



THE UNIVERSITY OF MELBOURNE ARCHIVES

**NAME OF
COLLECTION**

Dental Hospital Melbourne (1899-1969)+

**Also known as the Melbourne Dental Hospital (1890-1899) and
The Royal Dental Hospital Melbourne (1969-ct)**

ACCESSION NO

2005.0075

CATEGORY

Business, organisations

ACTIVITY

Educational Institution

DATE RANGE

1890 - 1989

**SIZE OF
COLLECTION**

6 .1 linear metres [19 type 1 archive boxes; 9 type 4.1 archive boxes; 8
volumes; 10 oversize photographs, plans and items of ephemera]

HISTORICAL NOTE

The Dental Association of Victoria, established in 1889, was instrumental in establishing the Dental Hospital. A public meeting called by the Association was held at the Melbourne Town Hall on 4 July 1890. This meeting resulted in the establishment of the Dental Hospital.¹ The Hospital was initially located in 239 Lonsdale Street, Melbourne² and later 189-191a³ for the treatment of the poor. Members of the Society gave their services free of charge and assisted in the teaching and training of dental students. In 1907 the hospital moved to the premises owned by the Australian College of Dentistry in 193 Spring Street, Melbourne.

The hospital was incorporated under the name of the "The Melbourne Dental Hospital" pursuant to Section 4 of the *Hospital and Charities Act 1890* by Order in Council published in the *Government Gazette* 30 August 1899. Name changed to The Dental Hospital Melbourne.⁴

A further name change occurred in November 1969 when the hospital was renamed The Royal Dental Hospital Melbourne⁵.

From its commencement the hospital was administered by a Council, elected by subscribers and life governors. During the period 1897 to mid 1926 most members of the Council were also members of the council of the Australian College of Dentistry. Records provide evidence of joint meetings of the Councils of both bodies as well as special meetings of the separate councils. This practice continued up to mid 1926 when the two Councils commenced holding separate Council meetings. Various reasons for this have been put forward. The main reason appears to have been a requirement under the Hospitals and Charities Act for the hospital to be clearly seen as a separate entity.

In 1925 the Charities Board made its first formal grant of £100 to the Hospital. This was followed by further grants until in 1937 the Charities Board upgraded the status of the Hospital from that of 'Sundry Benevolent Homes' to 'Other Public Hospitals'. This upgrade meant that the Board became more interested in the day to day operations of the Hospital.⁶ This involvement continues today in the successors to the Charities Board.

¹ Atkinson, H.F., *The Centenary of the Royal Dental Hospital of Melbourne 1890-1990*, printed by Waterwheel Press, 1990, p 1.

² *The Victoria (Wise's) Post Office Commercial Directory 1897-98*. H. Wise & Co, Melbourne, 1898, p 47.

³ *Sands and McDougall's Melbourne, Suburban and Country Directory for 1905*. Sands and McDougall, South Melbourne 1905, p 52.

⁴ Order in Council 10 July 1942, *Victorian Government Gazette* 15 July 1942.

⁵ Order in Council 11 November 1969,

⁶ Atkinson, op cit, p 7.

	<p>Planning for a new dental hospital began in the 1920s. Minutes of the Council of the Australian College of Dentistry and the Council of the Dental Hospital indicate that discussion and lobbying of the Government were well under way by 1927. In 1935 the site of the former Haymarket in Grattan Street, Parkville was chosen as the preferred site for the new hospital.⁷ Problems of funding and ownership of the proposed site delayed the commencement of construction until the mid 1950s.</p> <p>The new building, along with its teaching facilities was officially opened in 1963 by the then Premier Sir Henry Bolte. The hospital provided a range of dental services and for the teaching of dental students, dental nurses and dental technicians. In 2003 the hospital moved into its fifth home, 720 Swanston Street, Melbourne.</p> <p>From 1904 when the then Australian College of Dentistry became affiliated with the University of Melbourne the Dental Hospital has played a role in the provision of dental education in Victoria. Over the years the Faculty of Dentistry, later Dental Science, and the Hospital have worked closely in curriculum areas of dental education.</p> <p><i>Useful publications:</i></p> <p>Atkinson, H.F., <i>In defence of ivory towers : the history of the Royal Dental Hospital of Melbourne</i>, typescript ; illustrated by mounted photographs.</p> <p>Atkinson, H.F. <i>The Centenary of the Royal Dental Hospital of Melbourne 1890-1990</i>, printed by Waterwheel Press, Melbourne, 1990</p>
DATE OF TRANSFER	Previously part of Accession 86/25, 94/85, 99/51, 104/48
ACCESS CONDITIONS	Open
NOTE ON COLLECTIONS	<p>The records in this accession were transferred to Archives from the Dental History Museum over a number of years. In some instances the records were not formally accessioned. In 2005 a project was undertaken to consolidate and document the various records held at Archives that had over time been created by entities involved with Dental education.</p> <p>Some items in this accession were catalogued in the Dental Museum's Heritage Documentation Management System catalogue prior to transfer to the University of Melbourne Archives. These items are identified in this listing at the end of the item description. For example: "Item 24/54 – Past Trainee Association/Graduate Nurses Association [DMC01646]"</p> <p>Some items are not available for access.</p>

⁷ See *Royal Melbourne Hospital Act*, 1935.

NOTE ON LISTING	This listing has been made possible by a Grant from the School of Dental Science, University of Melbourne.
LISTED BY	Bruce Smith
DATE	25 May 2006

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Box No	Series No	Description	Date
	1	Dental Hospital Melbourne Committee of Management, Minutes of Meetings	1890-1895
		<i>Series note:</i> Minutes of the meetings of the Hospital Committee of Management. Recording the decisions of the Committee and the activities of the Hospital.	
1	1/1	Minute Book	1890-1895
	2	Dental Hospital Melbourne Subscribers, Minutes of Meetings	1890-1895
		<i>Series note:</i> Minutes of the meetings of the Hospital Subscribers. Minutes record the decisions of the meeting and proposed actions.	
1	2/1	Minute Book	1890-1895
	3	Dental Hospital Melbourne/The Royal Dental Hospital Melbourne Committee of Management/Council, Minutes of Meetings	1931-1979 (with gaps)
		<i>Series note:</i> Minutes of the meetings of the Hospital Council. Recording the decisions of the Council and the activities of the Hospital. For the period 1897 to 1926 the Hospital Council and the Council of the Australian College of Dentistry were made up of the same people and meetings were held together. The minutes for the period prior to 1931 can be found with the Council Minutes of the Australian College of Dentistry (Accession No 105/74 Series 1). For more detail see the Historical Note above.	
Unit 29	O/S 3/1	Committee Minutes (folios 1-266)	1931-1939
Unit 30	O/S 3/2	Committee Minutes (folios 267-622)	1939-1951
Unit 31	O/S 3/3	Committee Minutes (folios 623-903)	1951-1959
	2 3/4	Committee Minutes (Rough)	1960-1962
	2 3/5	Council Minutes (Rough)	1962-1964
	2 3/6	Council Minutes (folios 1-191)	1963-1967
	2 3/7	Council Minutes (folios 192-275)	1967-1968
	2 3/8	Council Minutes	1969 (Jan – May)

Box No	Series No	Description	Date	
	3/9	Council Minutes	1969 (Jun – Nov)	
	3/10	Council Minutes (folios 199C–295C)	1975-1977	
	3/11	Council Minutes (folios 296C–364C)	1977	
	3/12	Council Minutes (Folio 355C–399C)	1977-1979	
	3/13	Index to Council Minutes	1938-c1944	
	4	Financial Records	1918-1957	
		<i>Series note</i> This series comprises the surviving financial records for the Hospital up to 1957.		
Unit 32	O/S 4/1	Cash Book	1918-1923	
Unit 33	O/S 4/2	Cash Book	1924-1931	
Unit 34	O/S 4/3	Cash Book	1932-1942	
Unit 35	O/S 4/4	Cash Book	1944-1949	
	3	4/5	Cash Book	1942-1952
Unit 36	O/S 4/6	Cash Book	1949-1953	
	4	4/7	Journal	1934-1960
	4	4/8	Ledger [DMC01595]	1903-1926
	4	4/9	Ledger [DMC01597]	1948-1957
		Committee Records		
		<i>Series note:</i> Minutes of the meetings of various Hospital Committees and Sub-Committees. Minutes record the decisions of the meetings and proposed actions. NB There is a separate Series for each Committee or Sub-Committee.		
	5	Building Investigation Committee		
	4	5/1	Minutes & papers	1970-1971
	6	Building Operations Committee		
	4	6/1	Minutes	1960-1962
	4	6/2	Minutes	1962-1963
	4	6/3	Minutes	1964-1965
	7	Clinical Audit Committee		
	4	7/1	Papers	1972-1973
	8	Conservative Clinical Committee		
	4	8/1	Minutes	1972-1973

Box No	Series No	Description	Date
	9	Consultative Committee	
4	9/1	Minutes	1978 (Feb – Nov)
	10	Dental Advisory Committee	
5	10/1a	Minutes	1965
5	10/1b	Minutes	1966-1967
5	10/2a	Minutes	1965
5	10/2b	Minutes (NB possibly committee Minutes & papers of Sir William Anderson)	1966-1967
6	10/3	Minutes	1966-1967
6	10/4	Minutes	1965-1967
6	10/5	Minutes	1965-1969
6	10/6	Index to Minutes	
	11	Dead Committees	
6	11/1	Dead Committees (Dental Technicians Training Committee, 1968-1974; Promotions & Salary Review Sub-Committee, 1971-1973; Joint Administrative Committee, 1973)	
	12	Dental Medicine & Surgery Clinical Committee	
6	12/1	Minutes	1972-1974
	13	Dental Nurses Training & Advisory Committee	
6	13/1	Minutes	1968-1977
		Dental Technicians Training Committee	
		see Dead Committees (Item 11/1)	
	14	Honorary Clinical Staff	
7	14/1	Minutes	1931-1933
	15	House Committee	
7	15/1	Minutes	1963-1968
7	15/2	Minutes	1968-1973
7	15/3	Minutes (Folios 1H – 74H)	1973-1974
7	15/4	Minutes (Folios 75H – 123H)	1974-1977
		Joint Administrative Committee	

Box No	Series No	Description	Date
		see Dead Committees (Item 11/1)	
	16	Joint Planning Committee	
7	16/1	Minutes	1968-1977
	17	Medical & Dental Consultative & Advisory Committee	
8	17/1	Minutes	1963-1968
8	17/2	Minutes	1968-1977
	18	Priorities Committee	
8	18/1	Minutes	1975-1976
		Promotions & Salary Review Sub-Committee	
		see Dead Committees (Item 11/1)	
	19	Prosthetic Clinical Committee	
8	19/1	Minutes	1972 - 1973
8	19/2	Papers	1972 - 1973
	20	Senior Dental & Medical Staff Committee	
9	20/1	Minutes	1966-1977
	21	Steering Committee to establish Clinical Committees	
9	21/1	Minutes	1970 - 1973
	22	Teaching Hospital Advisory Committee	
9	22/1	Minutes	1965-1968
	23	Meetings of Subscribers, Life Governors and Contributors	1929-1949 & 1972
		<i>Series note:</i> Minutes of the meetings of the Hospital Life Governors and Contributors. Minutes record the decisions of the meeting and proposed actions.	
9	23/1	Minutes of Annual Meetings and Special Meetings of Life Governors and Contributors [DMC01604]	1929-1941

Box No	Series No	Description	Date
9	23/2	Minutes of Annual Meetings and Special Meetings of Life Governors and Contributors [DMC01608]	1941-1949
10	23/3	File of papers for Annual General Meeting of Contributors, 1972 [DMC01642]	1972
	24	Subject Correspondence Files	1903-1989
		<i>Series note:</i> Most of the items in this series were salvaged by Prof H. Atkinson who has drawn the material together under particular subject headings arranged alphabetically by title in most instances titles have been given by Prof Atkinson. Titles of items in this series use Prof Atkinson's titling.	
10	24/1	Acts of Parliament	1952 & 1967
10	24/2	Administration – General	1971-1977
10	24/3	Agreement No 1 (between the University of Melbourne and the Dental Hospital	1960-1963
10	24/4	Australian Dental association – Pensioner Denture Scheme [DMC01615]	1972-1974
10	24/5	Australian Dental Association Standards Manuals. Educational Programmes for the Training of Chairside Assistants, Laboratory Technicians, Hygienists, Therapists	1977 (Jul)
10	24/6	Auxiliary [DMC01638]	1962-1963
10	24/7	Auxiliary [DMC01644]	1965-1968
10	24/8	Auxiliary [DMC01640]	1974-1975
10	24/9	Auxiliary [DMC01639]	1974-1978
10	24/10	Auxiliary [DMC01641]	1978-1979
10	24/11	Auxiliary [DMC01643]	1977-1984
10	24/12	Auxiliary (includes History of the Auxiliary 1928-1978)	1950-1978
11	24/13	Centenary 1995	
11	24/14	Clarke. Mr M	
11	24/15	Code of Practice for Radiation Hygiene in Dentistry. The National Health and Medical Research Council, Canberra	1967 (Oct)
11	24/16	Constitution and Rules (printed copy)	1924

Box No	Series No	Description	Date
11	24/17	Costs of Hospital Departments	1955-1974
11	24/18	Dental Alumni	1970s(?)
11	24/19	Dental Director	1971
11	24/20	Dental Nurses	1976-1984
11	24/21	Dental Submissions	1960s & 1970s
11	24/22	Dental Wives Association [DMC01653]	1966-1973
12	24/23	Fluoridation Council	1950s-1970s
12	24/24	General Correspondence [DMC01606]	1929-1930
12	24/25	General Correspondence [DMC01613]	1934-1935
13	24/26	General Correspondence [DMC01609]	1935 (Aug)
13	24/27	General Correspondence [DMC01614]	1937-1938
13	24/28	General Correspondence [DMC01645]	1940s & 1960s
13	24/29	General Correspondence – ‘A’ [DMC01607]	1940s
13	24/30	General Correspondence – ‘B’ [DMC01617]	1940s
13	24/31	General Correspondence – ‘B’ [DMC01616]	1940s
13	24/32	General Correspondence – ‘Lord Mayor’s Fund’ [DMC01647]	1940s
13	24/33	General Correspondence – ‘M’	1940s
14	24/34	General Correspondence – ‘N’ [DMC01607]	1940s
14	24/35	General Correspondence – ‘R’ [DMC01652]	1940s
14	24/36	General Correspondence – ‘U’ [DMC01648]	1940s
14	24/37	General Correspondence – ‘V’ [DMC01650]	1940s
14	24/38	General Correspondence – ‘W’ [DCM01649]	1930s & 1940s
14	24/39	General Correspondence – Letters of Appreciation & Special Letters [DCM01605]	1934-1936
14	24/40	Ham Committee – appointed to advise the Hospitals and Charities Commission, the University of Melbourne and the Dental Hospital Melbourne on the apportionment of maintenance costs in the Dental Hospital, as between the University of Melbourne and the Dental Hospital	1964

Box No	Series No	Description	Date
15	24/41	Hospital By-Laws	c1949-1977
		Ladies Auxiliary – see Auxiliary	
15	24/42	Management of Hospital	1935-1943
15	24/43	Master Plan Report. The Royal Dental Hospital of Melbourne/University of Melbourne, Faculty of Dental Science. Eggleston MacDonald & Secomb Architects, March 1978	1978
		Mobile Clinic – see New Building –General (Item 24/45)	
15	24/44	Name of the Hospital	1968-1989
15	24/45	New Building –General (includes a folder on the proposed Mobile Clinic, 1949-1962)	1936-1964
15	24/46	New Building (file No 2)	1941-1951
15	24/47	New Building (file No 2A)	1937-1946
15	24/48	New Building (file No 2B) – Sketch Plans	c1951
15	24/49	New Building (file No 3)	1951-1959
15	24/50	New Building - Management Accounting	1965-1966
16	24/51	New Building – Plans, Superintendent's File	
16	24/52	New Building – Floor Plans	1960s
16	24/53	Part-time Staff	1978-1979
16	24/54	Past Trainee Association/Graduate Nurses Association [DMC01646]	1968-1974
16	24/55	Patient Fees	1964-1975
16	24/56	Patient Records System/Procedures	1965 (Dec)
16	24/57	Patient Records System/Procedures	1970s
16	24/58	Perth Dental Hospital, Visit by W.R. Phillips	1977 (June?)
17	24/59	Planning Papers	1971-1975
17	24/60	Preliminary Survey of Hospital	1965
17	24/61	Professional Organisation. A submission to the Council from the Senior Dental and Medical Staff Committee, August 1969	1969 (Aug)
17	24/62	Proposed Curriculum for Student Dental Nurses, 2 nd Edition, 4 th May 1970	1970 (May)
17	24/63	Report to The Council of the Dental Hospital of Melbourne on Fluoridation. F. Storey, Professor of Conservative Dentistry	1964 (Feb)
17	24/64	Review of Cleaning Services	1964-1965
17	24/65	Review of Engineering Services	1966-1967
17	24/66	Salaries (CEO file)	
17	24/67	Secretary's Notes (includes amongst other things, press clippings, copies of correspondence, lists of students and timetables)	1903-1909
17	24/68	Seminar Report – The Education of the Dentist, Australian Dental Association and	1974 (May)

Box No	Series No	Description	Date
		Australian Dental research & Education Trust, Sydney, May 1974	
17	24/69	Senior Dental & Medical Staff	1966-1977
18	24/70	Specification of work to be done and materials to be used in the construction of the "Dental Alumni Research Foundation Centre" at "The Royal Dental Hospital Melbourne". (Stamped – Preliminary Only)	1970 (Jan)
18	24/71	Staff Manual, September 1963	1963 (Sep)
18	24/72	Statement on Dental Health by the Council of the Dental Hospital Melbourne, July 1964	1964 (Jul)
18	24/73	Villiers Street, North Melbourne	1970s
18	24/74	Ward (file 1)	1951-1984
18	24/75	Ward (file 2)	1961-1967
18	24/76	Ward 17	1966
18	24/77	Working Party	1975-1977
	25	Hospital History	
		<i>Series note</i> This series comprises an edited manuscript of the History of the Dental Hospital prepared by Prof Henry Atkinson. It is unknown how this manuscript varies from the final printed version of the history.	
18	25/1	History of the Hospital by Henry Atkinson Manuscript – Typescript with amendments [DMC01603]	
	26	Press Clippings	1943-1970
		<i>Series note:</i> Albums of newspaper cuttings taken mainly from Australian capital city dailies. The cuttings record activities relating to the Hospital or dentistry in general.	
19	26/1	Newspaper Cuttings – Album	1943-1970
19	26/2	Newspaper Cuttings – Children's Dental Health Week [DMC01607]	1956 (Sep)
	27	Life Governors and Hospital Subscribers	1944-1957
		<i>Series note:</i> Register listing Hospital Life-Governors and Subscribers.	
19	27/1	Register	1944-1957

Box No	Series No	Description	Date
	28	Opening of New Hospital Building	1962-1963
		<i>Series note:</i> Records relating to the official opening of the new Grattan Street Hospital Building in 1963.	
19	28/1	Tentative Invitation List	1962 (Jul)
19	28/2	File	1962-1963
	29	Visitors Book	
		<i>Series note</i> Visitors Book for the Hospital. Only one signature appears.	
19	29/1	Visitors Book	
	30	Patient Records	1946-1964
		<i>Series note</i> This series comprises a collection of Patient Records mainly relating to the 1946 to 1964. They have been retained to provide a view of the conditions that patients presented with to the hospital. In addition they provide an insight into the treatment undertaken at the hospital during this period.	
19	30/1	Case Book (one entry only) [DMC01596]	undated
20	30/2	Patient record Cards, Oral Surgery	1946-1964
21	30/3	Patient record Cards, Oral Surgery	1946-1964
22	30/4	Patient record Cards, Oral Surgery	1946-1964
23	30/5	Patient record Cards, Oral Surgery	1946-1964
24	30/6	Patient record Cards, Oral Surgery	1946-1964
25	30/7	Patient record Cards, Oral Surgery	1946-1964
26	30/8	Patient record Cards, Oral Surgery	1946-1964
27	30/9	Patient record Cards, Oral Surgery	1946-1964
28	30/10	Patient record Cards, Oral Surgery	1946-1964
	31	Photographs	
		<i>Series note</i> The origins of the material in this series appears to be the Dental Hospital. The photographs depict people, places and activities associated with the work of the Hospital or dentistry in general.	
Not currently available	O/S	Large mounted photograph of the former building occupied by the Hospital, 225 Lonsdale Street, Melbourne.	

Box No	Series No	Description	Date
		Collection of unsorted photographs depicting people, places and activities associated with the Hospital.	
	32	Ephemera	
		<i>Series note</i> Items of ephemera relating to the Hospital.	
2005.0075.00009	Q/S, Map Dr	32/1 Mounted photocopy of part of MMBW Plan of the City of Melbourne showing the locations (1, 2 & 3) occupied by the Hospital prior to 1963.	
2005.0075.00010	Q/S, Map Dr	32/2 Mounted photocopy of a site plan for the 'new' Dental Hospital, 1936-37.	
2005.0075.00011	Q/S, Map Dr	32/3 Photographic copy of first know sketch plans of the proposed Dental Hospital, 1941.	
2005.0075.00012	Q/S, Map Dr	32/4 Framed copy of a newspaper article about the 'new' Dental hospital, from <i>The Argus</i> , 26 June 1953.	
	33	Building Plans for New Dental Hospital	c1945-1979
		<i>Series note:</i> Building plans relating to the development of the new Dental Hospital, Grattan Street, Parkville.	
Not currently available	Q/S, Map Dr	33/1 Set of five (5) sketch elevations, early view by Percy Everett and Office of Frank Heath c1945. According to a note by Prof Atkinson 'later research shows that these views were prepared before 1942, probably June 1941'.	c1945
2005.0075.00014	Q/S, Map Dr	33/2 Set of five (5) Blue Prints of the 'New Dental School and Hospital' by P. Everett, Chief Architect, Public Works Department. Copies were sent to Prof Atkinson in UK 1951-1952.	1950
2005.0075.00015	Q/S, Map Dr	33/3 Set of seven (7) drawings of the Dental School and Hospital, Melbourne. Each plan is stamped 'Prof Amies'. The plans were prepared by Frank Heath, Architects, in conjunction with the Department of Public Works. The drawings are numbered 175-265, and are dated 2 April 1957.	1957
2005.0075.00016	Q/S, Map Dr	33/4 Set of eight (8) plans of the Melbourne Dental Hospital and Australian College of Dentistry. Drawn by Frank Heath, December 1958. Drawings are numbered 1 to 8 and are 1/8 inch equals one foot nine.	1958

Box No	Series No	Description	Date
2005.0075.00017	33/5	Set of seven (7) drawings of proposed 'lozenge extensions' to 711 Elizabeth Street. Drawings have no date or architect.	1976-1979 (?)

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