



THE UNIVERSITY OF
MELBOURNE

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NAME OF COLLECTION	Federated Clerks' Union Of Australia, Victorian Branch
ACCESSION NO	100/55
CATEGORY	Labour, organisations
ACTIVITY	Trade Unions
DATE RANGE	1942 - 1995
SIZE OF COLLECTION	404 archives boxes; 6 cartons; 9 card drawers.
HISTORICAL NOTE	<p>The Federated Clerks' Union of Australia was first registered under the Conciliation and Arbitration Act in 1911. It changed its name to the Australian Clerical Association in 1917, but reverted to its original name in 1924. In 1993 both its National and State Branches amalgamated with unions covering local government to become part of the Australian Municipal Administrative Clerical and Services Union (Australian Services Union or ASU in short). Since 1996 it has officially been part of the ASU MEU/Private Sector Victorian Branch.</p>
DATE OF TRANSFER	July - September 2000
ACCESS CONDITIONS	Some restrictions apply. Permission of union Secretary needed for records under twenty years old.
NOTE ON LISTING	<p>The finding-aid to the records was prepared by Caroline Pryor of the Australian Services Union. It consists of two distinctly arranged lists of the same records. The first list is arranged by box number, and represents the order in which the records were described and boxed over the years by a variety of people, without an attempt to order them into series. The second list is arranged according to a records classification system introduced by the union in the 1960s, however, there are a significant number of records which were never classified into this system and which were arranged according to another system whose meaning is now lost. The 1960s classification scheme is attached to the lists.</p> <p>The records which were voluminous from 1970 onwards, were also sentenced and culled by Caroline Pryor. Files arranged by industry, in particular, were culled by selecting and retaining files from industries where the FCU had its greatest membership, impact, or which were most significant within the history of the union. A key to this selection is also included in the listings.</p> <p>The physical arrangement of the files remains within the box order detailed in the lists. Box number is the best retrieval method for the records.</p>
LISTED BY	Caroline Pryor
DATE	September 2000

Box Number	File title/Contents
Minutes 1	Federal Conference 1946 / Federal Conference 1944 2 files
Minutes 1	Wool Selling Brokers Officers Association of Australia Constitution/Rules/Alterations of Rules
Minutes 1	Federal Clerks Executive March 25 April 5, 1949
Minutes 1	Brewery and Liquor Trade Section Minutes Sept 8, 1942 October 20, 1948
Minutes 1	Liquor Section – Executive January 17, 1962–December 5, 1973
Minutes 1	Retail Section – Minutes November 11, 1947–March 13, 1951
Minutes 1	Commonwealth Section Minutes February 1946-March 1949
Minutes 1	Commonwealth Executive September 16, 1970-March 20, 1974 - A.P.S file Executive April 17, 1974-April 21, 1982 -1 file
Minutes 1	Airways Section – Minutes February 27, 1947-December 6, 1949, March 7, 1950-December 15, 1961 (ii) Executive (Back of Book) May 23, 1951-October 10, 1953
Minutes 1	Airways Section – Executive February 21, 1962-February 21, 1973
Minutes 1	WHARF Clerks’ – Minutes June 19, 1926-December 18, 1946
Minutes 1	Shipping Section – Minutes December 5, 1946-April 24, 1949
Minutes 1	Shipping Section – Executive July 16, 1969-October 16, 1974
Minutes 1	Shipping Section Admission Committee January 24, 1961-January 29, 1963
Minutes 1	Register of applicants – Shipping January 1, 1959-May 9, 1961
Minutes 1	Shipping Register May 10, 1961-February 2, 1964
Minutes 2	FCU General November 18, 1964-November 20, 1974
Minutes 2	FCU – Oil Section Quarterly Meetings – Executive & General August 1947-August 30, 1950
Minutes 2	Shipping Section – General/Executive / General May 4, 1949-April 4, 1950 – Executive May 3, 1950-February 20, 1952
Minutes 2	Shipping Section – General/Executive \ General October 17, 1954 \ Executive March 19, 1952-January 19, 1955
Minutes 2	Shipping Section – Executive February 23, 1955-July 16, 1958
Minutes 2	Shipping Section – Executive August 20, 1958-September 20, 1961
Minutes 2	Shipping Section – Executive April 21, 1965-June 18, 1969
Minutes 2	Shipping Executive October 16, 1974-September 17, 1980
Minutes 2	MEAT SECTION – General/Executive July 10, 1953-September 29, 1964
Minutes 2	Commonwealth Section – Executive July 18, 1962-August 19, 1970
Minutes 2	Commercial Section – Executive July 19, 1950-March 7, 1960
Minutes 2	Commercial Section – Executive April 14, 1960-February 18, 1970
Minutes 2	Miscellaneous section – General & Executive August 16, 1948-June 29, 1977
Minutes 2	FCU – General April 20, 1955-July 15, 1959
Minutes 2	FCU General August 19, 1959-October 21, 1964
1	Minutes – Oil section 1965-1976
1	Minutes – Commercial Section 1970-1981
2	Minutes – Commercial Section 1957-1959
2	Minutes – Commonwealth Section 1953-1962
1 Rules	Commercial Section Rules 26/2/1974
1 Rules	FCU (Vic Branch) Rules and standing orders 5/3/79
R1	Rules Revision 1954-56
R1	Folio – Other Unions Rule Books C1950s-60s
F1	Audit Report 1971-4
2	Minutes – Oil Section 1974-1977
3	Minutes – Shipping Section 1973-75 (Rough)
3	Minutes - Miscellaneous – 1951
3	Minutes – Metal Section 1950
3	Minutes – Liquor Section 1948-61
3	Minutes – Public Service Section 1949-53
4	Minutes – Commonwealth Section 1951-55

Box Number	File title/Contents
4	Minutes – Oil Section 1948-1964
4	Minutes – Shipping Section 1961-65
5	Minutes – Shipping Section 1978-83
5	Minutes – Commonwealth Section 1978-86
5	Minutes – Commercial Section 1974-78
5	Minutes – Liquor Section 1976-79
5	Minutes – Commonwealth Section 1974-76
5	Minutes – Oil Section 1977-83
5	Minutes – Airways 1974-79
5	Minutes – Shipping Section 1975-77
5	Minutes – Shipping Section 1967-73
6	Arbitration – Seainers Case 1971 (Correspondence)
6	Arbitration – Container Award 1971
6	Arbitration – Container Award – Instructions to Clerks C.1971 (?)
6	Arbitration – Container Award – Clerks work practices C.1971(?)
6	Arbitration – Containers Award – Board of Reference – Seainers 1971
6	Arbitration – Seainers – Transcripts (partial) 1976
6	Arbitration – Female Minimum Rates Case 1944-45
6	Australian Tariff Board Inquiry into Petrol – Statement by I.G.Sykes 1972
6	Arbitration – Various awards 1972-74
7	Demarcation – Clerks Vs Insurance Employees and Bank Officers 1942-43 and 1945
7	Union Coverage – A.B.C staff 1955,1958
7	Demarcation – Clerks and Jewellers Union 1949
7	Arbitration – Wholesale Soft goods 1955-56
7	Arbitration – Film Industry Officers 1955-58
7	Arbitration – P.S.A NSW 1952
7	Amalgamation – FCU & NSW Clerical Offices Association 1952-54
7	Arbitration – Lotteries Coverage 1949
7	Arbitration – Demarcation – Clerks in gas industry 1947
7	Arbitration – Electrical and Radio Award 1948-49
7	FCU – Awards Committee 1953-55
7	Arbitration – Coal Award – Collie 1946
8	Arbitration – Container Industry 1971
8	Arbitration – Vehicle Manufacturing 1975
9	Arbitration – Vehicle Industry 1973
9	Arbitration – Vehicle Manufacturing 1974
10	Arbitration – Vehicle Manufacturing 1975
10	Arbitration – Vehicle Manufacturing 1974
11	Arbitration – Vehicle Manufacturing 1975
11	Report on Equal Pay by ACTU, ACSPA & CPS – High Council 1962
11	Arbitration – Commercial Clerks 1947-48
11	“C” file – Commercial Clerks; Commonwealth Employers Compensation Act; National Library; Company Unions; Commonwealth Bank of Australia; Commonwealth Saving Bank; Contributions – state branches; Cost investigation 19444
12	Basic Wage – Prices Campaign 1948-50
12	Basic Wage – Correspondence re conference 1945
12	Basic Wage 1951
12	Forty Hour Week Case – working papers 1947
12	Basic Wage – working papers 1948-50
12	ACTU Executive Conference 1947
12	Forty Hour Week Case – working papers 1946-47
12	Federal Secretaries visit to branches 1947
12	Bretton Woods financial agreement 1947

Box Number	File title/Contents
12	New Clerks Award – South Australia 1947-49
12	ACTU- Government Trade Unions Conventions 1943, 1944, 1945
13	Equal Pay for the Sexes Survey 1948
13	ACTU Special Conferences 1947-50
13	ACTU – Circulars & Correspondence 1942 – 1948
13	Annual Leave – working papers 1945-47
13	Correspondence 1956-58
13	Cost of Living – working papers 1953
14	Royal Commission – A.P.S re “Mandata” system – working paper 1973
14	Correspondence – “C” series – Civil Constitution Corps; “The Clarion”; Clear One Travel Supply Comp; Clerical and Administration Workers Journal; “The Clerk” mailing list; Coal Situation; Colliery Clerks 1941-50
14	Arbitration – Basic Wage Working Papers 1950
14	Arbitration – Basic Wage Working Papers 1947-49 (2 files)
15	Basic Wage Case – History and Judgement 1950
15	ACTU Congress – Working Papers 1947-49
15	FCU – Commonwealth Temporary Clerks Association Diary 1944-46
15	Basic Wage – applications to vary re Northern Territory Awards – Transcript 1951
16	Bank Officers Award 1919-50
16	Minutes of Central Executive 1952
16	Australian Bank Officers Association Margins Case 1954-55
16	ACTU – Correspondence etc 1943-50
16	Correspondence – “A” 1944-52 (Assistant Secretaries – Awards)
17	Correspondence 1955
17	Correspondence 1955
17	Correspondence 1955
18	Correspondence 1955
18	Correspondence 1955
18	Correspondence 1955
19	Correspondence 1955
19	Correspondence 1955
19	Correspondence 1955
19	Correspondence 1955
20	Correspondence 1955
20	Correspondence 1955
20	Correspondence 1955
20	Correspondence 1955
21	Correspondence – Shipping General January-June 1970
21	Shipping Award Working Papers 1970
22	Shipping Long Service Leave Working Papers 1970
22	Qantas Award Working Papers 1970
22	Auto Industry – General 1970 (
23	Aluminum Award Working Papers 1970
23	Airways Industry – General 1970
23	Airways Industry – General 1970
24	Circulars from Associated Organisation 1970
24	Country Organiser Report 1970 & 1971
24	Union Administration including electrons & journal 1970
24	Union Administration including finance & state executive 1970 minutes, functions & conferences
25	Arbitration – Clerks in Trade Union Offices 1965
25	Correspondence – Shipping Award Sept-Dec 1965
25	Correspondence – Shipping Award Jan-May 1965
26	Correspondence – Law Clerks/Brewery Clerks 1965

Box Number	File title/Contents
26	Correspondence – Court typists/CPS clerks 1965
26	Claims – Compensation, superannuation classifications 1965
27	Claims, complaints (outwork, payments, classifications, leave etc entitlements) 1965
27	Arbitration – Commercial Clerks Determination 1965
27	Arbitration – Clerks (Airways) Award 1965
28	Arbitration – Clerks (Meat) Award & Clerks (Oil) Award 1965
28	Miscellaneous membership matters, corresponding Trade Union Clinic – Research Centre 1965
28	Workers compensation 1965
29	Clerks Shipping Award 1965
29	Shipping Port Quota 1965
29	Shipping Section correspondence 1965
30	Shipping Section complaints, correspondence etc 1960
30	Clerks (Meat) (Miscellaneous) (Oil) Sections 1960
30	Clerks (Law) (Brewery) Sections 1960
31	Claim – workers compensation, superannuation, classification; C.P.S 1960
31	Complaints – individual members, wages, outwork etc 1960
32	Clerks (Airways) Award 1960
32	Clerks (Woolstores) (C.A.C.) Awards; members discounts 1960
32	Administration – country districts & metropolitan sub branches 1960
33	Geelong T.L.C, T.H.C, A.C.S.P.A 1960
33	A.C.T.U, Australian Democratic Labour Party, membership opting out of affiliation 1960
33	Elections, Country Reports, Minutes of monthly General Meeting, <u>The Clerk</u> matters 1960
34	Newsletters – other organisations 1960
34	Federal Executive Committee Minutes 20/2/78-14/9/82
35	Federal Executive Committee Minutes 9/2/73-24/8/77
36	Federal Executive Committee Minutes 5/4/50-22/1/54
37	Federal Executive Committee Minutes 6/1/55-23/12/59
38	Federal Executive Committee Minutes 11/1/1960-18/12/64
39	Federal Executive Committee Minutes 22/1/65-13/12/72
40	C.P.S General 1970
40	Classifications 1970
40	Clerks (Breweries) Award 1970
41	Clerks (P.S.B) (Navy) Awards 1970
41	Clerks (T.A.B) Award 1970
41	Clerks (Road Transport) Award 1970
41	Workers Compensation Commonwealth & State public service 1970
42	Clerks (Retail) (Kodak) Awards 1970
42	Commercial Clerks Award July-Dec 1970
42	Oil Section Minutes 17/3/76-20/5/87
43	Airways Section Minutes April 1973-November 1985
43	Commercial Clerks Claims 1973
43	Commercial Clerks, T.A.B Wages Bds 1973
44	Commercial, Retail, General, Equal Pay 1973
44	Commercial Section General 1973
44	Clerks (Meat) (Miscellaneous) Awards 1974
45	Clerks (Liquor) Award & Liquor General 1974
45	Law Clerks 1974
45	A.P.S – Circulars, Claims, A.S.I.A 1974
46	A.P.S Award, General 1974
46	Commercial Clerks – Claims, General 1974
47	Commercial Clerks – Metal & Road Transport 1974

