



A10 Health Inspectors' Association of Australia, Federal Office deposit

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THE AUSTRALIAN NATIONAL UNIVERSITY

RESEARCH SCHOOL OF SOCIAL SCIENCES

ARCHIVES

<i>DEPOSIT A 10</i>	HEALTH INSPECTORS ASSOCIATION, Federal Office
<i>Inclusive dates</i>	1918-1958
<i>Quantity</i>	11' 1917?
<i>Note</i>	In 1971 a conference of delegates from Victorian, South Australian, Tasmanian and West Australian Health Officers Associations formed a constitution for the establishment of a Federal body. Difficulties were experienced in arranging another conference to discuss registration of the body. Finally at a conference in Sydney on July 12 1920 representatives of South Australia, Victoria, New South Wales, Western Australia and Queensland resolved that the Health Inspectors Association of Australia be formed and it was registered under the Commonwealth Court of Arbitration on 20 September 1920
<i>Description</i>	Rules Minutes Correspondence Financial records Membership records Arbitration material Reports Printed and roneoed material Photos

<u>Location Nos.</u>	<u>Series Titles</u>	<u>Dates</u>
<u>RULES</u>		
A 10/1	Rule book of general and branch rules 1 item	c.1932
A 10/1A	Copy of above 1 item	
A 10/2	Amendments to rules 1 item	c.1937
A 10/3	Alterations to rules 1 item	1953
	A 10/1-3 in 1 envelope	
<u>MINUTES</u>		
	See A 10/82, Federal council meeting minutes	1920
	See A 10/84-98, Federal Council meeting minutes	1930-1952
<u>CORRESPONDENCE</u>		
A 10/4-81.5	Correspondence files See Appendix 83 files in 14 boxes, 4 $\frac{1}{2}$ '	1920-1958
<u>FEDERAL CONFERENCES</u>		
A 10/82-98	Agendas, minutes, reports, balance sheets and associated correspondence of Federal Conferences 11 files in 2 boxes, 8" A 10/82-87 in 1 box, 4" A 10/88-95 in 1 box, 4"	1920-1952
<u>FINANCE</u>		
A 10/99-126	Ledger, cash book, receipt books, bank statements, balance sheets, payment vouchers See Appendix 3 boxes, 1' A 10/96-112 in 1 box, 4" A 10/113-120 in 1 box, 4" A 10/121-126 in 1 box, 4"	1918-1956

Location Nos.	Series Title	Dates
	<u>MEMBERSHIP RECORDS</u>	
A 10/127-133	Membership returns, cards, application forms, lists of members from all branches See Appendix A 10/127-129 in 1 box A 10/130-133 in 1 box	1920-1956
	2 boxes, 8"	
	<u>ARBITRATION MATERIAL</u>	
A 10/134-183	Awards, logs, determinations, agreements, transcripts See Appendix	1922 1926-1927 1930-1931 1936-1957
	47 files, 1 vol in 9 boxes, 3' and 2 vols, 1"	
	<u>REPORTS</u>	
A 10/184-188	Annual reports of Federal executive and branches See appendix	1926-1938 1940-1943 1946-1950 1952-1954
	5 files	
	<u>PRINTED & RONEOED MATERIAL</u>	
A 10/189-200	Year books, pamphlet, roneoed articles See appendix	1939-1956
	8 vols, 2 items, 1 file	
	<u>PHOTOS</u>	
A 10/201-208	See appendix	1920
	8 items	
	A 10/184-199 and A 10/202-208 in 1 box, 4"	

Correspondence Files

A 10/4	1920-1921. Includes SA branch annual reports 1920-1922 and lists of members	1 file
/5	1921-1922	1 file
A 10/4-5 in 1 box, 4"		
/6	1920-1921. Includes Victorian branch annual reports and balance sheets, 1920-1922 and agenda paper for Health Inspectors' Society of NSW 9th Annual Conference, 1920	1 file
/7	1921-1923	1 file
/8	1922-1923	1 file
A 10/6-8 in 1 box, 4"		
/9	1923-1924. Includes agenda paper for NSW branch conference, 1923	1 file
/10	1924-1927	1 file
A 10/9-10 in 1 box, 4"		
/11	1925-1926	1 file
/12	Inward letters, 1926-1927	1 file
/13	Copies of out letters, 1921-1927	1 file
A 10/10-13 in 1 box, 4"		
/14	Inward letters, 1927-1928	1 file
/15	Copies of out letters, 1927-1928	1 file
/16	Inward letters, 1928-1929	1 file
A 10/14-16 in 1 box, 4"		
/17	Copies of out letters, 1928-1929	1 file
/18	Copies of out letters, 1929-1930	1 file
/19	Inward letters, 1929-1930	1 file

Correspondence Files

A 10/20	Copies of out letters, 1930-1931	1 file
/21	Inward letters, 1930-1931	1 file
A 10/17-21 in 1 box, 4"		
/22	Copies of out letters, 1931-1932	1 file
/23	Inward letters, 1931-1932	1 file
/24	Miscellaneous inward letters, 1931-1932	1 file
/25	Miscellaneous inward letters, 1932-1933	1 file
/26	Copies of out letters, 1932-1933	1 file
/27	Miscellaneous inward letters, 1933-1934	1 file
/28	Copies of out letters, 1933-1934	1 file
/29	A10/22 - 28 in 1 box, 4" General inward letters, 1934-1936	1 file
/30	Copies of out letters, 1934-1935	1 file
/31	Miscellaneous inward letters, 1936-1938	1 file
/32	Copies of out letters, 1935-1936	1 file
/33	Copies of out letters, 1936-1937	1 file
/34	Copies of out letters, 1937-1938	1 file
/35	Inward letters, 1938-1939	1 file
A 10/29-35 in 1 box, 4"		
/36	Copies of out letters, 1938-1939	1 file
/37	Inward letters, 1940-1941	1 file
/38	1940-1945	1 file
/39	1941-1942	1 file
/40	1942-1943	1 file
A 10/37-40 in 1 box, 4"		
/41	Miscellaneous inward letters, 1945-1958 with copies of out letters, 1946-1948	1 file

Correspondence Files

A 10/42	Correspondence from the NSW branch, 1927-1928. Includes minutes of meeting, 28 September 1927	1 file
/43	Correspondence from the NSW branch 1931-1932. Includes minutes of meetings 27 November 1931-1 July 1932	1 file
/44	Correspondence from the NSW branch, 1932-1933. Includes minutes of meetings, 5 August 1932-7 July 1933	1 file
/45	Correspondence from the NSW branch, 1933-1934. Includes minutes of meetings, 4 August 1933-1 June, 1934	1 file
A 10/41-45 in 1 box, 4"		
/46	Correspondence from the NSW branch, 1934-1935. Includes minutes of meetings, 7 September, 26 September 1934	1 file
/47	Correspondence from the Queensland branch, 1931-1932	1 file
/48	Correspondence from the Queensland branch, 1932-1933	1 file
/49	Correspondence from the Queensland branch, 1933-1934	1 file
/50	Correspondence from the Queensland branch, 1934-1936	1 file
/51	Correspondence from the Queensland branch, 1936-1938	1 file
/52	Correspondence from the Queensland branch, 1939-1940	1 file
/53	Correspondence from the Queensland branch, 1941-1942	1 file
/54	Correspondence from the SA Branch, 1931-1932	1 file
/55	Correspondence from the SA branch, 1932-1933	1 file
/56	Correspondence from the SA branch, 1933-1934	1 file
/57	Correspondence from the SA branch, 1934-1936	1 file

Correspondence Files

A 10/58	Correspondence from the SA branch, 1936-1938	1 file
	A 10/46-58 in 1 box, 4"	
/59	Correspondence from the SA branch, 1939-1940	1 file
/60	Correspondence from the SA branch, 1941-1942	1 file
/61	Correspondence from the SA branch, 1949	1 file
/62	Correspondence from the Tasmanian branch, 1947-1955	1 file
/63	Correspondence from the Victorian branch, 1939-1940	1 file
/64	Correspondence from the Victorian branch, 1941-1942	1 file
/65	Correspondence from the WA branch, 1931-1932	1 file
/66	Correspondence from the WA branch, 1932-1933	1 file
/67	Correspondence from the WA branch, 1933-1934	1 file
/68	Correspondence from the WA branch, 1934-1936	1 file
/69	Correspondence from the WA branch, 1936-1938. Includes minutes of meetings, 4 October 1936-3 August 1938	1 file
/70	Correspondence from the WA branch, 1939-1941	1 file
/71	Correspondence from the WA branch, 1941-1942	1 file
	A 10/59-71 in 1 box, 4"	
/72	Correspondence with NSW, SA, Queensland, 1920-1922	1 file
/73	Copies of out letters to all branches, 1940-1941	1 file

Correspondence Files

A 10/74	Miscellaneous branch correspondence, 1945-1955	1 file
/75	Correspondence <u>re</u> election of General Secretary, 1945-1950, 1957	1 file
/76	Correspondence between Federal President and General Secretary, 1947-1950	1 file
/77	Letters to and from the General President, 1944-1946, 1957. Includes agenda of special executive meeting of Federal Council, c.1940	1 file
/78	Correspondence <u>re</u> Journal, 1934	1 file
/79	Correspondence and printed material <u>re</u> history of Australian Institute of Public Health, 1927-1928, 1934	1 file

A 10/72-79 in 1 box, 4"

/80	Correspondence <u>re</u> rules amendments, 1947-1948, 1954-1957	1 file
/81	Correspondence <u>re</u> interpretation of rules, 1950, 1953-1954, 1956-1957	1 file

A 10/72-81 in 1 box, 4"

/81.1	Correspondence <u>re</u> <i>Practical Sanitation</i> , journal of HIA, 1937-1938	1 file
/81.2	Correspondence <u>re</u> year books, 1939-1940	1 file
/81.3	Correspondence <u>re</u> year book, 1941-1942	1 file
/81.4	Correspondence <u>re</u> 1950 year book	1 file
/81.5	Correspondence <u>re</u> year books, 1948-1958	1 file

A 10/81.1-81.5 in 1 box, 4"

Federal Conferences

A/10/82	Federal Conference, Adelaide, September 1922; agenda, balance sheet, report of Federal Executive. Includes minutes of Council meeting, 29 March 1920, Melbourne	1 file
A 10/82.1	Federal conference(5th),second biennial meeting, Melbourne, September 1926 agenda paper	1 item
/83	Federal conference, Perth, August 1928: agenda, report of Federal Executive	1 item
/84	Federal conference (7th), fourth biennial meeting, Brisbane, September 1930: agenda, report, minutes, balance sheet	1 file
/85	Federal conference (8th), fifth biennial meeting, Adelaide, August 1932: agenda, minutes, report, balance sheets	1 file
/86	Federal conference (9th), sixth biennial meeting, Sydney, September 1934: agenda, minutes, report, balance sheet	1 file
/87	Federal conference (10th), seventh biennial meeting, Melbourne, November 1936: agenda, minutes, report, balance sheet	1 file
/88	A 10/82-87 in 1 box, 4"	
/88	Federal conference (11th), eighth biennial meeting, Perth, October 1938: minutes, reports, balance sheet	1 file
/89	Special executive meeting of Federal Council, Melbourne, September 1940, held instead of usual conference: agenda, minutes, report, balance sheet and associated correspondence	1 file
/90	Federal conference (12th), ninth meeting, Melbourne, May 1944: agenda, minutes, report, correspondence	1 file
/91-92	Federal conference (13th), tenth meeting, Brisbane, July 1946: agenda, minutes, report, correspondence	2 files
/93-95	Federal conference (14th), eleventh meeting, Adelaide, October 1948: agenda, minutes, reports, correspondence	3 files
	A 10/88-95 in 1 box, 4"	
/96-97	Federal conference (15th), Perth, October 1950: agenda, minutes, reports, correspondence	2 files
/98	Federal conference (16th), thirteenth meeting, Melbourne, October 1952: minutes, correspondence	1 file

Financial Records

A 10/99	Ledger, 1922-1940	1 vol.
/100	Petty cash and postage book, 1933-1934	1 vol.
/101	Receipt book, 1933-1944	1 vol.
/102	Cheque butt book, 1947-1956	1 vol.
/103	Cash book, 1919-1933	1 vol.
/104	Commonwealth Savings Bank deposit slip book, 1948-1956	1 vol.
/105	Commonwealth Bank pass book, 1922-1930	1 item
/106	" " " " 1942	1 item
/107	" " " " 1942-1947	1 item
/108	" " " " Mar.-Aug.1947	1 item
/109	" " " " Mar.-May 1947	1 item
/110	" " " " 1947-1950	1 item
/111	Commonwealth Bank record of deposits book,1942	1 item
/112	Commonwealth Bank statements, 1931-1942	1 file

A 10/95-112 in 1 box, 4"

/113-114	Balance sheets of the Federal Office, 1920, 1922-1926, 1928, 1931-1936, 1938, 1941, 1943-1954 and associated correspondence, 1946-1950	2 files
/115	Balance sheets of the NSW branch, 1921, 1924, 1932-1934	1 file
/116	Balance sheets of the Queensland branch, 1923-4, 1931-1938, 1944-1954 and associated correspondence	1 file
/117	Balance sheets of the SA branch, 1928, 1932-1933, 1948, 1950-1954, 1956 and associated correspondence	1 file
/118	Balance sheets of the Victorian branch, 1924, 1926, 1928, 1933, 1938, 1946-1954 and associated correspondence	1 file
/119	Balance sheets of the WA branch, 1927-1933, 1938, 1946-1954 and associated correspondence	1 file

Financial Records

A 10/120	Payment vouchers, 1922-1924	1 envelope
	A 10/113-120 in 1 box, 4"	
/121	Payment vouchers, 1927-1928	1 envelope
/122	Payment vouchers, 1929-1933	1 envelope
/123	Payment vouchers, 1934-1936	1 envelope
/124	Payment vouchers, 1937-1939, 1943-1945	1 envelope
/125	Payment vouchers, 1950-1953	1 envelope
/126	Payment vouchers, 1954-1956	1 envelope
	A 10/121-126 in 1 box, 4"	

Membership Records

A 10/127	Membership returns, 1920-1939	1 file
/128	Quarterly membership returns, 1951-1957	1 file
/129	Membership matters. Contains lists of members of all branches and application forms, 1930-1931, 1938-1939, 1945-1956	1 file
	A 10/127-129 in 1 box, 4"	
/130	Membership cards, 1923-1927	1 bundle
/131-132	Application forms for membership, 1920-1945	1 bundle & 1 envelope
/133	Untitled file containing payment vouchers and correspondence from WA and Victorian branches, 1940-1941	1 file
	A 10/130-133 in 1 box, 4"	

Arbitration MaterialSubject Files

A 10/134	Adelaide City Council. Contains correspondence and agreements, 1947-1957	1 file
/135	Agreements and awards, 1922, 1936, 1938, 1947-1948	1 file
/136	Awards, certified copies, 1946-1957	1 file

A 10/134-136 in 1 box, 4"

/137	Awards, 1946-1957	1 file
/138	Basic wage, 1950-1956	1 file
/139	Board of reference, 1949-1956	1 file
/140	Board of reference, Fitzroy, 1947-1948	1 file
/141	Board of reference, Queensland, 1939	1 file
/142	A10/137 - 141 in 1 box, 4" Branch secretaries <u>re</u> COL adjustments, 1946-1948	1 file
/143	Brisbane, 1948, 1950, 1957	1 file
/144	Brisbane City Council, 1931, 1940, 1947-1957	1 file
/145	Fitzroy, 1952-1953, 1957	1 file
/146	General, 1939-1940	1 file
/147	Industrial, 1940-1942	1 file
/148	Industrial correspondence, 1936-1938	1 file

A 10/142-148 in 1 box, 4"

/149	Industrial registrar (Commonwealth Court) and General Secretary, correspondence, 1946-1955	1 file
/150	Industrial registrar - extracts from Government Gazettes, 1949-1957	1 file
/151	Industrial registrar - quarterly adjustments, 1937, 1947-1953	1 file
/152	Log - advocate, 1946-1947	1 file
/153	Log - Brisbane City Council, 1947-1948	1 file

A 10/149-153 in 1 box, 4"

Arbitration MaterialSubject Files

A 10/154	Log - Port Pirie, 1947-1948	1 file
/155	Log - Queensland, 1945-1948	1 file
/156	Log - Victoria, 1947-1948	1 file
/157	Log - WA, 1945-1948	1 file
/158	Melbourne and Metropolitan Board of Works Agreement, 1937	1 vol.
/159	Melbourne and Metropolitan Board of Works, 1950-1954	1 file
/160	Melbourne City Council, 1926-1927, 1930, 1949-1951, 1953, 1957	1 file

A 10/154-160 in 1 box, 4"

/161	Melbourne City Council, 1922, 1927, 1940-1956	1 file
/162	Metropolitan Country Board and Metropolitan Export and Abattoirs Board, salary claims and variations, 1948-1956	1 file
/163	Metropolitan Export and Abattoir Board, SA, 1945-1949	1 file

A 10/161-163 in 1 box, 4"

/164	Municipal Officers' Association, 1949-1956	1 file
/165	1947 log	1 file

A 10/164-165 in 1 box, 4"

/166	1947 log respondent replies	1 file
/167	1950 log data	1 file
/168	1950 log correspondence	1 file
/169	Port Adelaide agreement, 1947-1953	1 file
/170	Port Pirie award, 1953, 1957	1 file
/171	Printed award, Port Pirie, 1948	1 file

Arbitration MaterialSubject Files

A 10/172	Smith, W.B.M., <u>re</u> salary, 1946-1947, 1956	1 file
/173	South Australia, 1952-1953	1 file
/174	Tasmania, 1950-1951, 1955-1956	1 file
/175	Travelling allowances, 1941-1941	1 file
/176	Variation, Melbourne City Council agreements, 1950-1952	1 file

A 10/166-176 in 1 box, 4"

/177	Victorian award, 1949-1956	1 file
/178	Warrnambool Sewerage Authority, 1948-1957	1 file
/179	Untitled file containing details of salaries and allowances of health inspectors in various Victorian Shires, 1939-1941	1 file
/180	Untitled file containing ms notes, log, health inspectors' margins, draft rules of proposed mutual provident fund and determination of previous awards and agreements, 1955 and n.d.	1 file

Transcripts of Proceedings

/181	Health Inspectors' Association and the Mayor of Geelong...and others, 1937-1938	1 file
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A 10/177-181 in 1 box, 4"

/182	Health Inspectors' Association and the Mayor of Geelong...and others, 1936-1938	1 vol, $\frac{3}{4}$ "
/183	Health Inspectors' Association and the Mayor of Geelong...and others, 1938	1 vol. $1\frac{1}{4}$ "

Reports

A 10/184	Annual Reports of the Federal Executive, 1926-1930, 1932-1938, 1940-1943, 1946-1950, 1952-1954	1 file
/185	Annual reports of the Queensland branch, 1931-1932, 1934-1935, 1949-1954	1 file
/186	Annual reports of the SA branch, 1931-1932, 1952	1 file
/187	Annual reports of the Victorian branch, 1931, 1933-1934, 1946, 1953	1 file
/188	Annual reports of the WA branch, 1931-1932, 1937, 1946, 1954	1 file

Printed and Roneoed Material

/189-196	Year books of the HIA, 1939, 1942, 1944, 1947-1950, 1956	7 vols.
/197	Pamphlet: Health Inspection, by T.G.O. Jordan, 19	1 item
/198	BALM magazine, British Australian Lead Manufacturers, Melbourne, Spring 1941	1 item
/199	Roneoed article on the history of the HIA, n.d.	1 file
/200	Roneoed notes of first year lectures on good for health inspectors, n.d.	1 vol. 1½"

Photos

A 10/201	Photo of members of first conference of the HIA, 1920 K2021	12 x 18 cm
/202	Unknown group of men, c.1920s Negative no. 466 K2022-2023	10.5 x 8 cm
/203	Two unknown men and cars, c.1920s Negative no. 467 K2024-2025	10.5 x 8 cm
/204	Unknown group of men outside a library, c.1920s Negative no. 468 K2026-2027	10.5 x 8 cm
/205	Unknown group of men in street, c.1920s Negative no. 469 K2028-2029	10.5 x 8 cm
/206	Unknown group of men outside Sydney University? Negative no. 470 K2030	10.5 x 8 cm
/207	Unknown group of men in cemetery, c.1920s Negative no. 471 K2031-2034	10.5 x 8 cm
/208	Unknown group of men in park? c.1920s Negative no. 472 K2035	10.5 x 8 cm