



## THE UNIVERSITY OF MELBOURNE ARCHIVES

<b>NAME OF COLLECTION</b>	Barbara McMahon
<b>ACCESSION NO</b>	1978.0020
<b>CATEGORY</b>	University, individuals
<b>DATE RANGE</b>	1973-1974
<b>SIZE OF COLLECTION</b>	24 cm. (2 archives boxes)
<b>HISTORICAL NOTE</b>	Univ. of Melb. Women's Staff Group general information, policies, newspaper articles, administration, minutes, circulars 1973-1974; UMGSA and MUSA papers, executive motions resolutions 1973-1974; Victorian Committee on Discrimination in Employment and Occupation correspondence 1973-1974; wage structuring material 1973; Melb. Child Care Advisory Group reports, proposals, children's commission report, correspondence, newspaper clippings 1973-1974; SRC material 1974; Univ. of Melb. General Staff Association correspondence, circulars 1974.
<b>DATE OF TRANSFER</b>	8 <sup>th</sup> May 1978
<b>ACCESS CONDITIONS</b>	Access: Open
<b>NOTE ON COLLECTIONS</b>	Box 1 contains group 1; Box 2 holds group 2.
<b>LISTED BY</b>	Meryl Carroll
<b>DATE</b>	July 1978

UNIVERSITY OF MELBOURNE ARCHIVES

RECORDS RECEIVED INTO CUSTODY.

NAME: BARBARA McMAHON.

ADDRESS:

MAIN ACTIVITY: Fine Arts Student (ex U. of M. Administration)

TRANSFEROR: Self.

DATE TRANSFERRED: 8th May 1978.

GENERAL NOTE: Personal papers, being Group 1, as Chairwoman of University of Melbourne Women's Staff Group, Group 2, as member of executive, University of Melbourne Child Care Advisory Group.

LIST OF RECORDS:

GROUP 1. UNIVERSITY OF MELBOURNE WOMEN'S STAFF GROUP

1/1	<u>General Information</u>
1/1/1	Professor D. Caro to Miss D. Dyason re Admin. Sec. position. 6 Dec. 1973.
1/1/2	Mrs Julie Marginson, re Mrs Murza's reclassification. 22 March 1974.
1/1/3	Public Service Board memorandum re salaries. 27 March 1974.
1/1/4/1	<u>Newspaper articles, "Watch out Bosses"</u> n.d.
1/1/4/2	"Wanted, Person Friday." 2pp. 13 Oct. 1973.
1/1/4/3	"Devlin and Greer", etc." 18 Sept. 1973.
1/1/4/4	"P.M.'s Girl", etc. 18 Sept. 1973.
1/1/4/5	Equal pay for clerks. 21 Nov. 1973.
1/1/4/6	Women Need Job Justice. 15 Dec. 1973.
1/1/4/7	Women Get Equal Pay Boost. 22 Nov. 1973.
1/1/5	La Trobe University salaries. n.d.
1/1/6	Academic Staff Ass. Executive motion. n.d.
1/1/7	Victorian Public Service Ass. Women's Division. Salaries. n.d.
1/1/8	(Draft) letter to Staff Branch re Admin. Ass. reclassifications. n.d.

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<u>GROUP 1.</u>	<u>UNIVERSITY OF MELBOURNE WOMEN'S STAFF GROUP (cont.)</u>
1/1	<u>General Information (cont.)</u>
1/1/9	Employers' position on equal pay. 1 sheet. n.d.
1/1/10	M.U.S.A. Meeting, notice paper. 13 Nov. 1973.
1/2	<u>To This Equality</u> Circular 1 sheet, University of Melbourne Women's Staff Group. n.d.
1/3	Membership and Attendance lists. 7 Nov. 1973.
1/3	Minutes, Agenda and Handouts.
1/4/1	Notice paper 7 Nov. 1973.
1/4/2	Minutes 7 Nov. 1973.
1/4/3	Agenda 28 Sept. 1973.
1/4/4	Minutes 28 Sept. 1973.
1/4/5	Notice paper. Equal pay Dispute Meeting 20 March 1973.
1/5	Petitions. n.d.
1/6	Reclassifications
1/6/1	Circulars, Administration Ass. Charts. 7 June 1973.
1/6/2	Pro Forma letters n.d.
1/6/3	Historical classification information, and copy of letter Mrs B. McMahon to P. Dorian, Staff Officer. 24 Sept. 1973.
1/7	Staff Association.
1/7/1	Salary Scales and reactivities n.d.
1/7/2	Questionnaires n.d.
1/7/3	Mrs McMahon to P. Dorian, Staff Officer, re-classification 8 Nov. 1973.
1/7/4	Ditto. 30 Nov. 1973.
1/7/5	P. Dorian, Staff Officer, to Mrs McMahon. 22 Jan. 1974.

GROUP 1.	UNIVERSITY OF MELBOURNE WOMEN'S STAFF GROUP (cont.)
1/7	<u>Staff Association</u> (cont.)
1/7/6	General staff promotions policy proposal. n.d.
1/7/7	Meeting Admin. Assistants. 28 Sept. 1973.
1/7/8	Is This Equality? n.d.
1/7/9	Univ. of Melb. Women's Staff Group Minutes, meeting. 7 Nov. 1973.
1/7/10	Univ. of Melb. Women's Staff Group, newsletter. 21 Dec. 1976.
1/7/11	Ditto, Council papers information 2 July 1973.
1/7/12	Ditto, Comments on above
1/7/13	Staff Procedure Guide Salaries Attachment A. n.d.
1/7/14	Pro Forma letters to Staff Branch. n.d.
1/7/15	History of Group and classification procedure review. n.d.
1/7/16	Notice of meeting. 8 March 1974.
1/7/17	U.M.G.S.A. Election notice. n.d.
1/7/18	Mary Anne O'Connell, S.R.C. to Mrs McMahon, S.R.C. Support. 7 Dec. 1973.
1/7/19	S.R.C. to Vice Chancellor, S.R.C. support. 1 March 1974.
1/7/20	Clyde Holding to Mrs McMahon, re classification. 10 Dec. 1973.
1/7/21	<u>Farrago</u> newspaper cutting, re classification. 1974.
1/7/22	M.U.S.A. Circular, re classification. 18 Oct. 1973.
1/8	Admin. Committee Minutes. Admin Ass. structure. 16 May 1973. Historical paper on M. & F. Admin Ass. position. n.d. Vice-Chancellor circular re salary increases. 12 June 1973. D.V.C. Prof. Caro, Memorandum reversion of Admin..Staff. 16 Nov. 1973. Vice-Chancellor, circular No.74/26 equal pay. 12 March 1974. <u>Advertisement Male clerk</u> 19 Sept. 1973. P.B. Minutes, reclassification Admin. Assis. 13 Nov. 1973. Non-academic promotions policy. n.d.

GROUP 1. UNIVERSITY OF MELBOURNE WOMEN'S STAFF GROUP (cont.)

- 1/8 Minutes, Women's Group.  
20 March 1974.  
New Admin. Ass. Structure, Council paper  
June 1973.  
Meeting of Heads, reclassification, Admin. Ass  
12 June 1973.  
Notice paper  
7 Nov. 1973.  
Membership lists.  
7 Nov. 1973.  
Staff Procedure Guide, position standards.  
14 May 1974.  
Mrs McMahon to Mr P. Dorian, Staff Officer, reclassification  
Admin. Ass.  
30 Nov. 1973.  
Questionnaires, returns.  
n.d.  
Kevin Hince to M.U.S.A. reclassification Admin Ass.  
14 Sept. 1973.  
Submission. 5 copies. N.S.  
n.d.
- 1/9 Staff Branch.  
Organisation chart.  
n.d.  
Staff Procedure Guide, Induction procedure.  
17 July 1973.  
Mrs A.M. Robinson re P. Dorian Staff Officer reclassification.  
11 Sept. 1973.  
Kevin Hince to M.U.S.A. Executive re equal pay.  
14 Sept. 1973.  
Mrs Julie Marginson re P. Dorian Staff Officer re classification.  
26 Sept. 1973.  
Mrs Julie Marginson to Professor Derham, re petition.  
25 Oct. 1973.  
Mrs B. McMahon to P. Dorian, Staff Officer re - classification.  
30 Nov. 1973.
- 1/10 Staff News.  
April 1974.
- 1/11 U.M.G.S.A. & M.U.S.A.  
MUSA Notice paper.  
18 Oct. 1973.  
MUSA Executive to Prof. Caro re classifications and equal pay.  
n.d.  
UMGSA to Mrs McMahon re classification Admin Ass.  
13 Sept. 1973.  
MUSA Executive Motion re classification, Admin Ass.  
25 Sept. 1973.

- 1/11                    UMBSA & MUSA (cont.)  
 MUSA Resolutions to Mrs McMahon.  
 15 Oct. 1973.  
 Mrs McMahon to UMBSA Copy of letter to Staff Officer.  
 27 Nov. 1973.  
 Mrs McMahon to P. Dorian, Staff Officer.  
 8 Nov. 1973.  
 UMBSA to Mrs McMahon re Joint Working Group procedures.  
 11 Dec. 1973.  
 Peter Milton to UMBSA re procedures.  
 30 Jan. 1974.
- 1/12                    Victorian Committee on Discrimination in Employment and Occupation/  
Correspondence re, Allegations of sexual discrimination  
by Melbourne University.  
 27 Nov. 1973, 13 Feb. 1974.  
 Correspondence, re personal classification.  
 10 Oct. 1973, 9 Nov. 1973, 5 March 1974.  
 Correspondence - advertisement specifying male for position.  
 21 Nov. 1973.
- 1/13                    Wage Structures.  
 Charts.  
 n.d.  
 Admin. Ass. reclassifications, rates.  
 7 June 1973.  
 Staff Procedure Guide Admin. Assis and Admin Sec. rates.  
 6 June 1973.
- 1/14                    Women - Women's Staff Group.  
 Mrs McMahon to P. Dorian, Staff Officer re classifications.  
 11 Sept. 1973, 24 Sept. 1973.  
 Mr P. Dorian, Staff Officer to Mrs McMahon.  
 7 Sept. 1973.  
 Submissions re Admin. Assis, female re-classifications. 2 copies.  
 n.d.  
 Positions and rates. 3 documents.  
 n.d.  
 Equal Pay Definition Banding Mrs McMahon.  
 14 Sept. 1973.  
 Resignation as Convenor Women's Staff Group, Mrs McMahon.  
 4 Feb. 1975.  
 Questionnaire,  
 n.d.  
 Comments, N.D.  
 Circulars to Admin. Sec.  
 11 March 1974.  
 Circulars to Admin Ass.  
 8 March 1974.  
 Pro Forma letters to Staff Officer,  
 29 March 1974.  
 Receipt for duplicating.  
 9 April 1974.  
 Election material, U.M.G.S.A.  
 3 April 1974.  
 Staff Procedure Guide Attachment '17'.

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GROUP 2. PERSONAL PAPERS - CHILD CARE ADVISORY GROUP (cont.)

- 2/11 University of Tasmania  
3 copies - submission.  
22 March 1973.  
Plan - Child Care Centre.  
Minutes, meeting.  
13 June 1974.
- 2/12 Miscellaneous material relating to Child Care.  
Survey drafts.  
Petition.  
Other Universities Child Care.  
Minutes, meetings 1-8.  
MS. notes.

Meryl Carroll  
Archivist

July 1978.