



THE UNIVERSITY OF  
MELBOURNE

## THE UNIVERSITY OF MELBOURNE ARCHIVES

<b>NAME OF COLLECTION</b>	University Of Melbourne. Central Administration
<b>ACCESSION NO</b>	1974.0099
<b>CATEGORY</b>	University, official
<b>ACTIVITY</b>	University administration, University administration
<b>DATE RANGE</b>	1903-1945
<b>SIZE OF COLLECTION</b>	6 cm.
<b>HISTORICAL NOTE</b>	In 1968 the Australian Universities Commission requested that the University of Melbourne prepare a supplementary submission detailing proposed new developments. A re-evaluation of administrative needs was also occurring within the University with the appointment of a new Vice-Chancellor, Professor Derham and a new Registrar, Mr ATJ Bell. The submission was prepared rapidly by the Accountant, Mr. Ferguson, and the Vice-Chancellor, although the Vice-Principal and the Development Officer also contributed.
<b>DATE OF TRANSFER</b>	22/02/1974
<b>ACCESS CONDITIONS</b>	Access: Restricted
<b>DESCRIPTION</b>	Legal opinions regarding tax, admission of students; portion of proposed will of Dr. Georgina Sweet; legal documents regarding John Elkington's second insolvency; contract; receipts; legal agreements; life assurance policy for George Duke; War Damage Commission papers.
<b>NOTE ON COLLECTIONS</b>	Housed in same box as other University Of Melbourne. Central Administration collections: 1974.0099; 1970.0010 and 2005.0008

UNIVERSITY OF MELBOURNE ARCHIVES

RECORDS RECEIVED INTO CUSTODY.

NAME: Central Administration  
ADDRESS: University of Melbourne.  
TRANSFEROR: Mr A.T.J. Bell, Registrar, University of Melbourne.  
DATE OF TRANSFER: 22 February 1974.

LIST OF RECORDS:

Opinion of Mr J.A. Spicer re University of Melbourne Conservatorium of Music and Entertainments Tax Assessment Act 1942. (Believes concerts fall under Act.)  
27 July 1943.

Opinion of Mr W.K. Fullagar, K.C., on power of the University to exclude students at discretion from commencing or from continuing a course.  
13 July 1943.

Opinion of Mr W. Ham, K.C., and Mr W.K. Fullagar, K.C. further on the matter of the University's right to exclude students.

Opinion of Dr E.G. Coppel, K.C., re Admission of Students. (Has been asked to advise on the effectiveness of a proposed amendment to the Special Regulation which appears on page 108 of the Calendar for 1944. Considers the general powers of the University to make regulations governing the admission of students to courses of study leading to degrees, particularly where the number of applicants exceeds the capacity of the University to provide adequate accommodation and teaching facilities.  
26 Nov. 1943.

Portion of proposed new Will of Dr Georgina Sweet (pp.5-10), with letter from W.B. & O. McCutcheon, Solicitors, Melbourne, to Dr. R.E. Priestley, Vice-Chancellor, requesting him to peruse it and communicate with her so that the clauses can be settled with satisfaction to both.  
12 Nov. 1935.

~~Memorandum Book, 8" x 5", maroon cover.  
Contains, alphabetically arranged, resolutions relating to procedures to be followed in staff appointments and conditions of work, accounting etc. Minutes cited range from 1913-1933. Entries made in several hands.~~

Vic<sup>o</sup> Victoria General Insurance and Guarantee Co. Ltd, Melbourne (cont.)

**Fidelity Guarantee Policies (cont.):**

Frank Horace Johnston of North Melbourne, Clerk in Charge of Accounts. £500. Expiring 13 July 1929, Also Employer's Report, 11 June 1928, MS and typed copy; letter from A.W. Greig, Registrar advising of modifications to Employer's report now that Johnston is Accountant. 26 Aug. 1938.

Note: Johnston, 288 Queensberry Street, had been correspondence clerk, and was now in charge of accounts.

Joseph Proctor Bainbridge, Hawthorn, Registrar. £1000. Expiring 31 August 1910. Employer's Report and Applicant's declaration. 18 Aug. 1909.

Alfred Woolley Grieg, Chief Clerk, of Surrey Hills. £500. Expiring 3 June 1932.

Raymond Percy Tenby, Cashier, of Alphington. £500. Expiring 11 Jan. 1933.

John Alexander Gunn, Director of University Extension, and University: Agreement. Provides that University will borrow £250 from National Mutual Life Association of Australasia Ltd on the security of Gunn's life assurance policy for £4000 at Gunn's request. 1 August 1929.

**Peacock Properties**

Prudential Assurance Company, Ltd, The: Fire Insurance Policies. Peacock Property Proprietary Ltd as Owners and the University of Melbourne as Mortgagees on Nos. 486-90 (building 1) and rear of these Nos. (Building 2). 28 December 1934.

The State Assurance Company Ltd. Fire Insurance Policies for Peacock properties above. 22 December 1938.

**Mr Bowtell Property.**

Norwich Union Fire Insurance Society, Sydney. Policy of University as Mortgagees, and William Bowtell as Owner, for two dwellings and store at Thyra, near Moama, N.S.W. 5 May 1905. Receipts for 1909-1911 attached.

Atlas Assurance Co. Ltd. Fire insurance policy on Mr. Bowtell's woolshed and wool press etc. Sallyrogan Estate, Bunaloo, N.S.W. Duplicate issued on statement that original policy was lost; and fire policy on dwelling and contents at Sallyrogan Estate, Thyra, Bunaloo, N.S.W., also a duplicate. Both 12 May 1921. MS note on both "University of Melbourne as Mortgagee as regards building only and Mr. Bowtell as owner of building and contents", and "I hereby transfer to the University of Melbourne as mortgagee all my right title and interest in the within policy so far as it covers the building of the dwelling on the mortgaged property". July 1924.

Re. John Simeon Elkington, Barrister-at-law, (Professor of History and Political Economy). Order made by the Court of Insolvency in connection with Elkington's second insolvency of 1897.

30 July 1903.

Covering note from Sir M.H. Davis, Barrister and Solicitor, Melbourne. Further Order made by Court of Insolvency, 7 August 1903.

Agreement between Agent General for Victoria and Franklin Peterson for Engagement as Ormond Professor of Music at Melbourne University. 1900 (incompletely dated).

Note attached from W.J. Thorne: Copy in Central Registry file 13-125-6.

Thomas Alfred Wright: Certificate for Matriculation Examination December 1901, and for Annual Examination 1903, First Year of the course for M.B. and B.S. Both issued 11 September 1905 and placed in envelope addressed to Mrs T. Wright, West Richmond. (Removed to Students Records file.)

Receipt for Fixed Deposits lodged with National Bank, University Branch.

30 Dec. 1943.

Contract for Tabulating Machine Equipment (key punch and verifier) to be supplied by the British Tabulating Machine Company Ltd, London.

5 May 1941.

Agreement between the (Australasian Students) Song Book Board and George Robertson and Co. Pty Ltd, Melbourne, publishers concerning publication of the Book.

8 Nov. 1907.

The Board comprises Frederick Augustus Todd, University Lecturer, Summer Hill, Harry Chandler, Teacher, Glebe Point, John Proctor Tivey, Drummoyne (all of N.S.W.); and Professor Franklin Sievwright Peterson, Professor Richard James Arthur Barry of the University of Melbourne, and John Greig Latham, Ormond College, Barrister.

Assignment of Assurance Policy on life of George Stanley Duke by his wife.

7 March 1940.

A.M.P. Society, Melbourne, to Registrar, advising of conditions under which transfer of policy must be made. 18 March 1940.

Memorandum by John Foster, Registrar, concerning interview with Mrs Duke to ensure that she understood that her loss of rights through transfer would be irrevocable.

War Damage Commission Assessment of Contribution in Respect of Fixed Property/for Veterinary Hospital, Story Street, Parkville for period ending 31 Dec. 1942.

War Damage Commission receipts for contribution for Catering Section of the University Union, Recreation Grounds Committee (exempt) for period to 31 Dec. 1942, University of Melbourne (value £290,050, exempt) and Workers' Education Association, University of Melbourne, 114 Flinders Street (exempt).

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National Bank of Australasia Ltd. Safe custody receipt for  
£50 Commonwealth of Australia Treasury Bonds.  
18 July 1951.

Photocopies of documents retained in Central Registry (see  
W.J. Thorne, Central Registry, memo to Archivist, 22 Feb. 1974).

Abstract of <sup>grant</sup> site of Trinity College. 13 Nov. 1871.  
Memorandum of Agreement made between the Universities of  
Melbourne, Adelaide, Tasmania, Queensland and Western Australia  
and the Department of Public Instruction, New South Wales,  
on behalf of the State Conservatorium of Music, New South Wales.  
26 Feb. 1943.

Extracts from the Will of the late I.D. Wyselaskie,  
n.d.

J.C.V. Behan, Warden, Trinity College, to Registrar, concerning  
arrangements for the reconstruction of Tin Alley, 10 Aug. 1945; Behan  
to Registrar, 12 Oct. 1945; Arthur F. Fox, Secretary of the  
Roman Catholic Trusts Corporation for the Diocese of Melbourne to  
Registrar, received 4 Oct. 1945; Agreement between Lord Mayor,  
Councillors and Citizens of Melbourne and University, 10 Nov. 1945.