May 1990	Trainee Behaviour Management within Remand Centres and Youth Training Centres		Instructions in relation to CSV Remand Centres and YTCs detailing expectations, general practice guidelines and regulations (pursuant to the <i>Community Welfare Act 1985</i> ) in relation to management of trainees by staff.
77.	DHS.3116.001.0003	October 1990	Pilot Child Sex Abuse Treatment Service		Program description for pilot treatment program for child victims of sex abuse, including background

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					information for pilot treatment including objectives and a detailed treatment service model.
78.	DHS.3090.001.0018	22 January 1991	Reporting of Incidents in CSV	DHS.3123.008.0044 and DHS.3027.0005.0047 are duplicates of this document.	The report emphasises the importance of accurate reporting of incidents. It sets out the guidelines and procedures applying to all functional areas of the department, and the 3 categories under which they are classified.
79.	DHS.3123.008.0047	22 January 1991	Serious Incident Report. Attachment to 'Reporting of Incidents in CSV'		Attachment to DHS.3123.008.0044. Serious Incident Report referenced in Reporting Procedures section of master document.
80.	DHS.3111.010.0023	14 April 1992	Reporting Allegations of Physical or Sexual Assault to the Police		Departmental Instruction of CSV. Detailed guidelines on reporting allegations of physical or sexual assault, including reporting the allegations to the police and reporting the allegations internally.
81.	DHS.3111.010.0032	14 April 1992	Attachment 1	Attachment to DHS.3111.010.0023.	List of support centres for victims of sexual assault.
82.	DHS.3053.0003.0417	July 1992	Policy Series - CSV Policy - The Law of Negligence - July 1992 - 91-0186		Report discusses the Law of Negligence including: its background; definitions; deciding what is reasonable; and guidelines.
83.	DHS.3053.0003.0039	November 1992	Juvenile Justice Services for Aboriginal Clients in Custody-Supervision in Youth Training Centres - Youth Residential Centres - Youth Supervision Units and Remand Centres		Report that sets out the rules and guidelines to be followed, relating to the admission of a young Aboriginal into a YTC. It states that the rules are to be used in conjunction with existing general admission

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					procedures, and sets out other operational guidelines.
84.	DHS.3053.0003.0328	3 December 1992	Instructions on Reporting Allegations of Physical or Sexual Assault in a YTC/YRC to the Police		Instructions to apply to any allegation of a physical or sexual assault occurring in any YTC or YRC. Developed by the Juvenile Justice Branch. Applied to assaulted clients, assaulted staff members, clients who were the alleged assailant and staff members who were the alleged assailant.
85.	DHS.3053.0003.0326	3 December 1992	Memorandum re: Instructions on Reporting to Police Allegations of Physical or Sexual Assault in a YTC/YRC.		Memo discussing the need for clear instructions on reporting to the police allegations of physical or sexual assault, and the implementation of such instructions.
86.	DHS.3057.0001.0011	15 January 1993	Instructions on Reporting to Police Allegations of Physical or Sexual Assault in a YTC-YRC		Memo advising that instructions issued on this subject have been withdrawn and to disregard.
87.	DHS.3123.008.0023	25 February 1993	Classification of Incidents & Checklist for Incident Reporting		Draft guidelines for staff regarding classification of and responding to incidents (category 1, 2 and 3), including allegations of rape and indecent assault. Checklist for incident reporting for Facility Manager, Regional/Branch Director and Director.
88.	DHS.3123.008.0011	22 June 1993	Reporting Allegations of Physical or Sexual Assault to the Police		Departmental instruction from Health & Community Services re reporting of allegations of physical or sexual assault containing minimum standards for reporting



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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					such allegations to the Victoria Police and reporting within the Department s.
89.	DHS.3041.0001.0008	3 March 1998	Authorisation's for PARCC's - Young People		Memo raising the issue with the Managers of Turana and Baltara that they do not possess the requisite authority to authorise placements at reception and remand centres (PARCC's) of young people over the age of 15.
<b>Department of Health and Human Services systems, policies or procedures in place between 1960 and 1993 for the protection of children (applicable specifically to Turana Youth Training Centre)</b>					
90.	DHS.3046.0006.0002	Estimated to be January 1985	Assessment Centre - Procedure and Instructions		Sets out rules, guidelines and procedures to be followed at the Assessment Centre when determining where boys will be placed. The responsibilities of Youth Officers are also outlined in this document.
91.	DHS.3044.0005.0007	10 April 1987	Memo re Appropriate Placements for Residents at Turana.		Memo confirming agreements reached regarding section placements of residents at Quamby.
92.	DHS.3056.0004.0179	13 June 1962	Admission of Wards to 'Turana'		<p>Sets out a procedure, agreed upon by the Directors of Youth Welfare and Family Welfare, whereby, generally:</p> <ol style="list-style-type: none"> <li>wards and non-wards brought to Turana on police charges and non-wards brought to Turana on protection applications, aged 14 years or</li> </ol>

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					<p>older, would be dealt with by the Youth Welfare Division (<b>YWD</b>);</p> <ol style="list-style-type: none"> <li>2. all boys under 14 years would be dealt with by the Family Welfare Division (<b>FWD</b>); and</li> <li>3. exceptionally difficult boys previously under the control of the FWD could be dealt with by the YWD by agreement.</li> </ol>
93.	DHS.3037.0005.0010	19 October 1982	Role of Third Classification/Assessment Centre Night Officers		Memo prepared by the Superintendent of Turana describing express purpose of a third night officer in the classification/assessment section of Turana.
94.	DHS.3004.003.0001	Estimated to be 1969 (based on date within document)	Manual of Instructions for Turana Youth Training Centre	DHS.3049.0002.0129, DHS.3049.0003.0035, DHS.3049.0003.0037, DHS.3049.0003.0060 and DHS.3049.0002.0021 are partial duplicates of this document.	<p>Manual of Instructions' structure follows that of various parts of the Regulations made pursuant to the <i>Social Welfare Act 1960</i>.</p> <p>Dealing with trainees who have absconded, as well as situations that present a risk of absconding, are discussed throughout. Procedures for reporting incidents and complaints are also discussed throughout.</p>
95.	DHS.3046.0007.0071	Estimated to be 1980	Poplar House - Aims, Procedure		Sets out various aims, procedures

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
		(based on partly obscured date on cover page)	and Instructions		and instructions, including admission, security checks, regular inspections, process for night officer, etc. Absconding, particularly the risk of trainees absconding, mentioned throughout.
96.	DHS.3037.0005.0009	Estimated to be 1982	Classification / Assessment: Night Officer's Procedure Entering Bedroom's After Lockup Time		Describes procedure for attending to a trainee or allowing a trainee out of his room after 8pm. Not clear whether Turana specific.
97.	DHS.3068.0003.0095	Estimated to be 1986 - 1989	Aboriginal Youth in Custody Admission / Initial Placement Procedures - Turana Youth Training Centre		Lists the procedures for admission/placement of Aboriginal youth in Turana YTC: Includes proformas to be completed, including re observations of trainee.
98.	DHS.3041.0001.0040	1987	Turana Objectives 1987		List of the broad objectives that the Department intended for Turana to achieve in caring for children that were placed there, including the strategies, constraints and staff responsible for achieving the objectives.
99.	DHS.3069.0001.0022	26 July 1993	Response to the SPSF Turana Sub Branch Question - What is the Discipline Process Followed for the Investigation of Allegations Made Against Staff Members by Trainees		Response stating that legislation, policy and practice as outlined in the Manual of Instructions provide the basis and direction for action in all cases of complaints/ allegations by remandees/trainees against staff. This response sets out matters that underlie the process for handling all complaints and allegations and the process for

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					handling complaints and allegations by trainees against staff.
100.	DHS.3041.0011.0078	30 July 1986	Department Memorandum, RE: "Remanded Wards: New Instructions"		Memo that describes a new placement requirement for wards at Turana, in particular wards on remand and their placement within the Quamby section of Turana.
101.	DHS.3091.005.0057	9 January 1979	Institutional Goals and Functions - Turana Youth Training Centre		Report discusses re-organisation within the Department, the development of a 5-year plan, and the themes relevant to understanding the institutions functions.
102.	DHS.3046.0007.0003	April 1980	Department of Community Welfare Services, Family & Adolescent Services, Turana Youth Training Centre - Assessment Centre, Aims, Procedures & Instructions.		Report outlines the procedures for the Assessment Centre including admissions and transfers of boys, and its daily programmes and activities.
103.	DHS.3066.0002.0003	Estimated to be early 1990s (based on date of within document)	Administration - Manual		Sets out various procedures for Turana, including incident reporting, classification reporting, etc. Refers to absconding throughout. Appears to be Turana specific.
104.	DHS.3046.0007.0051	May 1980	Turana Youth Training Centre - Family and Adolescent Services - Classification A - Objectives Programme and Procedures.		Sets out the objectives around classifying trainees, identification of problems and orienting and preparing individuals for life in a YTC. It contains guidelines, daily programmes and administrative matters surrounding the process.

No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
105.	DHS.3062.0003.0029	Estimated to be mid-1980s	Procedure B	Attachment to DHS.3062.0003.0027.	Sets out process to be followed when a trainee's antecedents and behaviour (when 17 years and over) prior to his current remand or sentence indicate that the trainee should be transferred to prison. Sets out grounds on which a 'young person newly remanded or committed might be regarded as unsuitable to be detained in a YTC'. Relates specifically to classification of trainees at Turana YTC.
106.	DHS.3068.0006.0007	Estimated to be late 1980s	Procedure for Outings to VFL Matches		Sets out the way in which youths are to be supervised while on outings to VFL matches. If a youth absconds from an outing, future outings for that section will be at the discretion of the Principal Youth Officer.
107.	DHS.3068.0006.0025	Estimated to be late 1980s	Turana YTC Work Release Programme - Changes to Existing Programme		Policy outlines the changes to the existing work release programme at Turana YTC. The policy sets out the criteria of eligibility for the Work Release Program, the requirements for employment, one of which is that 'a trainee must have served at least half of his sentence in custody since any absconding before being referred for W.R.P.'
108.	DHS.3068.0006.0034	Estimated to be late 1980s	Turana YTC Work Release Programme - Minimum Requirements for Supervision		Policy sets out the requirements for supervision of youths on the work release programme, in three

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					phases. Trainees commence on phase 1, with movement between phases to be decided at internal review meetings.
109.	DHS.3068.0006.0035	Estimated to be late 1980s	Procedure Checklist - Country Clients		Checklist for Country Clients on the Work Release Programme sets out the requirements for arranging and supervising trainees on Work Release in regional areas.
110.	DHS.3068.0006.0128	Estimated to be late 1980s	Section Rules and Procedures		Rules and procedures directed at the Trainees in the Achievement Centre. They include a section on absconding, supervision by the Executive Officer, security levels and complaints to the Ombudsman.
111.	DHS.3040.0003.0007	Estimated to be post 1963 (based on date within document)	Turana Reception Centre - Sections		Fact sheet providing a brief overview of the sections of Turana including the function of each, types of people it accommodates and level of security.
112.	DHS.3041.0005.0011	Undated	PARRCS		Brief instruction that appears to have been relied upon in Turana on procedural matters of how PARRCs were to be performed.
113.	DHS.3044.0004.0002	Estimated to be 1986-1988	Aboriginal Youth in Custody, Admission/Initial Placement Procedures - Turana Youth Training Centre.		Manual containing admissions procedures and guidelines for Aboriginal youths at Turana Youth Training Centre.
114.	DHS.3044.0005.0003	Estimated to be 1987	Draft Guide to Procedures for PARRCs and Related Matters at Turana for Executive and On-call Staff.		Sets out guidelines and operational procedures in the areas of PARRCs and Warrants of Apprehension for Executive and On-Call staff at

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					Turana.
115.	DHS.3046.0005.0023	Estimated to be 1988	Turana Youth Training Centre - Statement of Philosophy & Objectives		Report discussing the philosophy, goals and objectives of the centre. It includes specific objectives of: Unit 10; Coolabah Centre; Class A; Acheron; and Poplar House.
116.	DHS.3049.0001.0002	Estimated to be 1989 (based on date within document)	Turana Youth Training Centre - Manual of Instructions	DHS.3040.0001.0002 is a partial duplicate of this document	Part 1 of the Manual provides an overview of Turana's functions, aims and sections, etc. Part 2 lists various Turana policies, including in relation to absconding, admissions, complaints and grievances, discipline and correction of trainees, incident reporting, investigations, night duty, ombudsman, safety and security issues.
117.	DHS.3049.0002.0123	Undated	Youth Welfare Division - Turana Youth Training Centre - Part XIII - Leave for Trainees		Outlines when a trainee is entitled to leave, and the procedure for applicants.
118.	DHS.3049.0003.0110	Undated	Youth Welfare Division - Turana Youth Training Centre - Part XI - Classification		The document prohibits the disclosure of confidential information about the activities of a YTC and its inmates. It also briefly discusses the Classification Committee.
119.	DHS.3049.0003.0111	Undated	Initial Interview		Blank form of details to be filled out, including the history of an individual to be placed at Turana.
120.	DHS.3041.0004.0002	Undated	Module I - Training: Night Shift Security		Sets out the procedure to be followed during the night shift, including procedures relating to

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					maintaining security, checking trainees, responding to fires, number of trainees allowed out of their bedroom at any one time and to whom incidents should be reported.
121.	DHS.3041.0005.0004	Undated	Untitled		Provides some criteria that can be used to identify wards suitable for Baltara'. Prepared by a Liaison and Advocacy Worker at Turana YTC.
122.	DHS.3041.0005.0012	Undated	Work Procedures		Provides that currently Turana is placing all new arrivals either in remand or assessment. Assessment classifies each boy according to his need - the wards usually go to Quamby'.
123.	DHS.3041.0011.0079	Estimated to be 1986-1989			Sets out guidelines for the placement of boys in Turana post-admission depending on whether they are serving a sentence, are a ward, are on remand and/or are a returning escapee.
124.	DHS.3004.003.0001	Estimated to be 3 September 1969 (based on date within document)	Manual of Instructions for Turana Youth Training Centre		Set of procedures and requirements that would have been relied upon by staff at Turana on a day to day basis to provide guidance on all aspects of the functions of Turana.
<b>Department of Health and Human Services systems, policies or procedures in place between 1960 and 1993 for the protection of children (applicable specifically to Turana (Remand))</b>					
125.	DHS.3046.0007.0022	April 1980	Turana Youth Training Centre,		Describes the purpose of Remand



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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
			Family and Adolescent Services - Remand 'A' - Objectives Program and Procedures.		A, for 14-16 year old boys who are held in the centre for the Children's Court. It sets out rules, guidelines and administrative matters surrounding the process.
126.	DHS.3046.0007.0037	April 1980	Turana Youth Training Centre - Family and Adolescent Services - Remand B - Objectives Programme & Procedures		Describes the objectives of Remand B, boys who are held in the centre awaiting court appearances. It sets out guidelines, daily programmes and administrative matters surrounding the process.
<b>Department of Health and Human Services systems, policies or procedures in place between 1960 and 1993 for the protection of children (applicable specifically to Winlaton Youth Training Centre)</b>					
127.	DHS.3119.003.0027	Estimated to be 1981-1984	Supply of Facilities/Staff Utilization		Outlines the Remand section at Winlaton Youth Training Centre (Winbarra) and describes the function, objectives and specific statistical details about the centre. Also discusses programmes available at the centre and staff utilization (including staff duties).
128.	DHS.3119.003.0032	Estimated to be 1981-1984	Supply of Facilities/Staff Utilization		Outlines Goonyah section of Winlaton Youth Training Centre and describes the function, objectives and specific statistical details about the centre. Also discusses programmes available at the centre and staff utilization (including staff duties).
129.	DHS.3119.003.0038	Estimated to be 1981-1984	Supply of Facilities/Staff Utilization		Outlines Leawarra section of Winlaton Youth Training Centre and

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					describes the function, objectives and specific statistical details about the centre. Also discusses programmes available at the centre and staff utilization (including staff duties).
130.	DHS.3119.003.0044	Estimated to be 1981-1984	Supply of Facilities/Staff Utilization		Outlines Keringal section of Winlaton Youth Training Centre and describes the function, objectives and specific statistical details about the centre. Also discusses programmes available at the centre and staff utilization.
131.	DHS.3119.003.0050	Estimated to be 1981-1984	Supply of Facilities/Staff Utilization		Outlines Warrina section of Winlaton Youth Training Centre and describes the function, objectives and specific statistical details about the centre. Also discusses programmes available at the centre and staff utilization.
132.	DHS.3091.005.0030	1979	Winlaton Youth Training Centre - Nunawading Victoria 3131		Draft report outlining the Winlaton Institution, its philosophy and objectives, functions and programmes, and the implications for the Institution.
133.	DHS.3128.003.0012	1979	Winlaton Youth Training Centre		Detailed overview of Winlaton Youth Training Centre, including philosophy & objectives, functions of the institution, goals and information regarding how the institution operates.
134.	DHS.3041.0001.0094	1987	Winlaton Objectives 1987		List of the broad objectives that the

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
					Department intended for Winlaton to achieve in caring for children that were placed there, including the strategies, constraints and staff responsible for achieving the objectives.
135.	DHS.3041.0001.0044	1987	Winlaton Objectives 1987		List of the broad objectives that the Department intended for Winlaton to achieve in caring for children that were placed there, including the strategies, constraints and staff responsible for achieving the objectives.
136.	DHS.3106.005.0006	Estimated to be 1968 (based on page 0010 of document which refers to proposals for September 1968)	Your Guide to "Winlaton" - Introduction		Outlines the function and organisation of Winlaton and discusses employees' responsibilities, rights and privileges.
137.	DHS.3128.003.0046	Estimated to be late 1970's-early1980's	Untitled		Information booklet created for new Youth Officers, detailing an overview of Winlaton Youth Centre, duties of a Youth Officer at the centre and specific information concerning the position.
138.	DHS.3126.004.0004	Estimated to be 1965	Winlaton Youth Training Centre, Instructions for Youth Officers		Lists the duties and responsibilities of the of the youth officers and Superintendent of Winlaton.
139.	DHS.3126.004.0006, DHS.3126.004.0007, DHS.3126.004.0008, DHS.3126.004.0009, DHS.3126.004.0010,	May 1965	Excerpts from Manual of Instructions		Comprises a list of medical services available to the residents, the rules applicable to each section of Winlaton and the rules for the nightwatchman.

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
	DHS.3126.004.0011, DHS.3126.004.0012, DHS.3126.004.0013, DHS.3126.004.0014, DHS.3126.004.0015, DHS.3126.004.0016, DHS.3126.004.0017, and DHS.3126.004.0018.				
140.	DHS.3004.001.0078	August 1974, revised 1980	Manual of Instructions for Winlaton Youth Training Centre		Procedures and requirements that would have been relied upon by staff at Winlaton on a day to day basis to provide guidance on all aspects of the functions of Winlaton.
141.	DHS.3026.0004.0150	16 January 1979	Psychiatric/Psychological Referrals at Winlaton		Presents the procedures relating to referrals to consultants from the Children's Court Clinic at Winlaton, effectively aiding in the placement process.
142.	DHS.3092.004.0005	September 1979	Winlaton Youth Training Centre - Information		Report provides a brief description of Winlaton and its functions, and outlines its educational and staff programmes.
143.	DHS.3004.001.0010	1 November 1983	Introduction Winlaton: A Youth Training Centre for Young Women		Overview of the intended purpose, functions and services provided at Winlaton. Broadly, it mentions the types of wards admitted, how the institution functions, staff requirements, the various services and programs provided for wards.
144.	DHS.3127.002.0019	26 September 1986	Winlaton Manual of		Manual on Winlaton Youth Training

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
			Guidelines/Procedures 1987 Edition		Centre detailing procedures and guidelines in relation to the management and operation of the centre
<b>Department of Health and Human Services systems, policies or procedures in place between 1960 and 1993 for the protection of children (applicable specifically to Baltara Reception Centre)</b>					
145.	DHS.3041.0001.0034	1987	Baltara Objectives 1987		List of the broad objectives that the Department intended for Baltara to achieve in caring for children that were placed there, including the strategies, constraints and staff responsible for achieving the objectives.
146.	DHS.3076.002.0015	Estimated to be 1969-1970	Baltara Reception Centre - Akora (Short Term 'Treatment' Section)		An overview of the purpose, function and requirements for the placement of children in the Akora section of Baltara, which broadly was intended to aid appropriately selected boys for early home release.
147.	DHS.3076.002.0064	Estimated to be 1969-1970	Baltara Reception Centre - Admission of Wards		Lists the categories of boys that were accepted at Baltara.
148.	DHS.3076.002.0065	Estimated to be 1969-1970	Baltara Reception Centre and Classification Centre - Family Welfare Division: Diagrammatic Structure of Classification System		Overview of each of the sections within Baltara, listing the level of security and provides a detailed description of the categories of boys that were to be placed in each section.
149.	DHS.3076.002.0066	Estimated to be 1969-1970	Baltara Reception Centre - Internal Classification Criteria		An incomplete list of required steps to be taken in admitting a child to a section of Baltara.

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No.	Ringtail Doc ID	Date	Title	Related documents	Topics covered by policy
150.	DHS.3076.006.0005	Estimated to be 1967-1968 (based on reference to date within document)	Introduction to Baltara	DHS.3076.006.0023	Pamphlet providing an outline of the functions and organisation of the Baltara Reception Centre, particularly describing how the Centre meets the obligations of the Department, how the Centre was physically laid out, its staffing structure, its aims and objectives, and the requirements of employees of the Centre.
151.	DHS.3091.005.0060	10 February 1975	Interim Statement of Objectives of Baltara Reception Centres		A brief outline of characteristics of Baltara with an emphasis on the desired outcome of the decision making process for placing a ward in Baltara by a social worker. Document also briefly describes the services provided to Baltara children and the staff that provided it.