

J S Battye Library of West Australian History
Private Archives – Collection Listing

MN 2097
Acc. 5854A

TOMATO LAKE CHILD CARE CENTRE

The Tomato Lake Child Care Centre was established to promote the welfare and care of children and families. It closed as a community run centre in December 1999 but re-opened in 2000 under the Lady Gowrie Centre.

The Papers

The papers were donated by David Whiteford on 3 October 2002.

Holdings = 0.20m

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- /2 Agreement between the Minister for
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- CAREER DOCUMENTATION
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- /4 Child Care Centres Wages Award No. 29 of
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- /5 Job Description Co-Ordinator
- /6 Job Description Co-Ordinator
- /7 Union Job Description Child Care Centres
- /8 Conduction of interviews.
- /9 4 May 1987
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- /11 Child Care Assessment
- /12 24 September 1997
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- /13 9 July 1998
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- /14 15 April 1999
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- /15 23 July 1999

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- /16 Constitution of the Tomato Lake Child Care Centre [original]
- /17 Constitution of the Tomato Lake Child Care Association Incorporated.

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- /18 19 November 1987 to 31 March 1989
Financial Statements.[2 copies]
- /19 31 March 1990
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- /20 31 March 1992
Financial Statement
- /21 31 March 1993
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- /22 31 March 1994
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- /23 31 March 1995
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- /25 Job Description Forms
- /26 Application for Vacancy forms

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- /27 File of Lotteries Commission Grants

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- /28 n.d.
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- /29 Letter to Family and Community Services re transfer of funds
- /30 Letter to Dept. of Productivity and Labour Relations re Staff Pay entitlements.
- /31 19 November 1987
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- /32 11 December 1987
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- /33 December 1987
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- /34 1 April 1988
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- Letter from Family & Children Services re
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/36 1 December 1995
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/37 18 January 1996
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/38 11 March 1996
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/39 15 March 1996
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/40 22 March 1996
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/41 27 March 1996
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/42 Letter to Andrew Pickering re Insurance Policy
/43 4 April 1996
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/44 11 December 1996
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/46 3 August 1998
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/48 1 October 1998
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/51 2 October 1998
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/53 23 October 1998
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/60	19 November 1998
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/61	23 November 1998
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/62	4 December 1998
	Letter re Holiday Programme
/63	n.d.
	Letter to Southern Gazette Newspaper re Article
/64	18 December 1998
	Letter re Christmas Holidays
/65	1999
	Letter re Quality Improvement
/66	Letter re waiting list
/67	5 January 1999
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/68	14 January 1999
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/69	28 January 1999
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/70	22 January 1999
	Letter of thanks from Edith Cowan University
/71	8 February 1999
	Letter re Tax Number
/72	15 February 1999
	Letter re Orientation
/73	16 February 1999
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/74	Letter re Change of Referee
/75	16 February 1999
	Letter re Donation of Sunscreen
/76	24 February 1999
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/77	Letter re Account for Rhonda Leyton
/78	3 March 1999
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/79	5 March 1999
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/80	Letter re Work Experience
/81	11 March 1999
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/82	17 March 1999
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/83	1 April 1999

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	Letter re Floor Coverings
/84	Letter re Workers Compensation
/85	6 April 1999
	Letter re enrolments
/85	Letter re Venetian Blinds
/86	15 April 1999
	Letter re Leave of Kerrie Adams
/87	21 April 1999
	Letter re increase in Fees
/88	23 April 1999
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/89	27 April 1999
	Letter re Photographs
/90	29 April 1999
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/91	30 April 1999
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/92	4 May 1999
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/93	6 May 1999
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/94	Letter re Head Lice
/95	19 May 1999
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/96	28 May 1999
	Letter re Cloth Towel Service
/97	Letter from Family Services re Capital Upgrading Grant
/98	31 May 1999
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/99	3 June 1999
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/100	16 June 1999
	Letter re Outstanding Account
/101	Letter re Heating for centre
/102	22 July 1999
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/103	23 July 1999
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/104	26 July 1999
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/105	29 July 1999
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/106	30 June 1999
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/107	3 August 1999
	Letter re Transfer of Funds
/108	4 August 1999
	Letter re Budget

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- /109 25 August 1999
Letter re Resignation of Co-Ordinator
- /110 8 September 1999
Letter from Racheal Nicholls to Bill Crosse
- /111 29 October 1999
Letter re Review of the Centre
- /112 16 November 1999
Letter re Redundancy Pay
- /113 18 November 1999
Letter re Workers Compensation
- /114 26 November 1999
Letter re Transfer Centre to Lady Gowrie
- /114a 6 December 1999 from Australian Liquor,
Hospitality and Miscellaneous Workers Union
re staff entitlements.
- /115 December 1999
Letter re Tomato Lake Child Care Centre
ceasing operations 24 December 1999
- /116 21 December 1999
Letter re closure of the Centre
- /117 24 December 1999
Letter re Closure of the Centre

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- /128 n.d.
Check List for Chairperson
- /129 List of Addresses

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- /130 n.d.
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- /131 Minutes of Meeting 23 March 1988
- /132 Minutes of Meeting 5 April 1988
- /133 Minutes of Meeting 14 October 1988
- /134 Minutes of Meeting 22 September 1987
- /135 Minutes of Meeting 25 November 1987
- /136 Minutes of Meeting 9 December 1987
- /137 Minutes of Meeting 25 July 1989
- /139 Agenda for Meeting 23 August 1989
- /140 Minutes for Meeting 27 September 1989
- /141 Minutes of Meeting 22 November 1989
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- /144 Minutes of Meeting 4 September 1990
- /145 Minutes of Meeting 9 October 1990
- /146 Minutes of Meeting 6 November 1990
- /147 Minutes of Meeting 4 December 1990
- /148 Minutes of Meeting 22 January 1991
- /149 Minutes of Meeting 2 February 1994

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/152 Minutes of Meeting 6 July 1994
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/182 Minutes of Meeting 21 December 1999
/183 Minutes of Meeting 18 January 2000

NEWSLETTERS

/184 Tomato Lake Child Care Centre Newsletter
June 1999; Circular to all parents re closure of
the Centre. N.d. but December 1999.

NEWSPAPER CUTTINGS

/207 "The West Australian" 28 December 1999, on
the closure of the centre.

PAY SHEETS

/185 October 1998

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Pay sheet for members currently employed

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- /186 n.d.
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- /187 Committee Policy for centres
- /188 Goals for Caregivers
- /189 Policy of Co – ordinator not to be a teacher
- /190 Operational Guidelines
- /191 Commonwealth Overview of Centres
- /192 Policy of Role of Management
- /193 Policy on Commonwealth support
- /194 New Government policy on Childrens Services
- /195 City of Belmont Policy Statement No. 13
- /196 Liberal Policy on Childcare

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- /197 n.d.
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- /198 Implementation of Tasks
- /199 Programme of Operation of the Centre
- /200 Programme of Committee tasks
- /201 Lotteries Comission of W. A. Programme
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- /202 n.d.
Questionnaire on Handling Situations
- /203 Child Care Assessment Questionnaire

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- /204 30 March 1988
Budget Report Childrens Services
- /205 26 February 1999
Arts WA Acquittal Report , Tomate Lake Child
Care Association

SUBMISSIONS

- /206 n.d.
Tomato Lake Child Care Centre Submission

24 October 2002