



E98 Australian Insurance Staffs' Federation Federal Office deposit 1

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Deposit E98

Australian Insurance Staffs' Federation, Federal Executive

<u>Series</u>	<u>Title</u>	
E98/1.	Minutes of meetings of the Federal Executive (formerly known as the Central Executive Committee) of the Australian Insurance Staffs' Federation; 4 Nov 1920 - 26 Sep 1956 (See <u>Calendar</u> for details).	5 Vols. 495 on loan
2.	Extracts from minutes of the Federal Executive of the Australian Insurance Staffs' Federation on matters appertaining to the New South Wales branch; 16 Nov 1925 - 28 Jul 1930	✓ 1 folder.
3.	Minutes, agendas, correspondence, reports and newspaper cuttings concerning Annual Conferences of the Federal Council of the Australian Insurance Staffs' Federation; 1924 - 1935	✓ 1 folder.
4.	Minutes of a meeting of representatives of the Australian Insurance Staffs' Federation and the Industrial Life Agents Assurance Union; <u>nd</u>	✓ 1 folder.
5.	Miscellaneous correspondence file of the General Secretary of the Australian Insurance Staffs' Federation; Feb - Dec 1921	✓ 1 folder.
6.	Copies of correspondence with the Registrar of the Commonwealth Court of Conciliation and Arbitration concerning the registration of the Australian Insurance Staffs' Federation; Feb - Apr 1920	✓ 1 folder.
7A.	Correspondence of the General Secretary of the Australian Insurance Staffs' Federation with branch secretaries; Dec 1920 - Feb 1922	✓ 1 folder.
7B.	Correspondence of the General Secretary of the Australian Insurance Staffs' Federation concerning a conference between managers of various insurance companies and the Australian Insurance Staffs' Federation; Sep - Oct 1921	✓ 1 folder.
8.	Correspondence of the General Secretary of the Australian Insurance Staffs' Federation with the New South Wales branch concerning financial matters; June 1923 - Dec 1924 (NB includes copy of New South Wales branch Rules and Regulations). See also E98/2	✓ 1 folder.
9.	Correspondence of the General Secretary of the Australian Insurance Staffs' Federation with the New South Wales branch; Nov 1925 - Apr 1927, Feb 1931 - Dec 1943 (See <u>Calendar</u> for details) See also E98/2	✓ 4 folders.
10A.	Correspondence of the General Secretary of the Australian Insurance Staffs' Federation with the Secretary of the New South Wales branch (See Minutes of Federal Executive, 13-14 Jan 1926 E98/1/1 pp167,171); Nov 1924 - Jan 1926	✓ 1 folder.

<u>Series</u>	<u>Title</u>	
E98/10B	Correspondence, Newspaper cuttings and notes of the General Secretary of the Australian Insurance Staffs' Federation concerning a proposed deputation to the Prime Minister asking for a Royal Commission into Life Assurance Companies; 1925	✓ 1 Folder.
11.	Correspondence of the General Secretary of the Australian Insurance Staffs' Federation concerning the application by the New South Wales branch for registration under the New South Wales Arbitration Act; June - Dec 1926	✓ 1 Folder.
12.	Correspondence of the General Secretary of the Australian Insurance Staffs' Federation concerning the renting of rooms by the federation; June - Dec 1924	✓ 1 Folder.
13.	Correspondence of the General Secretary of the Australian Insurance Staffs' Federation with members, particularly concerning conditions under awards made by the Commonwealth Court of Conciliation and Arbitration; Oct 1924 - June 1926	✓ 1 Folder.
14.	Correspondence of the General Secretary of the Australian Insurance Staffs' Federation with the Department of War Organisation of Industry; Mar 1942 - May 1943	✓ 1 Folder.
15.	Returns and declarations made to the Commonwealth Court of Conciliation and Arbitration and to the Commonwealth Bureau of Census and Statistics; Jan 1930 - Jul 1946	✓ 1 Folder.
16.	Correspondence file of the General Secretary of the Australian Insurance Staffs' Federation concerning the State Government Insurance Office, Queensland; Apr 1953 - Nov 1955	1 Folder.
17.	Reports by the General Secretary and the General Treasurer to the Federal Executive of the Australian Insurance Staffs' Federation; Sep 1949 - Mar 1956	on loan 1 Folder.
18.	Report on the Australian Council of Salaried and Professional Associations' conference, March 1960, made to the Federal Executive of the Australian Insurance Staffs' Federation; Apr 1960	on loan 1 Folder.
19.	Unfiled correspondence of the Australian Insurance Staffs' Federation dealt with at meetings of the Federal Executive, Feb - Mar 1945	✓ 1 Folder.
20.	Carbon copies of membership enrolment forms of various offices within the Victorian branch forwarded to the General Secretary of the Australian Insurance Staffs' Federation; Apr 1955	✓ 1 Folder.

<u>Series</u>	<u>Title</u>	
E98/21.	Vouchers of the Federal Executive of the Australian Insurance Staffs' Federation; Mar 1922 - Jan 1924	✓ 1 Folder.
22.	Petty cash vouchers of the Federal Executive of the Australian Insurance Staffs' Federation; Feb 1922 - Feb 1924	✓ 1 Folder.
23.	Petty cash receipts of the Federal Executive of the Australian Insurance Staffs' Federation; Mar - Dec 1922	✓ 1 Folder.
24.	Judgement and correspondence in the case before the High Court of Australia, the Australian Insurance Staffs' Federation <u>vs</u> Accident Underwriters' Association and others; Jul - Dec 1923	✓ 1 Folder.
25.	Correspondence of the General Secretary of the Australian Insurance Staffs' Federation with the United Bank Officers' Association and the Bank Officials' Association, including legal documents and transcripts of evidence used in preparing the case, the Australian Insurance Staffs' Federation <u>vs</u> Accident Underwriters' Association and others, before the High Court of Australia (See E98/24 and <u>Calendar</u> for details); Mar 1920 - Mar 1924	✓ 3 Folders.
26.	Copies (two) of judgements given by the High Court of Australia in the case, the Australian Insurance Staffs' Federation <u>vs</u> Atlas Assurance Company and others, as to the powers of the Commonwealth Court of Conciliation and Arbitration to vary an award beyond the limits of the original dispute; 6 Nov 1931	✓ 1 Folder.
27.	Copies of affidavits, log of claims and other papers concerned in the case before the High Court of Australia, the Australian Insurance Staffs' Federation <u>vs</u> Atlas Assurance Company and others (See E98/26); Aug 1931	✓ 1 Folder.
28.	Award, transcript of evidence, correspondence, log of claims and agreement made in the application by the Australian Insurance Staffs' Federation to the Commonwealth Court of Conciliation and Arbitration for an award (24/1921); Aug 1920 - June 1921	✓ 1 Folder.
29.	Part of transcript of evidence before the Commonwealth Court of Conciliation and Arbitration in the Australian Insurance Staffs' Federation's application for an award (83/1922); 12 - 25 Feb 1924. Index.	✓ 1 Vol.

SeriesTitle

E98/30.

Transcripts of evidence, award, correspondence and other papers concerned with the 1922 log of claims made by the Australian Insurance Staffs' Federation and the A.I.S.F.'s application to the Commonwealth Court of Conciliation and Arbitration for an award (83/1922); Jan 1922 - May 1924

✓ *File*
2 Boxes.

31.

Legal brief prepared by L. Twigg Patterson used in the Australian Insurance Staffs' Federation's application to the Commonwealth Court of Conciliation and Arbitration for an award (83/1922); nd

✓
1 Folder.

32.

Awards, correspondence and other papers used in the Australian Insurance Staffs' Federation's applications to the Commonwealth Court of Conciliation and Arbitration for an award (83/1922) and award variation (195/1925); Jan 1921 - Jan 1926

✓
1 Folder.

33.

Correspondence and other papers concerning details of officers' duties used in preparing the Australian Insurance Staffs' Federation's log of claims 1922 and application for award variation (195/1925); Jan 1922 - Feb 1926

✓
1 Folder.

34.

Correspondence (including letters returned from the Dead Letter Office) between the General Secretary of the Australian Insurance Staffs' Federation and various insurance firms concerning the log of salaries and working conditions served on the insurance companies by the A.I.S.F.; May-June 1927

✓
1 Folder.

35.

Transcript of evidence, affidavits, exhibits and other papers used in the application by the Australian Insurance Staffs' Federation to the Commonwealth Court of Conciliation and Arbitration to cancel the variation of the Insurance Staffs' Award made to reduce wages by 10% (104/1932). Circa Mar 1932

✓
1 Folder.

36A.

Exhibits and other papers used in the Australian Insurance Staffs' Federation's application to the Commonwealth Court of Conciliation and Arbitration for an award (44/1939); 1938 - 39

✓ *File*
1 Box

36B.

Transcripts of evidence and other legal documents concerning cases brought before the Commonwealth Court of Conciliation and Arbitration by the Australian Insurance Staffs' Federation; June 1935-June 1944.

✓ *File*
1 Box.

37.

Transcripts of evidence of the Australian Insurance Staffs' Federation's applications to the Commonwealth Court of Conciliation and Arbitration for awards and award variations (346/1946, 260/1948, 299/1950, and 552/1951); Feb 1948 - Oct 1951

✓
1 Folder.

<u>Series</u>	<u>Title</u>	
E98/38.	Transcript of evidence and other papers used by the Australian Insurance Staffs' Federation in the Federated Clerks' Union of Australia's application to the Commonwealth Court of Conciliation and Arbitration (371/1950) to set aside the Insurance Officers (Clerical Indoor Staff) Award 1949; Aug - Nov 1950	✓ 1 Folder.
39.	Transcript of evidence of the Australian Insurance Staffs' Federation's application to the Commonwealth Court of Conciliation and Arbitration for variation of the Insurance Officers (Clerical Indoor Staff) Award 1949 (754/1949); 21 Oct 1949	✓ 1 Folder.
40.	Minutes of meetings of the Federal Executive of the Australian Insurance Staffs' Federation and of branches, concerning logs of claims and Insurance Officers (Clerical Indoor Staff) Awards and variations; 1950 - 1958	✓ 1 Folder.
41.	Correspondence, logs of claims, ^{and} agreements made by the Australian Insurance Staffs' Federation to extend the Insurance Officers (Clerical Indoor Staff) Award to additional employers; June 1952 - Nov 1953	✓ 1 Folder.
42.	Correspondence concerning Saturday working in insurance offices to be used as evidence for an application by the Australian Insurance Staffs' Federation to the Commonwealth Court of Conciliation and Arbitration to vary the Insurance Officers (Clerical Indoor Staff) Award 1958; Mar 1962	✓ 1 Folder.
43.	Transcript of evidence, affidavits and other papers in the Australian Insurance Staffs' Federation's application to the Commonwealth Court of Conciliation and Arbitration to vary Life Assurance Superintendents' Award 1942 (234/1942); 26 Nov 1943 - 3 Sep 1945 (See <u>Calendar</u> for details)	✓ 5 Folders
44.	Awards and decisions made by the Commonwealth Court of Conciliation and Arbitration and copies of documents file in the Court by the Australian Insurance Staffs' Federation concerning Life Superintendents' Awards; 1945 - 1951	✓ 1 Folder.
45.	Transcripts of evidence before the Commonwealth Court of Conciliation and Arbitration on applications to vary Life Assurance Superintendents' Awards (300/1950, 340/1951 and 509/1951); 14 Dec 1950 - 9 Nov 1951	✓ 1 Folder.
46.	Details of expenses of Life Assurance Superintendents supplied to the Australian Insurance Staffs' Federation; 1947, 1949 and 1954	✓ 3 Folders

<u>Series</u>	<u>Title</u>	
B98/47.	Minutes, correspondence, logs of claims, awards and award variations used in the preparation of log of claims for Life Assurance Superintendents by the Australian Insurance Staffs' Federation; 1958	✓ 1 Folder.
48.	Judgement, transcript of evidence and correspondence of the Australian Insurance Staffs' Federation concerning the application by the A.M.I.P. Society Staff Association to the Commonwealth Court of Conciliation and Arbitration to be registered as an employee organisation; May 1942 - Jul 1944	✓ 1 Folder.
49.	Correspondence and various legal papers concerning the Australian Insurance Staffs' Federation's application to the Commonwealth Court of Conciliation and Arbitration objecting to the change of conditions of membership of the Federated Clerks' Union; May 1943 - Feb 1944	✓ 1 Folder.
50.	Application by the Australian Insurance Staffs' Federation to the Commonwealth Court of Conciliation and Arbitration to cancel the registration of the New South Wales Insurance Officers' Association (56/1948(NSW)); circa 1948	✓ 1 Folder.
51.	Judgements, transcripts of evidence and other legal documents concerning objection by Australian Insurance Staffs' Federation to the Commonwealth Court of Conciliation and Arbitration to the change of conditions of membership of the Woolselling Brokers Officers' Association of Australia (228/1949) and application by the A.I.S.F. for change of conditions of membership (2/1953); Oct 1949 - Apr 1953	✓ 1 Folder.
52.	Official copies of decisions made by the Commonwealth Court of Conciliation and Arbitration in cases involving the Australian Insurance Staffs' Federation; Dec 1947 - Jul 1953	✓ 1 Folder.
53.	Judgement, transcript of evidence and agreement made by the Women's Employment Board (211/1942 and 476/1943) concerning the employment of women in the insurance industry; Feb 1943 - Sep 1944	✓ 1 Folder.
54.	Correspondence and other papers of the Australian Insurance Staffs' Federation concerning the Women's Employment Board; Feb 1943 - Jan 1944	✓ 1 Folder.
55.	Judgement and part of transcript of evidence upon an application by the Australian Insurance Staffs' Federation, New South Wales division to the Court of Industrial Arbitration of New South Wales for registration as a Trade Union; 16 Feb 1921, 16 Mar 1921	✓ 2 Folders.
56.	Miscellaneous arbitration material retained by the Federal Executive of the Australian Insurance Staffs' Federation; circa 1942 - 1961 (See <u>Calendar</u> for details)	✓ 10 Folders.

<u>Series</u>	<u>Title</u>	
E98/57.	Rules and regulations of the Australian Insurance Staffs' Federation; 1920	✓ 1 Booklet.
58.	Draft of rules of the Australian Insurance Staffs' Federation; <u>Circa</u> 1944	✓ 1 Folder.
59.	Minutes of various branches of the Australian Insurance Staffs' Federation received by the Federal Executive; 1937 - 1954	9 Folders 3 Boxes and 6 Folders.
60.	Printed annual reports, balance sheets, nomination and ballot papers of various branches of the Australian Insurance Staffs' Federation received by the Federal Executive; 1947 - 1952	✓ Part of E98/57/2.
61.	Miscellaneous papers of the Federal Executive of the Australian Insurance Staffs' Federation; 1922 - 1957 (See <u>Calendar</u> for details) no calendar 11/82?	1 Booklet 8 Folders 1 Box. 3-6 encls

Australian Insurance Staffs' Federation, New South Wales Branch

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| 62. | Correspondence of the New South Wales branch of the Australian Insurance Staffs' Federation with the Secretary of the Fire Underwriters' Association of New South Wales; 19 Jan 1921 - 24 Jan 1922 | ✓
1 Folder. |
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Australian Insurance Staffs' Federation, South Australian Branch

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| 63. | Correspondence and vouchers of the South Australian branch of the Australian Insurance Staffs' Federation; <u>circa</u> 1924 - 1926 | ✓
1 Folder. |
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Australian Insurance Staffs' Federation, Victorian Branch

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| 64. | Minutes of meetings of the Victorian branch of the Australian Insurance Staffs' Federation; Nov 1920 - May 1940 | ✓
1 Folder.
1 Box. |
| 65. | Minutes of meetings of senior officers of insurance companies in Victoria to form a committee to consider the advisability of drafting a Senior Officers' log of claims to be incorporated in the next claim of the Australian Insurance Staffs' Federation; 4 - 5 Apr 1921 | ✓
1 Sheet. |
| 66. | Minutes of meetings of the Insurance Staffs' Federation Social and Sporting Committee (including various correspondence, attendance records and balance sheets); 26 Nov 1947 - 5 Oct 1949 | ✓
1 Vol. |

SeriesTitle

- E98/67 Minutes of meetings of superintendents and of the Superintendents' Sub-committee of the Victorian branch of the Australian Insurance Staffs' Federation; 11 Jul 1949 - 14 Jul 1958 1 Vol.
68. Minutes of meetings of the Indoor Award Sub-Committee of the Victorian branch of the Australian Insurance Staffs' Federation; 27 Apr 1950 - 26 Oct 1956 1 Vol.
69. Minutes of meetings of the Finance Sub-committee of the Victorian branch of the Australian Insurance Staffs' Federation; 30 Aug 1950 - 28 Oct 1958 1 Vol.
70. Minutes of meetings of the Superannuation Sub-committee of the Victorian branch of the Australian Insurance Staffs' Federation; 1 May 1951 - 10 Dec 1951 1 Vol.
71. Minutes of meetings, logs of claims, awards and award variations, and decisions made by the Commonwealth Court of Conciliation and Arbitration used in the preparation of a log of claims for Life Superintendents by the Victorian Branch of the Australian Insurance Staffs' Federation; 1951 - 1955 1 Folder.
72. Correspondence of the Victorian branch of the Australian Insurance Staffs' Federation; Jan 1939 - Dec 1944, May 1946 - Jul 1947, May 1948 - Oct 1949, Jan 1956 - Jul 1957 5 Folders.
4-5 on last
73. Correspondence, vouchers and other papers concerning the annual Insurance Balls conducted by the Victorian branch of the Australian Insurance Staffs' Federation; Aug 1921 - Aug 1923 3 Folders.
74. Correspondence and circulars concerning meetings of the Victorian branch of the Australian Insurance Staffs' Federation; 1949 - 1960 1 Folder.
75. Correspondence of the Victorian branch with the Federal Executive of the Australian Insurance Staffs' Federation; Dec 1954 - Dec 1955 1 Folder.
76. Letter of resignation to the Victorian branch of the Australian Insurance Staffs' Federation of M. Reilly as Victorian President; 3 Dec 1957 1 Folder.
77. Correspondence and other papers of the Victorian branch of the Australian Insurance Staffs' Federation concerning John Keast's claim for worker's compensation; 1960 - 1962 1 Folder.
78. Correspondence of the Victorian branch of the Australian Insurance Staffs' Federation concerning the A.C. Beard Testimonial Fund; June - Oct 1962 1 Folder.

<u>Series</u>	<u>Title</u>	
E98/79.	Lists of staffs of insurance offices in Victoria divided into members and non-members of the Australian Insurance Staffs' Federation; Feb - Mar 1925	✓ 1 Folder.
80.	Office manual (Administration and Accounting) and blank forms of returns required by the Victorian branch of the Australian Insurance Staffs' Federation; <u>circa</u> 1957 - 1960	✓ 1 Folder.
81.	Minutes of the Federal Council of the Australian Insurance Staffs' Federation retained by the Victorian branch; 1949 - 1954	✓ 1 Folder.
82.	Minutes of meetings, agendas and reports of the Federal Council of the Australian Insurance Staffs' Federation retained by the Victorian branch; 1956 - 1957	✓ 1 Folder.
83.	Minutes of the Federal Executive of the Australian Insurance Staffs' Federation retained by the Victorian branch; 1955 - 1956	✓ 1 Folder.
84.	Minutes of other branches of the Australian Insurance Staffs' Federation and reports retained by the Victorian branch; Apr 1952 - Dec 1956	✓ 2 Folders.

Insurance Officials' Association

85.	Minutes, correspondence and other papers of the Insurance Officials' Association (particularly regarding the formation of new branches); Sep 1920 - Apr 1921	✓ 1 Folder.
86.	Vouchers of the Insurance Officials' Association; Mar 1920 - Feb 1922	✓ 1 Folder.

Deposit E98: Australian Insurance Staffs' Federation,
Federal Executive.

Series 1: Minutes of meetings of the Federal Executive
(formerly known as the Central Executive
Committee) of the Australian Insurance Staffs'
Federation; 4 Nov 1920 - 26 Sep 1956

E98/1/1. 4 Nov 1920 - 18 Apr 1939.

2. 10 May 1939 - 19 Feb 1948.

3. 18 Mar 1948 - 15 Mar 1951.

4. 21 Mar 1951 - 7 Dec 1953.

5. 22 Dec 1953 - 26 Sep 1956.

Deposit E98: Australian Insurance Staffs' Federation,
Federal Executive

Series 9: Correspondence of the General Secretary of the
Australian Insurance Staffs' Federation with the
Secretary of the New South Wales branch; Nov 1925 -
Apr 1927, Feb 1931 - Dec 1943

- E98/9/1. Nov 1925 - Apr 1927.
- 2. Feb 1931 - Nov 1939.
- 3. Jan 1940 - June 1943.
- 4. June - Dec 1943.

Deposit E98: Australian Insurance Staffs' Federation,
Federal Executive

Series 25: Correspondence of the General Secretary of the Australian Insurance Staffs' Federation with the United Bank Officers' Association and the Bank Officials' Association, including legal documents and transcripts of evidence used in preparing the case, the Australian Insurance Staffs' Federation vs Accident Underwriters' Association and others, before the High Court of Australia; Mar 1920 - Mar 1924

- E98/25/1. Transcript of evidence in the case, the United Bank Officers' Association vs the Bank of Australasia and others, before the Commonwealth Court of Conciliation and Arbitration (102/1920); Mar 1920
2. Correspondence of the General Secretary of the Australian Insurance Staffs' Federation concerning the judgement given in the Commonwealth Court of Conciliation and Arbitration (Misc. 18/1922) in the application by the Commonwealth Bank of Australia for the deregistration of the United Bank Officers' Association (Commonwealth Branch); 24 Nov 1922
3. Copies of legal documents filed in the Commonwealth Court of Conciliation and Arbitration in the cases the Bank Officials' Association vs the Bank of Australasia and others (103/1923 and 312/1923); Aug 1923 - Mar 1924

Deposit E98: Australian Insurance Staffs' Federation,
Federal Executive

Series 43: Transcript of evidence, affidavits and other
papers in the Australian Insurance Staffs'
Federation's application to the Commonwealth
Court of Conciliation and Arbitration to vary
Life Assurance Superintendents' Award 1942
(234/1942); 26 Nov 1943 - 3 Sep 1945

E98/43/1. Transcript of evidence and copy of exhibits;
26 Nov 1943 - 8 June 1944

2. Transcript of evidence of Board of Reference
appointed under the Life Assurance Superintendents'
Award, report of Chairman of Board to the Common-
wealth Court of Conciliation and Arbitration and
transcript of evidence before the Court; 11 Dec
1944 - 3 Sep 1945
3. Miscellaneous material of the Australian Insur-
ance Staffs' Federation concerning the Award;
1942 - 1945
4. Correspondence and other papers of the Australian
Insurance Staffs' Federation concerning Life
Superintendents' expenses; June - Sep 1944
5. Details of car expenses supplied by Life Assurance
Superintendents; Feb - Jul 1945