



## THE UNIVERSITY OF MELBOURNE ARCHIVES

<b>NAME OF COLLECTION</b>	UNIVERSITY OF MELBOURNE COUNCIL. EXECUTIVE COMMITTEE
<b>ACCESSION NO</b>	2005.0046 and 2003.0035
<b>CATEGORY</b>	University, official
<b>ACTIVITY</b>	University committee
<b>DATE RANGE</b>	1976-1980
<b>SIZE OF COLLECTION</b>	6 Volumes
<b>HISTORICAL NOTE</b>	<p>Executive Committee of Council was established in 1876, meeting first on 12 June that year. It has advisory as well as executive functions, its general function being to act on behalf of Council for all matters except legislation between the last regular Council meeting in December and the first full Council meeting in March, and on urgent matters and routine matters except legislation between Council meetings. In addition, the Executive Committee has the following functions: advising Council on the naming of buildings; acting for Council in respect to University Appeals which do not fall into the terms of the Vice-Chancellor's responsibility; exercising standing authority, which is also held by the Finance Committee, to authorize the obtaining of interim death cover when future salary increases are known in advance and will have retrospective effect. The minutes of the Committee are dated 1876-1886 and from 1971 on. Though the Committee existed from 1887 until 1970, no meeting papers can be found for those years.</p>
<b>DATE OF TRANSFER</b>	7 <sup>th</sup> Dec 2004
<b>ACCESS CONDITIONS</b>	Access: Restricted
<b>DESCRIPTION</b>	UM460. Executive Committee Minutes 1976-1980
<b>LISTED BY</b>	
<b>DATE</b>	8 <sup>th</sup> Dec 2004

# UNIVERSITY OF MELBOURNE RECORDS MANAGEMENT PROGRAM SERIES DETAIL REPORT



Series Number:	UM 460		
Creating Agency:	Executive Committee		
Series Title	Minute Books of the Executive Committee		
Date Range:	1876 -		
Descriptive Note	<p>The Executive Committee is a formal committee of the University Council.</p> <p>The minute books for this series are dated 1876-1886 and from 1971 to the present. Though the committee existed from 1887 until 1970, no meeting papers can be found for those years.</p> <p>The Executive Committee of Council was established in 1876 and held its first meeting on the 12th of June of that year. The general function of the committee was and is to act on behalf of Council for all matters except legislation between the last regular Council meeting in December and the first full Council meeting in March and on urgent matters and routine matters except legislation between Council meetings.</p> <p>In addition to this, the Executive Committee has the following functions:-          Advising Council on the naming of buildings-To act for Council in respect to University Appeals which do not fall into the terms of the Vice-Chancellor's responsibility.-To exercise a standing authority which is also held by the Finance Committee to authorize the obtaining of interim death cover when future salary increases are known in advance and will have retrospective effect.</p> <p>Contents:</p> <p>The first volume in the series, dated 1876-1886 includes details of accounts examined and recorded for payment; Student matters and requirements; Decisions referred to and from Council; Recommendations made to Council; Professorial Board resolutions; Appointment of University Booksellers; The presentation of a gift from Queen Victoria to the University-publication titled "More Leaves from the Journal of a Life in the Highlands"; details of subjects; Fines for late entry; Fees; Scholarships; Examinations; Requests for updating of accommodation and recommendations to Council that the fees for the Clinical Practice of physicians and surgeons at Melbourne Hospital be collected by the University.</p> <p>Current volumes include matters such as:</p> <p>Council agendas and resolutions; Vice-Chancellors' reports; Naming of buildings; Appeals; Reports from boards and committees; Chairs; Professorial Appointments; Directorships; Exhibitions; Bequests, funds and donations; Bursaries; Centres and Institutes; HECS (Higher Education Contribution Schemes); Occupational Health and Safety and Safety Health and Risk Management; Salaries; Retirements; Termination of appointment; Faculties; Departments; Legislation and Statutes; Funds and Grants.</p> <p>Note on Format</p> <p>Leather-bound volumes. Handwritten as well as typed entries on lined paper. Late twentieth century records typed on white paper.</p>		
Format	Leather-bound volumes	Arrangement	Chronological
Last Amendment Date	Wednesday, 20 September 2000		
Archives Note	Pre 1976 material transferred to University Archives - January 2000		

# UNIVERSITY OF MELBOURNE RECORDS MANAGEMENT PROGRAM SERIES DETAIL REPORT



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

Related Series

Archive Transfer Ref: 81, 96

## Inventory

Item no	Transfer no.	Series no.	Description	Date	Box id
	2003033	460	Executive Committee Minutes	1977	
	2003/033	460	Executive Committee Minutes	1976	
	2004037	460	Executive Committee Minutes	1978	2004/037/0001
	2004037	460	Executive Committee Minutes	1979	2004/037/0002
1980 A	2004037	460	Executive Committee Minutes	1980	2004/037/0003
1980 B	2004037	460	Executive Committee Minutes	1980	2004/037/0004

# UNIVERSITY OF MELBOURNE RECORDS MANAGEMENT PROGRAM TRANSFER INTO RMP DETAIL REPORT



Transfer number: 2004/037  
 Transferring agency: Minutes Office  
 Transfer title: Committee of Council - Executive Committee - Minute Books

Start date: 1978      End date: 1980      Transfer date: 07-Dec-04  
 Quantity in metres      Quantity boxes: 4 Volumes      Agency contact: Leanne Dyson

Descriptive note: This transfer consists of a partial run of University Series UM460.  
 These are the original bound and signed minute books, and have been registered as a transfer to RMP, only in order to facilitate transfer to archives.

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>
2004 / 037 / 0001	<input type="checkbox"/>	<input type="checkbox"/>		RP	RPBS	02/03/04
2004 / 037 / 0002	<input type="checkbox"/>	<input type="checkbox"/>		RP	RPBS	02/03/04
2004 / 037 / 0003	<input type="checkbox"/>	<input type="checkbox"/>		RP	RPBS	02/03/04
2004 / 037 / 0004	<input type="checkbox"/>	<input type="checkbox"/>		RP	RPBS	02/03/04