

Australian National University Archives Program

Noel Butlin Archives

Guide to Records of CSR Limited Relating to Employees

The Noel Butlin Archives of Business and Labour is the oldest non-government collecting archives in Australia. It maintains, preserves and makes available for research records of national significance with comprehensive coverage of archives of employer, employee and professional organisations and a major collection of Australian companies. Its holdings range in date from the mid 1820s to the mid 1990s.

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Introduction

CSR Limited is one of Australia's largest and best-known companies. Founded in 1855 by Edward Knox as the Colonial Sugar Refining Company, it adopted its present name in 1973. It was formed from a reconstruction of the Australian Sugar Company, which in 1842 had succeeded the Australian Sugar Company, the first company established in Australia for refining sugar. From sugar refining, milling and distillery operation, CSR Limited has diversified into mining, building materials, chemicals and other interests.

Since 1975 the Archives has held a collection of the major correspondence and general record series (reports, photographs, etc) which document CSR Limited's interest in sugar since 1847. This guide identifies records relating to employees of CSR Limited held at the Archives. It refers to employees of the CSR Sugar Division only. The company retains employee records of other divisions.

All records remain the property of CSR Limited. Access is restricted, requiring researchers to obtain advance permission before visiting the Archives, and submission of work before publication if records are cited. Permission is obtained through the Archives staff. Please note that some of the earlier volumes may be fragile and hence unavailable for extensive use.

Scope of the Guide

This guide is based on a thematic search of those records whose titles indicate a relationship to employees, and as such is not comprehensive. Major series of records such as minute books (retained by the company), general correspondence, reports, executive correspondence, etc were not surveyed in detail. A brief examination was conducted of the extensive CSR Limited photographic collection and only selective samples have been identified. It is likely that there are other records or collections of use at the Centre. Readers are advised to consult the detailed finding-aids to the collections for further information.

Holdings

Registers of employees, staff lists, wage books, etc
Staff correspondence outwards
Applications for employment outwards
Staff and private correspondence inwards
Hambledon Mill
Goondi Mill

Pymont Refinery
Miscellaneous documents
World War I records
CSR library (historical) files
Photographs
Printed material
Other possibilities

Registers of employees, staff lists, wage books, etc

Z109/306-307	<i>Staff register (officers' service)</i>	Names of officers, A-Z, with dates of appointment and discharge, resignation, etc plus positions held, salaries and other remarks, 1882-1911, 1916-1958
Z109/310	<i>Staff lists (officers)</i>	Manuscript list showing names of officers, year appointed to staff and ages, 1870-1920
Z109/308-310		Salaried personnel arranged by occupation at Sydney office, branches, mills, refineries, plantations and other installations for each year. Information given includes names of staff, positions held, salaries, allowance increases, bonuses and remarks. Emergency and temporary staff are listed on occasions and special listings of staff on active service are given for the First and Second World Wars, 1879-1943
N74/1-50	<i>Hours, work and wages returns</i>	Compiled for all refineries, Queensland mills, the distillery, workshops, annex and McCaffrey Services at Pymont and the David North Plant Research Centre at Indoorpilly. They cover all wage-earning employees at each location for varying periods between 1882 and 1984. The returns are half yearly. With some variation over the years they indicate each person's classification, name, occupation, covering award, date of birth, years of service, marital status, membership of provident or insurance scheme, rent payments for company cottages, shift allowances, ages, leave entitlements and remarks, 1882-1984
Z109/266-268	<i>Pymont Refinery employees register</i>	Gives names, dates of joining and leaving the service, date of birth or age when commencing work and occupation, <i>males c1854-1902, 1936, females 1908-1936</i>
Z109/269	<i>Pymont Refinery annual staff lists</i>	1960-1962
Z109/269	<i>Historical file</i>	Copy of letter offering 1,500 pounds to be distributed to Pymont Refinery employees in appreciation of their services (all employees are named), <i>December</i>

N74/51	<i>Labour register</i>	<p>A labour register for short-term appointments, usually of one year. The jobs are varied, including storemen, stockmen, clerks, labourers, handymen and surveyors, but most are tradesmen's positions. The one-line entries are listed alphabetically by name, followed by date of appointment, term of engagement, rate of pay and allowances and location of work. A new entry is made for each contract. Entries apply to the following locations:</p> <p><u>NSW mills</u> - Broadwater, Chatsworth, Condong, Harwood. <u>Queensland mills</u> - Childers, Goondi, Hambleton, Homebush, Macknade, Victoria. <u>Fiji mills</u> - Labasa, Lautoka, Nausori, Penang. <u>Fiji</u> - Ba Tug, Marama, Sigatoka, Tamanua</p>
Z109/555-557	<i>Staff registers – officers' service</i>	<p>Names of staff with dates of birth, dates of appointment and discharge, resignation or retirement plus positions held, salary, allowances and general remarks. Occupations include chemist, manager, clerk, engineer, Indian officer, overseer, field supervisor, accountant, inspector, storekeeper, etc, <i>c1904-1958</i></p>
Z109/558-560	<i>Staff registers – officers' service</i>	<p>Names of staff with dates of birth, dates of appointment and discharge, resignation or retirement plus positions held, salary, allowances and general remarks. Occupations include engineer, chemist, clerk, draughtsman, dispenser, pathologist, overseer, field officer, accountant, distributor, salesman, etc, <i>c1922-1958</i></p>
Z109/561	<i>Temporary staff register</i>	<p>Volume is divided according to permanent appointment to staff, resignations, deaths and general. Includes names of staff, date of birth, date of engagement, positions held, salaries, allowances, bonuses and remarks. Occupations covered include clerk, storekeeper, field officer, chemist, overseer, salesman, engineer, etc, <i>c1908-1950</i></p>
142/3563	<i>Staff wages book</i>	<p>Wages listed on a weekly basis. Staff names grouped according to occupations. Examples of occupations include: office, watchman, yard, cleaning, repairs, grinding bones, extensions of buildings, etc. For each employee the time worked and rate paid are listed, <i>1883-1884</i></p>
Z303/ns686	<i>Staff lists - drawing office and draughtsman's room</i>	<p>Lists the names of employees, with their positions, salaries, allowances, last increase and leave of absence during 1899, giving dates of leaving and returning, <i>1899</i></p>
Z303/ns687	<i>Staff lists - drawing office</i>	<p>Lists the names of employees, with their positions, salary, allowances, bonuses, last increase and leave</p>

		of absence during 1907, giving dates of leaving and returning, <i>31st Dec 1907</i>
Z303/ns685	<i>List of engineers</i>	Engineers employed at each mill are listed. Details provided for each include membership of provident fund, name, qualification, marital status and age, date entered service, date started in present position and pay, <i>6th July 1939</i>
Z303/ns689	<i>Engineering apprentices</i>	Notes number of apprentices, wages, costs of instruction, <i>1931</i>
Z303/ns223	<i>Extract from booklet 'Notes on Work of the Mills'</i>	Manufacturing staff. Lists inspecting chemist and inspecting engineer. For each mill manager, engineer and laboratory staff are listed, <i>season 1889</i>
Z303/ns223	<i>Extract from booklet 'Notes on Work of the Mills'</i>	Manufacturing and agricultural staff. Notes inspector of mills and inspecting chemist and engineer. For each mill it lists manager, laboratory staff, engineer, cane inspector and head overseers and plantation managers, <i>season 1891 and 1892</i>
Z303/ns695	<i>Typed note 'Workshop Foremen' - Pymont</i>	Names of foremen and leading hands, their wages, and the number of men they supervise. Makes recommendations for admission to the Provident Fund, pay scales and appointments, <i>10 Sept 1936</i>
Z438/30-31	<i>Wages books, Hambledon Mill</i>	<i>1914-1928</i>

Staff correspondence outwards

142/728-759	<i>Staff outward</i>	Indexed correspondence relating to staff, <i>1890-1911, 1921, 1924</i>
Z109/280-304	<i>Staff outward</i>	Indexed correspondence relating to staff, <i>1920-1947</i>
Z109/305	<i>Salaries out</i>	Letter to staff and lists to mill managers re revision of salaries and bonuses, <i>January-July 1947</i>

Applications for employment outwards

142/1829-1843	<i>Applications for employment out</i>	Indexed copies of letters of acknowledgment, acceptance and regret, <i>1913-1947</i>
Z109/305	<i>Staff applications out</i>	Indexed copies of letters of acknowledgment, acceptance and regret, <i>1943-1947</i>
M85/175, 342-343	<i>Applications for employment out</i>	Copies of letters of acknowledgment, acceptance and regret, <i>1947-1955</i>

Staff and private correspondence inwards

142/3039-3041	<i>Correspondence to CSR Head Office re staff and private</i>	Adelaide branch in, 1896-1916, 1920-1923
142/3044-3066		Auckland branch, 1903-1906, 1920-1925; Brisbane branch, 1914-1923; Broadwater Mill, 1885-1923; Childers Mill in, 1894-1920; Condong Mill, 1884-1928
142/3068-3089		Fiji mills, 1884-1907; Fremantle branch, 1897-1920; Goondi Mill, 1909-1920; Hambledon Mill, 1915-1919
142/3091-3104		Harwood Mill, 1885-1921; Homebush Mill, 1883-1922; Labasa Mill, 1918-1924
142/3107-3108		Lautoka Mill, 1915-1921
142/3112-3113		Laukota from Labasa, 1921-1928; Lautoka from Penang, 1926-1929
142/3114-3115		Macknade Mill, 1909-1925
142/3121-3125		Melbourne Branch, 1887-1923
142/3128		Nausori Mill, 1919-1921
142/3145		Pymont Refinery, 1897-1917
142/3147-3155		Rarawai Mill, 1914-1924; Victoria Mill, 1888-1925

Hambledon Mill - staff correspondence outwards

Z438/13	<i>Correspondence to Head Office from Hambledon Mill re staff matters</i>	Staff out, 1910-1939
Z438/16-17		Staff out, 1939-1992 (correspondence is indexed for 1947-1992)

Hambledon Mill - staff correspondence inwards

Z438/13-16	<i>Correspondence from Head Office to Hambledon Mill re staff matters</i>	Staff in, 1913-1988 (correspondence is indexed for 1960-1988)
Z438/22		Staff in, 1989-1992

Goondi Mill - Staff Correspondence Out

N126/108-120A	<i>Correspondence from Goondi Mill to Head Office re staff matters</i>	Staff and private letters out, 1891-1960
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Goondi Mill - staff correspondence inwards

N126/92-107	<i>Correspondence from Head Office to Goondi Mill re staff matters</i>	Staff and private letters in, 1890-1963
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Pymont Refinery - general correspondence

142/630-638	<i>Pymont general (indexed)</i>	Press copies of letters labelled 'general'. Contains copies of the Pymont Refinery managers' letters. Matters include staff, supplies of equipment and goods, applications for employment out etc, 1904-1921
142/639	<i>Pymont general</i>	Carbon copies of the Pymont Refinery managers' letters. Content is similar to 142/630-638. Letters numbered 1-534.
142/642	<i>Pymont general</i>	Letters from various sources to Pymont Refinery manager. Most concern staff and applications for employment, 1925 (for the other side of this correspondence see 142/639)

Miscellaneous documents

Z109/197-198	<i>Miscellaneous letters and documents</i>	Directory CSR – letters of resignation, leave of absence, notices of candidature, letters of acceptance (senior officers), 1853-1880 Papers re the employment of WH Mathews with CSR, 1875-1877
Z109/263	<i>Apprenticeship agreement</i>	F James as fitter and turner with CSR, August 1916
142/2953	<i>Particulars of service - chemical staff</i>	Records names of employee, season and mill employed at, address, leave, previous postings, detailed notes on employment. Includes proposed distribution of chemists during season, intended employment of chemists in slack season and chemists employed in Dr Knottman's department, 1908-1916 (volume is indexed)
Z303/41	<i>Blacksmiths Agreement</i>	Homebush Mill, Mackay, Queensland, 1882
Z303/ns367	<i>List of staff - Customs and Shipping Department, Head</i>	Lists those men who enlisted for military service in World War II. Indicates those killed in action, prisoners of war, wounded and discharged.

Office

Z303/ns1059 *Staff reports on engineers* Extracts of reports on engineers. Very detailed record of employee, mills stationed at, qualifications and experience, performance evaluation for each appointment and mill, 1930-1933

World War I records

142/3494-3495 *Correspondence* Correspondence relating to the war service records of CSR staff. Includes completed questionnaires sent to and received from employees' families re biographical information. Questions answered include name, where born, name of school, regiment/s, status and promotion in military, length of service at various fronts, actions in which engaged, decorations and wounds, 1918-1919

142/3496 *Service records and biographical notes* Typed reports noting name of employee, place of birth, education, military address, actions in which engaged, wounds. Includes handwritten notes indicating date joined the company's service, date enlisted in armed forces and other similar information, 1914-1918

142/3497 *War Relief Fund CSR Limited, Sydney and Pyrmont Staff* Committee papers including distribution of funds, circulars to staff and list of staff contributions to the fund, 1914-1919

142/3498 *Roll of Honour* A record of CSR employees who enlisted during World War I. Volume includes note by the General Manger and members of staff from Head Office, Pyrmont Refinery, Adelaide office and Glanville Refinery, Auckland office and Chelsea Refinery, Brisbane office and New Farm Refinery, Fremantle office, Melbourne office and Yarraville Refinery, Broadwater Mill, Childers Mill, Condong, Goondi and Hambleton Mills, Harwood, Homebush and Labasa Mills, Lautoka, Macknade and Nausori Mills, Rarawai and Victoria Mills, 1914-1918

142/3499 *A record of the war service of members of staff* A-Z biographies of CSR staff of the Chemical, Clerical, Engineering and Factory and Field Divisions who served in World War I. Includes note by the General Manger and is indexed, 1914-1918

142/3500 *Photograph* Honour board to CSR staff members who enlisted for service abroad, 1914-1917

Z303/ns794 *Military pay* Pay amounts to serving staff in WWI. Records name of employee, date enlisted, salary at enlistment, statutory increase, bonuses, military pay, military commissions and balance due to employee, 1919

CSR Library Files

Z303/5-7	<i>Subject files A2.0.2-7</i>	Documents (calendared) relating to directors, trustees and individual members of staff. Material relating to specific classifications of staff, such as engineers, chemists and apprentices and also some samples of staff agreements, <i>c1880s-1980s</i>
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Photographs

N126/365-406	<i>Goondi Mill staff</i>	Some have been identified by name of individual, <i>1911-1977</i>
142/3619-3632	<i>CSR cricket and tennis teams</i>	Officers' and staff games. Individuals are identified and photographs labelled, <i>1899-1935</i>
Z109/265	<i>Staff Picnic Committee</i>	<i>1898-1930</i>
Z109/264	<i>Clontarf Picnic</i>	<i>November 1901</i>
Z171/36	<i>CSR cricket team</i>	Individuals are identified, <i>1896</i>
Z303/37	<i>Condong Mill staff and employees</i>	<i>1912</i>
Z303/ns369	<i>Team of the Department of the General Manager</i>	<i>1972</i>
Z303/ns299	<i>Team of the Department of the General Manager</i>	Farewell photographs, <i>1972</i>
Z303/ns285-286	<i>Senior executive officers</i>	<i>1957</i>
Z303/ns300	<i>Staff induction course</i>	<i>1968</i>
Z303/ns767	<i>Staff function at Roseville</i>	<i>1980</i>
171/1-57	<i>Various photographs</i>	Photographs of the CSR Technical Library, Drawing Office and Laboratory staff, <i>1900, 1934, 1959</i> . Boardroom portraits. Cricket, tennis players and luncheons etc.

Printed Material

Z109/371	<i>Raw & Refined</i>	Pymont Refinery staff magazine, <i>1946-1969</i>
Z109/371-372	<i>CSR Newsletter</i>	Covers all operations, <i>1945-1987</i> (indexed to 1981)
Z109/373	<i>Group Staff Matters</i>	Very good for names, roles, retirement dates, births, deaths and marriages and details of new appointees, <i>1974-1986</i>

Other Possibilities

142/2861-2928	<i>Inspectors' reports</i>	Press copies of inspector's reports occasionally including staff matters, <i>c1880-1947</i>
142/2831-2834	<i>New Zealand Sugar Company</i>	Correspondence from the New Zealand Sugar Company to CSR Head Office, <i>1844-1888</i>
142/3562	<i>New Zealand Sugar Company wages book</i>	Weekly payments to employees including name, time, rate and amount paid. Occupations include office, blowups and bag filters, char dept, raw sugar store, firemen, engine tenders, yardman, draymen, engineers, carpenters, blacksmiths, etc, <i>1884-1886</i>
142/783-804	<i>Broadwater Mill</i>	Correspondence from CSR Head Office to the managers of Broadwater Mill. Includes references to staff and apprentices, <i>1886-1948</i>
142/1749-1782	<i>Harwood Mill</i>	Press copies of letters exchanged between mills or CSR officers, received in Head Office, <i>1870-1919</i>
142/1515-1516, 2929, 3114-3120	<i>Macknade Mill</i>	Press copies of letters exchanged between Macknade Mill and Head Office re private, staff and general matters, <i>1898-1920</i>
142/3561	<i>Wages book</i>	Records weekly payments to employees including name, days at work, overtime, rate of wages and amount paid for various areas of the Canterbury Sugar Works, Sydney Sugar Works and the Brisbane Charcoal Works and Sugar House. Occupations include: watchman, filter room, till house, vacuums, cooper, carpenter, engineer, etc, <i>1851-1854</i>

Access to Records

For access to the records highlighted in this guide and other collections of relevance please contact:

Reference Archivist
Noel Butlin Archives Centre
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Canberra 0200

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Ph: (02) 6125 2219

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Access to the records is governed by NBAC staff at the discretion of the owners of the records.

All researchers are required to contact the Centre and give advance notice of any visit to ensure that:

- the records they wish to consult will be available to them;
- any required permissions have been obtained; and
- the Centre will be open on the day they intend to visit.

Written requests for information are preferred.

Finding-Aids

The Centre maintains and creates detailed finding-aids and guides that record the arrangement and description of all collections in its care. Detailed finding-aids for all the collections noted in this guide are available through the Centre, and researchers are advised to consult them for further sources of information as well as additional information on series and items noted in this guide.

Published Sources

- Kerr, J. *Southern sugar saga. A history of the sugar industry in the Bundaberg district*, Bundaberg: Bundaberg Sugar Company Limited, 1983
- *Spirit of New Farm 1893-1993. Celebrating a hundred years at CSR's New Farm sugar refinery*, New Farm: CSR Limited, 1993
- *The sugar house. CSR Pymont Refinery, 1878-1992*, Sydney: CSR Limited, 1992

Further Information

You may also wish to:

- visit the [CSR Limited webpage](http://www.csr.com.au/Default.asp?cookie%5Ftest=1) at <http://www.csr.com.au/Default.asp?cookie%5Ftest=1>;
- search the [Register of Australian Archives and Manuscripts \(RAAM\)](http://www.nla.gov.au/raam/) at <http://www.nla.gov.au/raam/>;
- request a copy of the NBAC subject guide for Pymont Refinery;
- request a copy of the *ABLative* article by Maureen Purtell *CSR Records at NBAC* .

Prepared by Maureen Purtell, 1992
Amended by Emma Jolley, 2001