



THE UNIVERSITY OF MELBOURNE ARCHIVES

NAME OF COLLECTION	UNIVERSITY OF MELBOURNE COUNCIL. ADMINISTRATIVE COMMITTEE
ACCESSION NO	2005.0045 and 2003.0049
CATEGORY	University, official
ACTIVITY	University committee
DATE RANGE	1976-1980
SIZE OF COLLECTION	29 Vols
HISTORICAL NOTE	<p>The Committee which came to be known as the Administrative Committee, and which held its first meeting on the 8th July 1965, was previously known as: Staff Appointments Committee (up to 27/1/1965); Committee on Senior Executive Officers (to 3/3/1965); Committee on Senior Administrative Officers (to 11/5/1965); Staff Appointments Committee (up to 8/7/1965). The structure and function of this committee evolved from recommendations made by the Working Group of the Committee to Investigate the Administrative Structure of the University set up in April 1964 and which still met even after the Administrative Committee was established. The Committee's objectives were to investigate the academic and business administrative structures of the University and to make recommendations for a more efficient functioning of the University. As a result of the findings of the Working Group, terms of reference for the Administrative Committee were proposed in 1966, however two years later these were redefined, and at a meeting of Council on the 6th May 1968 the relationship of the Committee to Council and its functions were set out in full. The Committee meets (as at 1998) on a weekly basis.</p>
DATE OF TRANSFER	7 th Dec 2004
ACCESS CONDITIONS	Access: Restricted
DESCRIPTION	UM458. Minute Books, 1976-1980
LISTED BY	
DATE	8 th Dec 2004

UNIVERSITY OF MELBOURNE RECORDS MANAGEMENT PROGRAM SERIES DETAIL REPORT



Series Number:	UM 458
Creating Agency:	Administrative Committee
Series Title	Minute Books of the Administrative Committee
Date Range:	1965 -
Descriptive Note	<p>The committee which came to be known as the Administrative Committee and which held its first meeting on the 8th of July 1965 was previously known as:</p> <ul style="list-style-type: none"> -Staff Appointments Committee (up to 27/1/65) -Committee on Senior Executive Officers (up to 3/3/65) -Committee on Senior Administrative Officers (up to 11/5/65) -Staff Appointments Committee (up to 8/7/65) <p>The structure and function of this committee evolved out of the recommendations made by the Working Group of the Committee to Investigate the Administrative Structure of the University set up in April 1964 and which still met even after the Administrative Committee was established. The committee's objectives were to investigate the academic and business administrative structures of the University and to make recommendations for a more efficient functioning of the University in regard to the results of the investigation. As a result of the findings of the working group, terms of reference for the Administrative Committee were proposed in 1966-however, two years later these were redefined, and at a meeting of Council on the 6th of May 1968 the following recommendations regarding the Administrative Committee were made:</p> <ul style="list-style-type: none"> (a) the Administrative Committee should be established as a committee of Council; (b) its composition should be: <ul style="list-style-type: none"> The Vice-Chancellor The Deputy Vice-Chancellor The Chairman of the Professorial Board The Vice-Chairman of the Professorial Board The Vice-Principal The Registrar (c) its functions should be : <ul style="list-style-type: none"> (i) to supervise the management of the University subject to the statutes and regulations and to decisions of Council (ii) to advise the Vice-Chancellor and other Officers of the University who exercise powers delegated by Council whenever such an officer may choose to ask the advice of this Committee (iii) to forward its views as recommendations on any matter coming before it, for which a delegated authority is not held, to the committee of Council which ordinarily or properly deals with such items. In the case of urgent matters the Administrative Committee may make recommendations direct to Council (iv) to consider and report to appropriate bodies on the co-ordination and development of the administration of the University. (d) the Council should require the minutes of the Administrative Committee to be laid on the table before each meeting of the Council and should direct the Vice-Chancellor to draw the Council's attention to important matters dealt with by the Committee which are not the subject of recommendations by the Administrative Committee to other committees of Council. <p>As outlined in the Vice-Chancellor's Building on Quality - Proposals for the Modification of Committee Structures, Planning Processes and Reporting Procedures of February 1996, it was proposed that the Administrative Committee, a committee of Council, would report to the Office of the Vice-Chancellor and, where appropriate, through the Vice-Chancellor to Council. The committee meets (as at 1998) on a weekly basis.</p>

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Summary of Contents

Bound alongside the minutes of the Administrative Committee are copies of the rough minutes of the Staff Appointments Committee, the Committee of Senior Executive Officers, the Committee of Senior Administrative Officers and the Staff Appointments Committee. The date range of these being January to July 1965.

The minutes of the Administrative Committee cover the administrative aspects of the following areas:

Academic salaries; Administration; Leave for individual staff; Travel grants for individual staff; Conferences; Individual staff allowances; Overseas visits; Faculty and departmental administration; Staff housing-administration and loans; Reports of the Working Group of the Committee to Investigate the Administrative Structure of the University; Recommendations to Council and Finance Committee; Accommodation; Insurance; University relations with external bodies including other universities; Child care; University Accounting; Strategic Planning; Other committees of Council; Students and Student Services; Subscriptions; Staff superannuation; Senior staff appointments-Academic and General; Reports; Scholarships, bursaries, prizes and awards; Safety and Legislation.

Format Volumes Arrangement Chronological

Last Amendment Date Wednesday, 23 September 1998

Archives Note Transferred to University Archives - September 2000

1976 - 1977 volumes transferred to University Archives in July 2003.

Related Series Archive Transfer Ref: 89, 96

Inventory

Item no	Transfer no.	Series no.	Description	Date	Box id	Unit
14-24	2003021	458	Administrative Committee Minutes	1976		2
25-34	2003021	458	Administrative Committee Minutes	1976		3
35-42	2003021	458	Administrative Committee Minutes	1976		4
43-49	2003021	458	Administrative Committee Minutes	1976		5
1-10	2003021	458	Administrative Committee Minutes	1977		6
11-15	2003021	458	Administrative Committee Minutes	1977		7
16-22	2003021	458	Administrative Committee Minutes	1977		8
23-29	2003021	458	Administrative Committee Minutes	1977		9
30-43	2003021	458	Administrative Committee Minutes	1977		10
44-50	2003021	458	Administrative Committee Minutes	1977		11
1-12	2003/021	458	Administrative Committee Minutes	1976		1
1978 A	2004035	458	Administrative Committee Minutes	1978	2004/035/0001	12
1978 B	2004035	458	Administrative Committee Minutes	1978	2004/035/0002	13
1978 C	2004035	458	Administrative Committee Minutes	1978	2004/035/0003	14

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1978 D	2004035	458	Administrative Committee Minutes	1978	2004/035/0004	15
1978 E	2004035	458	Administrative Committee Minutes	1978	2004/035/0005	16
1978 F	2004035	458	Administrative Committee Minutes	1978	2004/035/0006	17
1979 A	2004035	458	Administrative Committee Minutes	1979	2004/035/0007	18
1979 B	2004035	458	Administrative Committee Minutes	1979	2004/035/0008	19
1979 C	2004035	458	Administrative Committee Minutes	1979	2004/035/0009	20
1979 D	2004035	458	Administrative Committee Minutes	1979	2004/035/0010	21
1979 E	2004035	458	Administrative Committee Minutes	1979	2004/035/0011	22
1979 F	2004035	458	Administrative Committee Minutes	1979	2004/035/0012	23
1980 A	2004035	458	Administrative Committee Minutes	1980	2004/035/0013	24
1980 B	2004035	458	Administrative Committee Minutes	1980	2004/035/0014	25
1980 C	2004035	458	Administrative Committee Minutes	1980	2004/035/0015	26
1980 D	2004035	458	Administrative Committee Minutes	1980	2004/035/0016	27
1980 E	2004035	458	Administrative Committee Minutes	1980	2004/035/0017	28
1980 F	2004035	458	Administrative Committee Minutes	1980	2004/035/0018	29

UNIVERSITY OF MELBOURNE RECORDS MANAGEMENT PROGRAM TRANSFER INTO RMP DETAIL REPORT



Transfer number: 2004/035
 Transferring agency: Minutes Office
 Transfer title: Committees of Council - Administrative Committee

Start date: 1978 End date: 1980 Transfer date: 07-Dec-04
 Quantity in metres Quantity boxes: 18 Volumes Agency contact: Leanne Dyson

Descriptive note: This transfer consists of the formal bound minutes and papers of the Administrative Committee of Council.

 Held in the custody of the minutes office, it has been registered as a transfer to RMP, for the purpose of facilitating transfer to University Archives.
 Series Designation: UM458

Archives note:

Transfer received Electronic transfer list Paper transfer list Disposal status: Continuing Retenti

Archive transfer ref: Disposal authority ref: RDS 16: 28.2

Inventory Details

<i>Box Number</i>	<i>Destro</i>	<i>Trans</i>	<i>Date</i>	<i>Disp Action</i>	<i>Area</i>	<i>Shelf</i>
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2004 / 035 / 0002	<input type="checkbox"/>	<input type="checkbox"/>		RP	RPBS	01/05/03
2004 / 035 / 0003	<input type="checkbox"/>	<input type="checkbox"/>		RP	RPBS	01/05/03
2004 / 035 / 0004	<input type="checkbox"/>	<input type="checkbox"/>		RP	RPBS	01/05/03
2004 / 035 / 0005	<input type="checkbox"/>	<input type="checkbox"/>		RP	RPBS	01/05/03

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2004 / 035 / 0016	<input type="checkbox"/>	<input type="checkbox"/>	RP	RPBS	01/05/04

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2004 / 035 / 0018	<input type="checkbox"/>	<input type="checkbox"/>	RP	RPBS	01/05/04