

Reference Number: **2014.0076**

Collection/Series Title: **FACULTY OFFICE, FACULTY OF  
AGRICULTURE AND FORESTRY  
GENERAL ADMINISTRATIVE FILES**

<b>Creator</b>	University Of Melbourne. Faculty Of Agriculture And Forestry
<b>Creator's Activity/Occupation</b>	University committee

#### Creator's Historical Note

Previous Control Number: UA10 The initial meeting of the Faculty of Agriculture took place on 15 December 1905, when Professor W. A. Osborne Professor of Histology and Physiology was elected Dean. However, despite the formation of a faculty there were no dedicated staff until 1911, and it was not until the 1920s that the School of Agriculture moved to develop its own identity in terms of staff, students and physical resources. In contrast the Faculty also moved to separate from the School and distinguish the Committee chaired by the Dean to be responsible for administration of academic matters. Then in 1973 the Victorian School of Forestry merged with the University of Melbourne to create the Faculty of Agriculture and Forestry. In 1986, the position of Dean of the single department Faculty passed from Dr Rolf Beilharz to Professor (of Forestry) Ian Ferguson. In 1990, Professor Egan assumed the Deanship for the traditional three years and was requested to extend by one year to the end of 1993. By this time, a number of the changes were planned for the Faculty by the University Administration. In 1994 Professor Robert White was appointed Acting Dean with two newly created departments the Department of Agriculture and the Department of Forestry. He continued in this role until 3 April 1995 when the Faculty of Agriculture, Forestry and Horticulture was formed. Then on the 1 July 1997 the University of Melbourne's Faculty of Agriculture, Forestry and Horticulture merged with the Victorian College of Agriculture and Horticulture to form the Institute of Land and Food Resources. In 2005 the department was renamed the Faculty of Land and Food Resources, in line with University convention.

#### Selected references:

Falvey, L. & Bardsley, B. 1997, Land and food: agricultural and related education in the Victorian Colleges and the University of Melbourne, Institute of Land and Food Resources, University of Melbourne, Parkville Victoria.

History, 2014, Melbourne School of Land and Environment, accessed  
<http://www.land-environment.unimelb.edu.au/about-us/our-faculty/history.html>

<b>Date Range of Collection/Series</b>	1968-1985
<b>Size/Extent</b>	15 boxes (1.80 m)
<b>Access Conditions</b>	Access: Restricted

#### Scope and Content of Collection/Series

Previous Control Number: UM317. In November 1979 the administrative files were converted to the faculty office file system designed by the Records Management Officer. Prior to this all files had been scattered across the faculty administration. All material from January, 1978 was incorporated into the new series, with some older material on prizes being carried forward. The system structured the administrative material under 11 primary headings: 1. University Council, Committees, Boards and those external committees where the Faculty is a member; 2. Staff; 3. Students; 4. Finance; 5. Awards, donations; 6. External organisations; 7. Buildings, accommodation; 8. Plant, equipment, furniture; 9. Publications, library; 10. Projects, activities; 11. Faculty Management. Secondary headings were also suggested but tertiary headings were to be allocated by faculty as appropriate. The series does not include minutes and agenda of faculty or committees of faculty. It contains membership and correspondence files relevant to all committees. Student information incorporated into the series is mainly of a policy nature (i.e. special consideration, assessment etc.), with individual student files comprising a distinct series. All scholarships, bursaries and prizes are recorded in this series as are student magazines or newsletters. Policy on examinations, requirement for practical work, course structures etc. are all contained within the series. Staff information is of a limited nature and is almost all duplicated by central staff records series. Much general administrative material is also contained in the series such as circulars; various intra-university events e.g. Discovery Day, Orientation Week; accommodation and building matters; student numbers and statistics; general enquiries etc. Information of historic interest can be found in the files covering the Strathfieldsaye working farm, Mount Derrimut and the Creswick School of Forestry.

<b>Collection Category</b>	University, official
<b>This document dated</b>	25/05/2015

**To request access to records on the list below via the University of Melbourne Archives  
Reading Room, quote the Unit/Box reference in full.**

<b>Unit/Box</b>	<b>Item Number</b>	<b>Title</b>	<b>Date Range</b>	<b>Description</b>
2014.0076 Unit 1	2014.0076.0001	Mount Derrimut Committee Correspondence and Membership	1978-1980	1-5-1 Part 1
2014.0076 Unit 1	2014.0076.0002	Joint Advisory Committee in Agricultural Extension - Correspondence and Membership	1978-1982	1-10-1 Part 1
2014.0076 Unit 1	2014.0076.0003	Strathfieldsaye Farm Sub-Committee, Part 1	1978-1980	1-11-1 Part 1
2014.0076 Unit 1	2014.0076.0004	Faculty Assembly of Agriculture and Forestry Correspondence and Membership	1977-1980	1-17-1 Part 1
2014.0076 Unit 2	2014.0076.0005	School Staff Meetings	1977-1981	1-19-1 Part 1
2014.0076 Unit 2	2014.0076.0006	Selection	1979	3-2-4 Part 1
2014.0076 Unit 2	2014.0076.0007	Selection	1980	3-2-5 Part 1
2014.0076 Unit 2	2014.0076.0008	Overseas Students Quotas and Selection	1978-1981	3-2-8 Part 1
2014.0076 Unit 3	2014.0076.0009	Diploma in Developmental Agriculture (Animal Production)	1978-1979	3-4-6 Part 1
2014.0076 Unit 3	2014.0076.0010	Electives	1978-1979	3-4-9 Part 1
2014.0076 Unit 3	2014.0076.0011	Electives	1980-1981	3-4-9 Part 2
2014.0076 Unit 3	2014.0076.0012	Budget Documents and Correspondence	1978-1979	4-1-1 Part 1
2014.0076 Unit 3	2014.0076.0013	Budget Documents and Correspondence	1980-1981	4-1-1 Part 2
2014.0076 Unit 3	2014.0076.0014	Budget Documents and Correspondence	1982	4-1-1 Part 3
2014.0076 Unit 4	2014.0076.0015	Elizabeth Ann Crespín Scholarships R.6.159	1972-1980	5-7-1 Part 1; Note on cover regarding Regulation 6.159, The Elizabeth and Crespín Scholarships

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2014.0076 Unit 4	2014.0076.0016	Richard W. S. Nicholas Agricultural Science Scholarship, Part 1	1974-1980	5-18-1 Part 1
2014.0076 Unit 4	2014.0076.0017	Mary Sloane Travelling Scholarship	1972-1981	5-25-1 Part 1
2014.0076 Unit 4	2014.0076.0018	The Henry Gyles Turner Scholarship	1973-1980	5-26-1 Part 1
2014.0076 Unit 5	2014.0076.0019	Student Numbers: Weight of Subject Unit (WSU), Part 1	1978	3-2-7 Part 1
2014.0076 Unit 5	2014.0076.0020	Student Numbers: Weight of Subject Unit (WSU), Part 2	1979	3-2-7 Part 2
2014.0076 Unit 5	2014.0076.0021	Research Grants, General	1978-1981	4-4-2 Part 1
2014.0076 Unit 5	2014.0076.0022	Faculty of Agriculture and Forestry Publications	1981-1982	9-2-1 Part 1
2014.0076 Unit 5	2014.0076.0023	Mount Derrimut Field Station Publications - Correspondence	1978-1981	9-2-2 Part 1
2014.0076 Unit 6	2014.0076.0024	Discovery Day	1978	10-1-1 Part 1
2014.0076 Unit 6	2014.0076.0025	Discovery Day	1979	10-1-1 Part 2
2014.0076 Unit 6	2014.0076.0026	Discovery Day	1980	10-1-1 Part 3
2014.0076 Unit 6	2014.0076.0027	Residential Staff Conference	1978-1979	10-3-2 Part 1
2014.0076 Unit 6	2014.0076.0028	Residential Staff Conference	1980	10-3-2 Part 2
2014.0076 Unit 7	2014.0076.0029	Student Numbers: Weight of Subject Unit (WSU), Part 3	1978-1980	3-2-7 Part 3
2014.0076 Unit 7	2014.0076.0030	Discovery Day, Part 4	1981-1983	10-1-1 Part 4
2014.0076 Unit 7	2014.0076.0031	Orientation Week, Part 1	1977-1983	10-1-2 Part 1
2014.0076 Unit 7	2014.0076.0032	Strathfieldsaye Farm Sub-Committee, Part 2	1981	1-11-1 Part 2; Note on cover "renamed 7 July 1981. See new file Strathfieldsaye Farm Management Committee".
2014.0076 Unit 7	2014.0076.0033	Strathfieldsaye Board of Management	1981-1982	1-11-2 Part 1

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<b>Unit/Box</b>	<b>Item Number</b>	<b>Title</b>	<b>Date Range</b>	<b>Description</b>
2014.0076 Unit 7	2014.0076.0034	Failures (Unsatisfactory Progress) Committee - Correspondence and Membership	1978-1982	1-12-1 Part 1
2014.0076 Unit 8	2014.0076.0035	Selection, Part 1	1981	3-2-6 Part 1
2014.0076 Unit 8	2014.0076.0036	Selection, Part 2	1982	3-2-6 Part 2
2014.0076 Unit 8	2014.0076.0037	Course Structure and Changes in Details of Subjects, Part 1	1976-1980	3-4-1 Part 1
2014.0076 Unit 9	2014.0076.0038	Creswick Victorian School of Forestry - Possible Affiliation, Part 1	1978	3-4-2 Part 1
2014.0076 Unit 9	2014.0076.0039	Creswick Victorian School of Forestry - Possible Affiliation, Part 2	1979	3-4-2 Part 2
2014.0076 Unit 9	2014.0076.0040	Subject Weights Statistics, Agricultural Science - Bachelor of Forestry Science, Part 1	1977-1981	3-4-15 Part 1
2014.0076 Unit 9	2014.0076.0041	J.M. Higgins Research Foundation, R6.44 (R7.123 - 1982), Part 1	1976-1982	5-13-1 Part 1; An extract of Regulation R6.44 / later R7.123 is pasted inside the file cover
2014.0076 Unit 9	2014.0076.0042	Law Somner Prizes Crop Physiology and Plant Pathology, Part 1	1968-1979	5-15-1 Part 1
2014.0076 Unit 9	2014.0076.0043	Richard W. S. Nicholas Agricultural Science Scholarship, Part 2	1981-1982	5-18-1 Part 2
2014.0076 Unit 10	2014.0076.0044	Research Grants	February 1982-March 1983	4-4-2 Part 2
2014.0076 Unit 10	2014.0076.0045	School of Agriculture and Forestry School Committee	February 1977-October 1979	1-18-1
2014.0076 Unit 10	2014.0076.0046	Strathfieldsaye Farm Management Committee, Part 3	June 1981 -December 1983	1-11-1 Part 3
2014.0076 Unit 10	2014.0076.0047	Mount Derrimut Committee: Correspondence and Membership, Part 2	January 1981-Novemb er 1983	1-5-1 Part 2

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2014.0076 Unit 10	2014.0076.0048	Faculty of Agriculture and Forestry Membership, Part 2	December 1980-November 1984	1-2-1 Part 2
2014.0076 Unit 10	2014.0076.0049	Overseas Students Quotas and Selection	December 1981-March 1983	3-2-8 Part 2
2014.0076 Unit 11	2014.0076.0050	Course Structure and Changes in Details of Subjects, Part 2	December 1980-November 1982	3-4-1 Part 2; Includes correspondence, memos, course structures, course approval requests etc.
2014.0076 Unit 11	2014.0076.0051	Faculty of Agriculture and Forestry Electives, Part 3	August 1981-March 1983	3-4-9 Part 3
2014.0076 Unit 11	2014.0076.0052	Bachelor of Forest Science, Part 2	1983	3-4-22 Part 2
2014.0076 Unit 11	2014.0076.0053	Bachelor of Agricultural Science, Part 1	June 1981-December 1983	3-4-23 Part 1
2014.0076 Unit 11	2014.0076.0054	Undergraduate Prizes, Scholarships and Awards, General, Part 1	1966-1982	5-1-1 Part 1
2014.0076 Unit 11	2014.0076.0055	Postgraduate Prizes, Scholarships and Awards, General, Part 3	1982	5-1-2 Part 3
2014.0076 Unit 11	2014.0076.0056	Basic Research Grant	1980-1982	4-4-1 Part 2
2014.0076 Unit 11	2014.0076.0057	Elizabeth Ann Crespin Scholarships Regulation 6.159, Part 2	March 1981-July 1983	5-7-1 Part 2; Includes details regarding inception of the scholarships inside the file cover, as enacted 23/7/1974
2014.0076 Unit 12	2014.0076.0058	The Henry Gyles Turner Scholarship, Part 2	March 1981-May 1983	5-26-1 Part 1
2014.0076 Unit 12	2014.0076.0059	A.M. White Scholarship, Part 1	April 1975-April 1981	5-29-1 Part 1
2014.0076 Unit 12	2014.0076.0060	C.C. Taylor Bursaries (Agricultural Science), Part 3	September 1980-June 1981	5-32-1 Part 2
2014.0076 Unit 12	2014.0076.0061	Dean's Annual Report, Part 1	July 1978-December 1983	11-12-1 Part 1
2014.0076 Unit 12	2014.0076.0062	Faculty Filing System, Part 1	April 1978-October 1982	11-1-4 Part 1

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2014.0076 Unit 12	2014.0076.0063	Student Numbers: Weight of Subject Unit (WSU), Part 2	January 1981-Novemb er 1982	3-2-7 Part 2
2014.0076 Unit 13	2014.0076.0064	Postgraduate Courses - Policy, Part 1	May 1978-Septemb er 1981	3-4-20 Part 1
2014.0076 Unit 13	2014.0076.0065	Creswick School of Forestry, Part 2	April 1980-June 1981	3-4-3 Part 3
2014.0076 Unit 13	2014.0076.0066	Agriculture and Forestry Faculty Newsletters, Part 1	March 1981-Decemb er 1983	9-2-3 Part 1
2014.0076 Unit 13	2014.0076.0067	Legislation, Part 2	July 1981-Novemb er 1982	11-1-9 Part 2; Regulations, Statutes etc. impacting upon assessment, course delivery etc.
2014.0076 Unit 13	2014.0076.0068	Residential Staff Conference, Part 3	November 1980-July 1982	10-3-2 Part 3; A note inside file states that there was no 1982 State Residential Conference
2014.0076 Unit 14	2014.0076.0069	Special Consideration Policy, Part 1	March 1979-Novemb er 1981	3-5-4 Part 1
2014.0076 Unit 14	2014.0076.0070	Examinations and Assessment, Part 5	February 1983-October 1983	3-5-3 Part 5
2014.0076 Unit 14	2014.0076.0071	Special Examinations, Part 2	October 1981-March 1984	3-5-13 Part 2
2014.0076 Unit 14	2014.0076.0072	Higher Degrees - General, Part 2	December 1978-Decemb er 1983	3-6-4 Part 2
2014.0076 Unit 14	2014.0076.0073	Doctor of Philosophy, Part 1	January 1978-July 1981	3-4-13 Part 1
2014.0076 Unit 14	2014.0076.0074	Tertiary Education Commission (TEC) Submissions, Part 1	February 1978- January 1979	4-6-1 Part 1
2014.0076 Unit 15	2014.0076.0075	Farm Work Employment, Part 1	September 1979-October 1982	3-4-20 Part 1
2014.0076 Unit 15	2014.0076.0076	Career and Information Publications	1975-Septemb er 1983	9-4-1
2014.0076 Unit 15	2014.0076.0077	School Staff Meetings, Part 2	March 1981-July 1985	1-19-1 Part 2

**End of List**