THE UNIVERSITY OF MELBOURNE ARCHIVES

NAME OF COLLECTION:	**Australian Association of Social Workers [Australian Association of Almoners]**
ACCESSION NO:	**72/26**
CATEGORY: **ACTIVITY:**	Professional associations, organisations Social workers
DATE RANGE:	1933 – 1972 (mainly 1945 – 1964)
SIZE OF COLLECTION:	3.25 metres (18 archive boxes + 3 volumes)
DATE OF TRANSFER:	1972
ACCESS CONDITIONS:	Restricted.
HISTORICAL NOTE:	The Victorian, later Australian, Association of Hospital Almoners, with its precedent Victorian Institute of Hospital Almoners and the Australian Association of Social Workers, with its association with the Board of Social Studies, were separately founded on a state basis. They later federated on a national footing, and amalgamated during the 1950s. In 1976, there was a further exchange when the industrial functions of the AASW were subsumed in a new organization of welfare workers, the Australian Social Welfare Union. In 1992 the ASWU amalgamated with the Australian Services Union.
DESCRIPTION:	This collection, whose provenance is the Royal Melbourne Hospital, comprises two types of material. The first relates to the development of professional bodies – Victorian Institute of Hospital Almoners and the Australian Association of Almoners – and their amalgamation with the Australian Association of Social Workers in 1958 where they formed a Special Interest Group within the AASW – the Medical Social Workers Group. Some of the almoner/social work staff at the RMH were key figures in the evolution of the Associations and with the increasing professionalisation of social workers. The second relates to the actual almoner/social work of the RMH and includes patient case files and records of affiliated health and other organizations with whom they interacted.

SERIES LIST:	1.	Victorian Institute of Hospital Almoners
	2.	AustralianAssociation of Almoners
	3.	Australian Association of Social Workers
	4.	Affiliated health and other organizations
	5.	Royal Melbourne Hospital Medical Social Work department patient case files
	6.	History material

NOTE ON LISTING:

LISTED BY:	Muriel Yeung and Jane Ellen
DATE:	January 2004

Box No	Series No	Description	Dates
1	**1**	**Victorian Institute of Hospital Almoners**	
	1/1	Constitution	1933
	1/2	Training syllabi, articles and offprints	1928 – 1947
1	**2**	**Australian Association of Almoners**	
	2/1	Constitutions	1950, 1951 1958
1	**2**	**Australian Association of Almoners, Victorian Branch**	
	2/2	Minutes of the Executive Meeting and the General Meeting [One vol]	1953 - 1959
	2/3	Minutes of the Central Council [One file]	1957 - 1959
1		**Australian Association of Almoners (Victorian Branch) Annual Report**	
	2/4		1957 - 1958
1		**AAA/MSWG Secretary's correspondence**	
	2/5	re employment opportunities	1958 – 1962
1		**Transfer of AAA to AASW – MSWG**	
	2/6	Correspondence	1958 – 1960
1-3	**3**	**Australian Association of Social Workers**	1957, 1960
	3/1	Constitution, rules and committees report	
1		**AASW (Vic) Committee of Management**	
	3/2	Minutes	4 May 1966 – 1 Feb 1967
1		**AASW Membership**	c.1957 – c.1967
	3/3	Completed membership forms for the AAA/MSWG and associated correspondence	
1		**Change of name: Almoner to Medical Social Worker**	1961 -1962
	3/4	Correspondence; draft final note on medical social work development	
1		**Careers pamphlet (social work)**	1963 – 1966
	3/5	Pamphlet, circular, correspondence	
1		**Student placement (social work)**	1967
	3/6	Correspondence	
1		**Student supervision correspondence and articles (social work)**	1939 – 1959
	3/7	Medical Social Work Group discussion, correspondence, articles [missing page in one article]	
1		**Archives**	1959, 1961, 1963, 1964
	3/8	Correspondence and presscutting re a proposed history of the work ofalmoners in Victoria	

Box No	Series No	Description	Dates
1		**AASW Conference Planning Committee**	1967
	3/9	Correspondence and administrative instruction	
1	3/10	**AASW/AAA Newsletters**	c.1957 - 1964
1	3/11	**AASW re general practitioners**	
		Correspondence and newscuttings	1962
2		**AASW Social Workers' Wages Board**	
	3/12-14	Minutes of Board submissions [3 files]	17 Dec 1968 – 15 May 1972
2		**AASW Social Workers' Wages Board 'Work Value Case' documentation**	
	3/15-21	SWWB submission and employers' reply, both with appendices [7 vols]	1970
3	3/22	**AASW Status and salaries** Circulars, correspondence and reports between the AASW, the Hospital Charities Commission, Hospital Executive Officers' Association and Victorian Hospitals Association recording the AASW's efforts to establish an award salary for social workers.	1958 – 1968
3	**4** **4/1-4/18**	**Affiliated health and other organizations:**	1959 – 1962
3	4/1	**Adoption** An article entitled "Some essentials of adoption practice"	
3	4/2	**Affiliation representation N.C.W, F.W.C, V.F.C., V.C.S.S.** Correspondence and agenda	
3	4/3	**Alcoholism Foundation of Victoria** Correspondence, nomination paper, application for membership form, circulars, annual report, constitution and information bulletins	
3	4/4	**Association of Victorian Homes and Hospitals for the Aged and Infirm** Correspondence, minutes, agenda and report of the Executive Committee	1959 – 1963
3	4/5	**Australian Hospital Association (Victorian Branch), The** Correspondence, minutes, constitution, agenda	1958 - 1962
3	4/6	**Cancer congress, council and care** Congress, Council, correspondence and patient care information	1959 - 1963
3	4/7	**Care of chronically illness**	1955 – 1967

Box No	Series No	Description	Dates
		Report of committee, correspondence, survey, agenda and minutes	
3	4/8	**Haemophiliac Society** Newsletters and correspondence	1959 – 1961
3	4/9	**Heart Survey 1960** Final Report, correspondence and data re *Survey on the Social Needs of Patients with Cardio-vascular Disease*, conducted by MSWG	1959 - 1961
3	4/10	**Hospital and medical benefits** (Medical insurance) Report by AASW and VCOSS, correspondence, Dept. of Health circular and flyers re hospital and medical benefits	1959 - 1968
3	4/11	**Hospital Bed Information Bureau** Correspondence	1967
3	4/12	**Liquor Laws (Victoria) Enquiry** Correspondence inwards, Minutes of Ad Hoc Committee, presscutting	1963 – 1964
3	4/13	**Melbourne Convalescent Home for Women (Clayton)** Correspondence and completed questionnaires	1960 - 1962
3	4/14	**National Heart Foundation of Australia** Minutes of annual general meeting, agenda, correspondence, second annual report	1959 - 1967
3	4/15	**Old People's Welfare Council, The** Correspondence and information sheets	1958 - 1962
3	4/16	**Reciprocity and working rules (medical social worker)** Correspondence, PTA circular No. 95 and term of membership	1953 - 1962
3	4/17	**Services Canteens Trust Fund** Correspondence, note on meeting	1963
3	4/18	**Survey 1963, function Medical Social Work Group**	1963
4-18	**5**	**Royal Melbourne Hospital Medial Social Work department patient files:**	
Units 19, 20, 21 (volumes)	5/1-3	**Almoners' Ledgers** The ledgers record a daily aggregate of patients seen by the almoners. [3 volumes]	
4	5/4-11	**Almoners' Registers** The registers record the names of patients seen by the almoners. [8 foolscap volumes]	1956 – 1965

Box No	Series No	Description	Dates
5	5/11-	**Patient Case Files** *Note* Case files of the Almoners' Department of the Royal Melbourne Hospital. They contain cover sheets with patient information and case notes written by the social worker which are often very detailed. They both document the range of conditions treated by the RMH social workers and reflect their attitudes and advice. They have been compiled alphabetically by patient's surname in three chronological sequences: c.1940-c.1955 (boxes 5 – 15); c.1951-1961 (boxes 16 – 17); c.1961-1963 (boxes 17 - 18) However as they are consolidated files a patient's record can begin as early as 1938.	c.1932 (mainly 1946 – 1963)
5	5/12-13	Surnames beginning with 'A' [2 files]	1946 - 1956
5	5/14	Surnames beginning with 'Ba'	1945 - 1953
5	5/15	Surnames beginning with 'Be'	1943 - 1952
5	5/16	Surnames beginning with 'Bi - Bl'	1947 - 1954
5	5/17	Surnames beginning with 'Bo'	1946 - 1952
5	5/18	Surnames beginning with 'Br'	1946 - 1954
6	5/19	Surnames beginning with 'Bu'	1948 - 1953
6	5/20-22	Surnames beginning with 'Ca' [3 files]	1946 - 1957
6	5/23	Surnames beginning with 'Ch'	1944 - 1953
6	5/24	Surnames beginning with 'Ci - Cl'	1947 - 1953
6	5/25-26	Surnames beginning with 'Co' [2 files]	1947 - 1955
7	5/27	Surnames beginning with 'Cr'	1944 - 1955
7	5/28	Surnames beginning with 'Cu'	1947 - 1950
7	5/29	Surnames beginning with 'Da'	1941 - 1951
7	5/30	Surnames beginning with 'De'	1946 - 1953
7	5/31	Surnames beginning with 'Di - Dr'	1947 - 1954
7	5/32	Surnames beginning with 'Du – Dw'	1947 - 1954
8	5/33	Surnames beginning with 'Ea –Ek'	1947 - 1953
8	5/34	Surnames beginning with 'El - Ey'	1940 - 1955
8	5/35	Surnames beginning with 'Fa - Fl'	1946 - 1954
8	5/36	Surnames beginning with 'Fo - Fu'	1946 - 1954
8	5/37	Surnames beginning with 'Ga'	1946 - 1947
8	5/38	Surnames beginning with 'Ge - Gu'	1947 - 1953
9	5/39	Surnames beginning with 'Ha'	1947 - 1952
9	5/40	Surnames beginning with 'He - Hi'	1947 - 1952
9	5/41	Surnames beginning with 'Ho'	1946 - 1954
9	5/42	Surnames beginning with 'Hu - Hy'; 'I"	1946 - 1953
9	5/43	Surnames beginning with 'Ja – Jo'	1948 – 1953
10	5/44	Surnames beginning with 'Ka – Ke'	1945 - 1953
10	5/45	Surnames beginning with 'Ki – Ku'	1944 - 1953

Box No	Series No	Description	Dates
10	5/46	Surnames beginning with 'La - Le'	1948 – 1954
10	5/47	Surnames beginning with 'Li - Lu'	1947 - 1954
11	5/48-49	Surnames beginning with 'Ma' [2 files]	1947 – 1954
11	5/50-51	Surnames beginning with 'Mc' [2 files]	1937 - 1954
12	5/52	Surnames beginning with 'Me – Mi'	1946 - 1954
12	5/53	Surnames beginning with 'Mo – My'	1947 - 1955
12	5/54	Surnames beginning with 'N'	1948 - 1955
12	5/55	Surnames beginning with 'O'	1946 – 1952
12	5/56	Surnames beginning with 'Pa - Pf'	1947 - 1953
13	5/57	Surnames beginning with 'Ph - Q'	1945 – 1953
13	5/58	Surnames beginning with 'R'	1937 - 1951
13	5/59	Surnames beginning with 'Sa - Se'	1936 - 1951
13	5/60	Surnames beginning with 'Sh - Sk'	1946 - 1953
13	5/61	Surnames beginning with 'Sl - Sp'	1943 – 1953
14	5/62	Surnames beginning with 'St - Sz'	1946 - 1951
14	5/63	Surnames beginning with 'Ta - Th'	1935 - 1952
14	5/64	Surnames beginning with 'Ti - Ty'	1947 - 1951
14	5/65	Surnames beginning with 'V - Wa'	1947 - 1953
15	5/66	Surnames beginning with 'We - Wh'	1946 - 1952
15	5/67	Surnames beginning with 'Wi'	1932 - 1951
15	5/68	Surnames beginning with 'Wo - Wr'	1946 - 1952
15	5/69	Surnames beginning with 'Y - Z'	1948 - 1951
16	5/70	Surnames beginning with 'A - B'	1952 - 1960
16	5/71	Surnames beginning with 'C - F'	1953 - 1960
16	5/72	Surnames beginning with 'G - K'	1951 - 1960
16	5/73	Surnames beginning with 'L - O'	1947 - 1961
17	5/74	Surnames beginning with 'P - R'	1937 - 1959
17	5/75	Surnames beginning with 'S - T'	1951 - 1960
17	5/76	Surnames beginning with 'V - Y'	1936 – 1959
17	5/77	Surnames beginning with 'A - B'	c. 1936 – c.1963
17	5/78	Surnames beginning with 'C – G'	c. 1936 – c.1963
18	5/79	Surnames beginning with 'H – L'	c. 1936 – c.1963
18	5/80	Surnames beginning with 'M – R'	c. 1936 – c.1963
18	5/81	Surnames beginning with 'S – Y'	c. 1936 – c.1963

| 18 | **6** | **History** | |
| | 6/1 | 'Material concerning the development of social work practise and training' in Victoria. A foolscap exercise book with correspondence, annual reports and other documents appended. Compiled in 1972 by Betty Dow when Chief Medical Social Worker at the Royal Melbourne Hospital (1954-1972) for deposit in the UM Archives. | |

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