

B. J. Grogan
Business Managers Office
Caulfield Institute of
Technology,
900 Dandenong Road,
CAULFIELD EAST 3145

3rd June, 1975

Mr. M. W. Blank
Registrar,
Caulfield Institute of Technology,
900 Dandenong Road,
CAULFIELD EAST. 3145

Dear Sir,

Re: Proposed Administrative Officers Association
in Colleges of Advanced Education
Working Party Report

1. Introduction

The general dinner meeting held at C.I.T. on 25.10.74 relative to the above matter refers. In the first instance thanks are due to your CITAOA group for the provision of that dinner and the venue for that meeting. Secondly, thanks are further due to you as President of the CITAOA group, for acting as Convenor and Chairman of the meeting assembly on 25.10.74.

It will be recalled that as a consequence of that meeting a Working Party was formed in order to arrive at a detailed report for eventual presentation to that previous assembly or a more largely based assembly. Therefore, I have the honour, on behalf of the Working Party to now return to you the official Working Party report.

2. Working Party Composition

The Working Party was made up of the following people:

Mr. B. J. Grogan - C.I.T. (Chairman)
Mr. V. Jones - F.I.T.
Mr. J. Price - Lincoln Institute
Mr. L. Cullen - Prahran Institute
Mr. R. Klose - Gippsland Institute
Mr. R. Morell - Ballarat Institute
Mr. G. Richards - State College - Melbourne
Mr. D. Hutton - State College - Melbourne

We are indebted to the interest, logic and constructive thoughts and indeed the general efforts of the people who made up the Working Party.

3. Working Party Activities

Two meetings were held: - 13.1.75
17.3.75

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