



THE UNIVERSITY OF MELBOURNE ARCHIVES

NAME OF COLLECTION	National Tertiary Education Union, La Trobe University Branch (NTEU)
ACCESSION NO	1996.0017
CATEGORY	Labour, organisations
ACTIVITY	Trade Unions
DATE RANGE	c. 1965-1985
SIZE OF COLLECTION	13 archives boxes
HISTORICAL NOTE	The La Trobe University Branch of the NTEU commenced as the La Trobe University Staff Association with the setting up of the University in the late 1960s. It became a member of the Federation of Australian University Staff Associations (FAUSA) and dealt with the problems of academic staff within the University and representing them on University Committees. The amalgamation of FAUSA with unions for university general staff to form the NTEU post-1994 saw it become the La Trobe University Branch of the national union.
DATE OF TRANSFER	March, 1996
ACCESS CONDITIONS	Access: Restricted
LISTED BY	Phoebe Lim
DATE	5 th July, 2001

DESCRIPTION:

The collection contains the following:

1. Correspondence Files (LTUSA) 1966-1987. Correspondence with the University administrative departments, external organizations, and staff associations of other universities.
2. General Office Files (LTUSA) 1976-1987. Files re administrative matters.
3. Office Files (LTUSA) 1966-1987. Documents re the activities of the association such as elections of executive committee members, notes for meetings, treasurer's reports etc.
4. Membership files
5. Newsletters 1973-1994. LTUSA Newsletters to NTEU La Trobe News.
6. Committee Files 1972-1987. Minutes and correspondence re association representatives on various University committees.
7. Australian Vice-Chancellors' Committee Files AVCC 1983-1987. AVCC reports, University vacancies and special papers.
8. Academic Board and Council Files 1971-1987. Minutes and agendas including summary of decisions; and review committees' reports.
9. Victorian University Staff Associations files AVUSA 1972-1987. Documents re Industrial Relations Commission of Victoria, industrial matters, federal registration and the amalgamation with Lincoln Institute of Health Sciences
10. Reports of various Commissions and Committees 1970-1987. Includes Commonwealth Tertiary Education Commission CTEC, Victorian Post-Secondary Education Commission VPSEC, William's Commission, and Cochrane Report etc.
11. Federation of Australian University Staff Association files FAUSA 1987-1990. Includes information summary, minutes of Representative Council meetings, discussion and policy papers etc.
12. Minutes 1966-1993. Includes annual and special meetings; and Executive Committee meetings.
13. Miscellaneous Papers & a reel-to-reel audio tape (7in)

NOTE ON LISTINGS:

Numbers assigned were based on the creator's index with a few noted exceptions.

**ACCESS
CONDITIONS:**

Restricted. Permission needed.

LISTED BY:

Phoebe Lim

DATE:

5 July 2001

Box No	Series No	Description
		National Tertiary Education Union (La Trobe University Branch)
	1	Correspondence
	1/1	General
		Numbers ranging from 1/1/1-1/1/2 were assigned to reflect items within 1/1
1	1/1/1	General academic staff issues (La Trobe University Staff Association LTUSA) Nov 1977-Dec 1987 1 folder
1	1/1/2	General correspondence with external organisations (LTUSA) Nov 1977-Dec 1987 1 folder
1	1/2	Business Manager (LTUSA) Jan 1970-Dec 1987 1 folder
1	1/3	Vice-Chancellor, Chancellor and Pro-Vice-Chancellors (LTUSA) Apr 1970-Dec 1987 1 folder
1	1/4	Registrar and Staff Officer (LTUSA) May 1970-Dec 1987 1 folder
1	1/5	University of Adelaide Nov 1972-Jul 1987 [Correspondence between LTUSA and the Staff Association of University of Adelaide; the Constitution; and a circular to members re Professor Manwell, 16 Apr 1975] 1 folder
1	1/6	Australian National University Jun 1970 [Correspondence between LTUSA and the Staff Association of the Australian National University; and the Constitution] 1 folder
1	1/7	Deakin University Apr 1982- Jul 1987 [Correspondence between the LTUSA and the Staff Association of Deakin University; DUASA Newsletter, May 1985; and the occasion address of Deakin's Graduation Ceremony, 27 May 1982] 1 folder
1	1/8	Flinders University Feb 1970-Mar 1980 [Correspondence between the LTUSA and the Staff Association of Flinders University; Staff members' Home purchase scheme; the Flinders University of South Australia Staff Association Constitution; and the Constitution of

Box No	Series No	Description
1	1/9	the Flinders University Staff Club] 1 folder Macquarie University Nov 1977-Jun 1987 [Correspondence between the LTUSA and the Staff Association of Macquarie University; and the Constitution]
2	1/10	1 folder University of Melbourne Jul 1967-Nov 1987 [Contains correspondence between LTUSA and the Melbourne University Staff Association; Academic Staffing proposals, 1982; M.U.S.A Newsletters, Mar 1980 and Jun 1987; University of Melbourne Gazette, Dec 1985; report of questionnaire to and information guide for sub-lecturer staff; and the Constitution, Jul 1967]
2	1/11	1 folder Monash University Oct 1969-Aug 1987 [Contains correspondence between LTUSA and the Monash University Staff Association; University Government - Discussion Paper No.2 re Proposals for the Minister for Education, 2 Feb 1983; and speech of Minister for Education, senator Susan Ryan to Staff Association of Monash University, 17 May 1983]
2	1/12	1 folder University of Newcastle Feb 1970-Aug 1987 [Contains correspondence between LTUSA and the University of Newcastle; the Constitution, Feb 1967; and motion for FAUSA annual general meeting, 26-28 Aug 1987 re policy on South Africa]
2	1/13	1 folder University of New England Feb 1972-Apr 1987 [Contains correspondence between LTUSA and the University of New England Teachers' Association; Constitution, Oct 1969; and brochure for residential seminar on Industrial Law, Feb 1972]
2	1/14	1 folder University of New South Wales Oct 1966-Mar 1985 [Contains correspondence between LTUSA and University of New South Wales Staff Association; Statement to members of staff, School of Civil Engineering re Non-renewal of appointment by Dr Geoff Lacey; and the Constitution and By-laws of the University of New South Wales Staff Association, 21 Oct 1966]
2	1/15	1 folder University of Papua New Guinea Jun 1967- Feb 1975 [Contains correspondence between LTUSA and the University of Papua New Guinea Staff Association re secondment; one newsletter of the

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Box No	Series No	Description
2	1/16	University of Papua New Guinea, Jan 1972; and the Constitution and Rules, 16 Jun 1967] University of Queensland Nov 1972-Sep 1986 [Contains correspondence between LTUSA and University of Queensland Staff Association; the Constitution and S.A.U.T. statement on university departments, 24 Jun 1971] 1 folder
2	1/17	University of Sydney Mar 1984-Dec 1987 [Contains correspondence between LTUSA and Sydney Association of University Teachers; and the Yellow Paper publication from the Vice-Chancellor of the University of Sydney, 19 Sep 1986] 1 folder
2	1/18	University of Tasmania 1970- Mar 1984 [Contains correspondence between LTUSA and University of Tasmania Staff Association; President's report, 1969-1970; and Submission on Tutors/Demonstrators] 1 folder
2	1/19	University of Townsville Oct 1966-Mar 1984 [Contains one correspondence from LTUSA re security of car parks; and the Constitution of the University College of Townsville Staff Association, 21 Oct 1966] 1 folder
2	1/20	University of Western Australia Mar 1961-Jul 1987 [Contains correspondence between LTUSA and the Academic Staff Association; and the Constitution of the University of Western Australia Staff Association, Mar 1961] 1 folder
2	1/21	University of Wollongong Mar 1966-Apr 1987 [Contains correspondence between LTUSA and the Academic Staff Association; and the Constitution of the Wollongong University College Association of Academic Staff, 30 Mar 1966] 1 folder
2		General Office File
2	2/1	General Mar 1976- Oct 1982 [Includes documents re worker's compensation; salary and holiday pay of executive secretary; resignation of executive secretary Ms Alison Dick; and reference letter for Ms Nancy Fawcett.] 1 folder

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Box No	Series No	Description
2	2/2	Office Procedures (not dated) [Contains procedures for Executive Secretary re administrative matters] 1 folder
2	2/3	Documents Received List Oct 1980-Dec 1987 1 folder
	3	Office Files
	3/1	Accounting Manual & Constitution File (LTUSA) Numbers ranging from 3/1/1-3/1/2 were assigned to reflect items within 3/1
2	3/1/1	Constitution of La Trobe University Staff Association One copy adopted 30 Nov 1966 incorporating amendments Oct 1975 One copy incorporating amendments Oct 1976 One copy with amendments 1980 1 folder
2	3/1/2	Documents re amendments to Constitution Mar 1976-Oct 1983 1 folder
2	3/2	Documents re Executive Committee Elections (LTUSA) Numbers ranging 3/2/1-3/2/2 were assigned to reflect items within 3/2
2	3/2/1	Documents re elections of members of the executive committee volume 1 Oct 1971-Oct 1987 [Includes a copy of referendum re voting procedures, 17 Oct 1969] 1 folder
2	3/2/2	Documents re elections of members of the executive committee volume 2 Aug 1982-Oct 1985
3	3/3	Documents re Annual and Special General Meetings (LTUSA) Oct 1975-Oct 1987 [Includes minutes of meetings after 1984] 2 folders
3	3/4	Documents re Executive Committee Meetings (LTUSA) Feb 1985-Dec 1987 1 folder
3	3/5	Treasurer's Report Numbers ranging from 3/5/1-3/5/3 were assigned to reflect items within 3/5
3	3/5/1	Treasurer's Report Sep 1970-Sep 1985 [Includes Treasurer's reports and statements of revenue and expenditure] 1 folder
3	3/5/2	Treasurer's Report 1982-1983 [Includes transaction records, bank statements etc.]

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Box No	Series No	Description
3	3/5/3	1 folder Treasurer's Report 1984 [Includes transaction records, bank statements etc.]
3	3/6	1 folder Executive Committee Documents & Letters Jan 1983-May 1987
	4	Membership Files
4	4/1	Documents re membership - Fees, Rebates etc (LTUSA) [Contains salary deductions reports - subscriptions, Mar 1982-Mar 1986; and correspondence re membership fees]
4	4/2	1 folder Documents re membership - Honorary (LTUSA) Oct 1980-Mar 1982
4	4/3	1 folder Membership - New Members Pending (LTUSA) Apr 1976 [Contains draft letter of invitation to join the staff association]
4	4/4	1 folder Lists of membership (LTUSA) Sep 1983-Mar 1986 [Includes computer printouts of staff names]
4	4/5	1 folder Documents re membership - Drives (LTUSA)
	5	Newsletters -LTUSA Numbers ranging from 5/1-5/2 were assigned to reflect items within 5
4	5/1	Newsletters (LTUSA Newsletter and NTEU La Trobe News) Oct 1973-May 1994 [Includes the masters sent for reproduction]
4	5/2	2 folders Newsletters Originals Jun 1977- [Contains some original submissions]
4	7	1 folder Social File

Box No	Series No	Description
		(LTUSA) Annual Executive Luncheon Dec 1970-Dec 1987 1 folder
4		
4	8	Financial Assistance Required File (LTUSA) Sep 1974-Jun 1984 1 folder
	9	Committees
5	9/1	Guidelines for LTUSA members on Committees & Working Parties May 1981-Feb 1987 1 folder
5	9/2	Committee for bicycles (LTUSA) Mar 1975-Jun 1980 1 folder
5	9/3	Committee for Bookshop Board of Management (LTUSA) May 1980-Aug 1987 1 folder
5	9/4	Committee for Grievances and Complaints Procedures (LTUSA) Apr 1980-May 1985 [Includes the Report of the Committee to consider appeal procedures at La Trobe University, Aug 1987] 1 folder
5	9/5	Investigation Committee (LTUSA) May 1972-Jun 1972 1 folder
5	9/6	Public Affairs Committee Feb 1976-May 1979 1 folder
5	9/7	Personal Safety on Campus Committee Apr 1979-Apr 1987 1 folder
5	9/8	Sub-Committee on Discriminative Practices 1978 1 folder
5	9/9	Sub-Committee on Patents, Inventions & Royalties (LTUSA) Sep 1976-Oct 1979 1 folder
6	9/10	Sub-committee on sub-lecturing staff

Box No	Series No	Description
		(LTUSA) Apr 1975-Nov 1979 2 folder
6	9/11	Teaching Skills Committee (LTUSA) Nov 1978-Feb 1985 1 folder
6	9/12	Committee for University Government Oct 1974-Sep 1980 [Contains documents re university governments from various universities; and submissions of proposed university government at La Trobe University. Please refer to 31/1 for report of Committee of Inquiry into University Government, 1978] 2 folders
6	9/14	Committee for Status of Women at La Trobe University (LTUSA) 1977-1992 [Includes project reports "Survey on women in Australian universities" and "report on characteristics of academic job applicants", Nov 1977; and La Trobe University Affirmative Action Report, Jan 1992-Dec 1992] 1 folder
6	9/15	Committee for Student/Peer Assessment Oct 1983-Jun 1984 1 folder Numbers ranging from 9/15-9/16 were assigned in the absence of a file index
6	9/16	Traffic and Transport Committee (LTUSA) Sep 1975-Sep 1987 2 folders
7	9/17	Buildings and Grounds Committee (LTUSA) Nov 1986-Sep 1987 [Contains agendas and minutes of meeting] 1 folder
7	10	Equal Opportunity File (LTUSA) Oct 1983-Jun 1987 [Includes the First report to Council of the Working Party on the status of women "Planning for equal opportunity at La Trobe University, Mar 1985] 1 folder
7	11	Discipline Statutes File Aug 1966-Nov 1978 1 folder
7	12/1	University Government 1978 [Contains the report of the Committee of Inquiry into University

Box No	Series No	Description
		Government. Please refer to 9/12 for more documents on university government]
7	12/2	Australian Vice-Chancellors' Committee AVCC File
7	12/2/1	AVCC Reports Feb 1983-Sep 1987 1 folder
7	12/2/2	AVCC University Vacancies - Overseas and Australia Feb 1985-Sep 1987 1 folder
7	12/2/3	AVCC special reports and papers Dec 1984-Dec 1985 [Contains the Senior University Officers Directory, 1984 and 1985; Report of the Committee for Efficiency Studies in Universities; and the National Data Study
7	12/2/4	AVCC media release and other correspondence Jul 1983-Sep 1987 1 folder
	13	Academic Board File
8	13/1	Academic Board - General Apr 1975-Nov 1986 1 folder
8	13/2	Academic Board - Members & Committees Jan 1981-Apr 1986 1 folder
8	13/3	Academic Board - Review Committee Office Nov 1980-Feb 1981 1 folder
		University Council File
8	14/1	Council - General Oct 1971-Apr 1987 1 folder
8	14/2	Council - Minutes & Agendas (Including Summary of Decisions) Nov 1983-Oct 1985 1 folder
8	14/3	Council - Reports to Council Jul 1978-Sep 1985 1 folder
	15	Victorian Staff Associations
	15/1	Association of Victorian University Staff Associations AVUSA
8		Numbers ranging from 15/1/1-15/1/3 were assigned to reflect items within 15/1
8	15/1/1	Office File Volume 1 1972-Dec 1985 [Includes minutes of meetings and general correspondence]
9	15/1/2	Office File Volume 2

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Box No	Series No	Description
		1986
9	15/1/3	Office File Volume 3
		1987
9	15/2	Industrial Relations Registration File
		1984
		[Contains documentation for the registration of a Conciliation and Arbitration Board for persons employed in academic and related positions from the Industrial Relations Commission of Victoria]
		1 folder
9	15/3	Industrial Matters
		1986
		[Contains the documentation for arbitration proceedings between Monash University and the Staff Association of Monash University SAMU, Apr 1986]
		1 folder
9	15/4	Liaison with Lincoln Institute Office Files
		Numbers ranging from 15/6/1-15/6/ were assigned to reflect items within 15/6
9	15/5/1	Reports, proposals and comments and correspondence re amalgamation of Lincoln Institute of Health Sciences and La Trobe University
		May 1985-Jul 1987
		1 folder
9	15/5/2	Amalgamation Implementation Committee minutes
		Nov 1986-Jul 1987
		1 folder
9	15/6	Victorian Staff Associations - Industrial Relations Commission
		Nov 1984-Aug 1986
		[Contains correspondence from Industrial Relations Commission of Victoria to LTUSA re applications for recognition as an association from various Victorian associations]
		1 folder
10	15/7	Victorian Staff Associations - TUTA
		Australian Trade Union Training Authority
		1985-1986
		[Contains brochures on courses and training programs]
		1 folder
10	15/8	Victorian Staff Associations - AAUS
		Australian Association of University Staff
		Apr 1986- Aug 1987
		[Contains minutes of inaugural meeting, 10 Apr 1986 and general correspondence]
		1 folder
10	16	General Staff Association
		Nov 1973-Dec 1987
		1 folder
	17	Government Education Commissions

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Box No	Series No	Description
10	17/1	Commonwealth Tertiary Education Commission CTEC Jul 1983-Jul 1985 1 folder
10	17/2	Victorian Post-Secondary Education Commission VPSEC Jul 1982-Jun 1988 [Includes the Victorian Government's response to the Commonwealth Green Paper on Higher Education, 1988; and a discussion paper on "Option for the development of higher education structures in Victoria, 1988] 1 folder
10	17/3	Victorian Commission on Tertiary Education Sep 1972-Sep 1980 1 folder
10	17/4	Williams Committee Apr 1982-Jul 1983 1 folder
10	18	Cochrane Report Jan 1970-Mar 1971 [Contains the Report to Australian Vice-Chancellors' Committee on year-round teaching by D. Cochrane, Jan 1970]
10	19	Australian Bureau of Statistics Oct 1986 1 folder
10	20	Australian University Graduates Conference 1973 [Contains the directory of Australian Graduate Organisations, Jan 1973] 1 folder
Numbers ranging from 23-26 were assigned in the absence of a file index		
10	21	Federation of Australian University Staff Associations FAUSA
10	21/1	Information Summary Sep 1987-Feb 1990 1 folder
10	21/2	Minutes FAUSA Representative Council Meeting, 1987-1988 Annual General Meeting, 1986-1987 1 folder
10	21/3	Documents and submissions via FAUSA Dec 1986-Feb 1990 1 folder
11	22	Discussion and policy papers re Higher Education Dec 1987-Feb 1989 2 folders
	23	Minutes

Box No	Series No	Description
11	23/1	Annual and Special Meetings minutes
11	23/1/1	Minutes Volume 1 (LTUSA) Nov 66-Dec 80 [Includes Statements of Revenue and Expenditure]
11	23/1/2	Minutes Volume 2 (LTUSA) Apr 81-Oct 84 [Includes Statements of Revenue and Expenditure]
11	23/1/3	Minutes Volume 3 (LTUSA) Mar 1990-Aug 1992
11	23/1/4	Notices of Meeting (LTUSA) Oct 1989-Sep 1993 1 folder
11	23/2	Executive Committee Meetings minutes
11	23/2/1	Minutes Volume 1 Sep 1966-Sep 1972
11	23/2/2	Minutes Volume 2 Oct 1972-Sep 1976
12	23/2/3	Minutes Volume 3 Nov 1976-Oct 1978
12	23/2/4	Minutes Volume 4 Nov 1978-Dec 1980
12	23/2/5	Minutes Volume 5 Jan 1981-Oct 1982
12	23/2/6	Minutes Volume 6 Oct 1982-Oct 1983
12	23/2/7	Minutes Volume 7 Nov 1983-Oct 1984
12	23/2/8	Minutes Volume 8 Nov 1984-Mar 1985
12	23/2/9	Minutes Volume 9 Feb 1985-Dec 1987
12	23/2/10	Minutes Volume 10 Nov 1989-Oct 1993
13	23/2/10	Agenda to meetings Jul 1990-Oct 1993 1 folder
13	24/1	Miscellaneous Papers [Includes SSAU MARK II Superannuation scheme for Australian Universities, 1989; La Trobe University Statistics Handbook, 1993; Assessing and Reporting Student Competencies for Education, Training and Work: Directions for the 1990s, 1992; Australian Vocational Certificate Training System, 1992; National Competency Standards: policy and

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Box No	Series No	Description
		guidelines, Oct 1992; and Workplace: the ACTU magazine, Winter 1991] 1 folder
Film	24/2	Miscellaneous reel-to-reel audio tape (7in in diameter)
Data		Interview with Muggeridge at La Trobe University
base		(not dated)