

 <p>THE UNIVERSITY OF MELBOURNE</p>	THE UNIVERSITY OF MELBOURNE ARCHIVES
NAME OF COLLECTION	Citizens Welfare Service Of Victoria
ACCESSION NO	1980.0087
CATEGORY ACTIVITY	Community and Political, organisations Welfare organisations
DATE RANGE	1887-1968
SIZE OF COLLECTION	182 type 1 boxes, 1 volume
HISTORICAL NOTE	The Citizens' Welfare Service of Victoria was established as the Charity Organisation Society in 1887 to help coordinate Melbourne's charitable and welfare organisations. It adopted the name Citizens' Welfare Service in 1947, reflecting a change in its activity towards case-work counseling. It is now known as the Drummond Street Relationship Centre Inc.
DATE OF TRANSFER	29 April 1980
ACCESS CONDITIONS	Restricted This collection may not be available for immediate retrieval. Please discuss with Archive staff. See access note below.
DESCRIPTION	Minute books of executive committee minutes 1887-1968[gap]; child protection committee minute book 1903-1923; minute book of Victorian Provident Aid Society 1906-1961; minute book of the Victorian Institute of Hospital Almoners 1937-1943; case records 1903-1966; index names and statistical particulars of clients 1948-1960.
LISTED BY	Audrey Baird
DATE	24 July 1980

Access Note: Much of the collection is open to researchers although case files and other parts of the collection containing sensitive personal information will require permission from the organisation that created the records as well as completion of a deed of undertaking to anonymise research findings. Further information, including detailed finding aids, and more advice about access conditions is available through the UMA online catalogue. To access the collection contact the UMA reference service: archives@archives.unimelb.edu.au or 8344 6848

UNIVERSITY OF MELBOURNE ARCHIVES

RECORDS RECEIVED INTO CUSTODY.

NAME: CITIZENS WELFARE SERVICE OF VICTORIA

ADDRESS:

TRANSFEROR:

DATE OF TRANSFER: Completed July 1980.

MAIN ACTIVITY: Social Welfare Agency.

INCLUSIVE DATES:

GENERAL NOTE: This organisation was established in 1887 as the Charity Organisation Society. There was intermittent contact between this Society and its counterpart of the same name in London.

In its early years the Society rented premises at 102a La Trobe Street, Melbourne, at 2 Johnston Street, Collingwood, at 65 Temple Court Melbourne, and at 36 Russell Street, Melbourne, but by 1903 they were installed at 47 Collins Place, Melbourne, where they remained until 1925. At this time the headquarters was moved to Morris House on the corner of Lt. Collins and Exhibition Streets. Another move was made in 1958 when they went to 62 Victoria Parade, East Melbourne, then finally in 1965 the move was made to their current address at 197 Drummond Street, Carlton.

In 1947 the name of the organisation was changed to the Citizens Welfare Service of Victoria. The organisation has always been a private, non-denominational social welfare agency.

In the early period it was an aim of the Charity Organisation Society to co-ordinate the work of Melbourne's charitable and relief-giving organisations. Emphasis was placed on careful investigative procedures. After World War II, with more trained social workers available, the emphasis of the service moved towards case-work counselling though the agency continued to give material assistance, particularly in the provision of hearing-aids. At present (1980) the C.W.S.V. is a psycho-therapy and counselling agency with no relief-giving function.

A surprisingly small number of files are missing from the 47,000 case histories covering the years 1921 to 1966 and they offer a rare perspective on the problems of the underprivileged section of the community during these 45 years. The case histories also illustrate the changes in social work practice over the period. Several of Victoria's most prominent and innovative social workers worked for this organisation, including Alison Player, Len Tierney and Concetta Benn.

GENERAL NOTE: (cont.)

The records consist of the Minute Books of the Organisation's Executive Committee meetings from its inception to 1968; a Minute Book of the meetings of the Standing Committees of the Council of the Charity Organisation Society, 1903-1924; a Minute Book of the Provident Aid Society, 1906-1961.

LIST OF RECORDS

- GROUP 1. MINUTE BOOKS
- GROUP 2. CASE RECORDS

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<u>GROUP 1.</u>		<u>MINUTE BOOKS OF EXECUTIVE COMMITTEE MEETINGS.</u>
Unit 1	1/1	2 June 1887 - 4 Dec. 1888. Pages not numbered, no index. Covers 68 meetings, average of 3 pages per meeting.
	1/2	12 Dec. 1888 - 17 Mar. 1893. 469 pages, paginated but not indexed. Includes: minutes of some special purpose meetings; minutes of Conference of Hospital Delegates to discuss the best means of preventing impositions on the Hospitals, 21 Nov. 1889, page 110; minutes of 2 meetings of representatives of the Ladies Benevolent Societies to discuss amalgamation and the establishment of a Central Board of Management, 10 Nov. 1892, page 421, 8 Dec. 1892, page 455.
	1/3	21 Mar. 1893 - 29 Nov. 1897. 558 pages - paginated but not indexed.
	1/4	7 Dec. 1897 - 23 June 1903. 558 pages - paginated but not indexed.
Unit 2	1/5	7 July 1903 - 8 Aug. 1910. 558 pages - paginated, with an index.
	1/6	22 Aug. 1910 - 4 Sept. 1922. 956 pages - paginated with an index.
Unit 3	1/7	18 Sept. 1922 - 24 Jan. 1927. 574 pages - paginated but not indexed.
	1/8	24 Jan. 1927 - 14 Dec. 1931. 332 pages - paginated with an index.
	1/9	25 Jan. 1932 - 21 Dec. 1936. 336 pages - paginated with an index.
	1/10	18 Jan. 1937 - 16 Dec. 1940. 244 pages - numbered (in pencil) with an index.
Unit 4	1/11	13 Jan. 1941 - 17 Dec. 1945. 255 pages - numbered (in pencil) with an index.
	1/12	14 Jan. 1946 - 20 Dec. 1948. 165 pages - numbered (in pencil) with an index. Includes certified Balance sheets, monthly financial statements. Records change of name of organisation, p. 91.

GROUP 1. MINUTE BOOKS (cont.)

- Unit 4 1/13 24 Jan. 1949 - 17 Dec. 1951.
121 pages - numbered in pencil with an index.
Includes certified Balance Sheets and monthly financial statements.
- 1/14 25 Jan. 1952 - 19 Dec. 1956.
186 pages, numbered in ink with an index, includes as in 13.
Includes paper by Mr Greig Smith 'The Development of Voluntary Social Work in Australia', page 14.
- 1/15 21 Jan. 1957 - 15 Dec. 1960.
Pages numbered to 206, includes as in 13.
- Unit 5 1/16 15 Feb. 1961 - 11 Dec. 1963.
Not paginated or indexed.
Includes as in 13.
- 1/17 12 Feb. 1964 - 24 Nov. 1966.
Not paginated, not indexed.
Includes as in 13.
Yearly analysis of caseload services 1960-65 interleaved.
28 Feb. 1966.
- 1/18 16 Feb. 1967 - 21 Oct. 1968.
Not paginated, not indexed.
Includes as in 13.
Includes minutes of meetings of Executive sub-committees.
- 1/19 Volume labelled "Child Protection Committee Minute Book and Sundry Meetings". Contents are:
Child Protection Committee 16 June 1903 - 13 Feb. 1907.
Housing Committee 6 May 1910 - 5 Aug. 1910.
Hospital Representation Conference 4 May 1903 - 9 May 1904.
Staff and Finance Sub-Committee 2 May 1910 - 14 July 1911.
Unemployment Conference 22 April 1915.
Juvenile Street Trading Committee 11 Dec. 1913 - 30 Oct. 1914.
Organisation of Relief Work 25 Mar. 1919 - 19 Sept. 1924.
Non Medical Charities on Charities Bill 29 Oct. 1920 - 10 Mar. 1921.
(Also includes loose leaf interleaved agenda and notes, including shorthand, re conference 12 May 1921.)
Suggested conference on Charities, Aug. 1923.
(Loose leaf interleaved, front cover.)
Conference of Maternity Homes, 22 June 1922.
(Loose leaf interleaved, front cover, draft minutes, including shorthand.)

 GROUP 1. MINUTE BOOKS (cont.)

- Unit 6 1/20 Minute Book of the Victorian Provident Aid Society.
2 Mar. 1906 - 25 July 1961.
574 pages - paginated but not indexed.
- 1/21 ** Minute Book of the Victorian Institute of Hospital Almoners.
17 Feb. 1937 - 15 Dec. 1943.
219 pages, numbered in pencil with an index. Includes
minutes of meetings of the Council, the Executive Committee
and Sub-committees. Interleaved are a report by Directors
of Training on age of entry of students, page 85; report of
conference between representatives of Vic. Institute of
Hospital Almoners and Anti-Cancer Council, page 154; letter
to Secretary General of the Australian Red Cross Society,
page 205.

 GROUP 2. CASE RECORDS

- 2/1 Unit 182 One archives box containing 4 case records from
23 Aug. 1903 to 19 Feb. 1921.
- Units 7 - 181 218 archives boxes containing case records, chronologically
ordered and consecutively numbered (with the agency's
numbering system retained for the purposes of this list), from
file number 31,100 9 Sept. 1921 to file number 79,001, 6 Sept.
1966.
Note: numbers and dates of the first and last files contained
in each box are noted on the outside of the box, also the
file numbers of those that are missing.
- Unit 183 2/2 A large loose-leaf index gives names and statistical
Item 1980.0087.0001 particulars of clients who applied to the agency between
July 1948 and July 1960.

Audrey Baird
24 July 1980.

- ** 1/21 Minute book of the Victorian Institute of Hospital Almoners.
Note: By agreement with the Department of Social Studies the
main body of the records held by the Department will be
transferred to Archives, including one minute book which
is currently estray.