Records of CSR Limited relating to employees

CSR Limited was founded in 1855 by Edward Knox as the Colonial Sugar Refining Company and adopted its present name in 1973. From sugar refining, milling and distillery operation, the company has diversified into mining, building materials, chemicals and other interests.

This guide identifies records relating to employees of the CSR Sugar Division only. The records remain the property of CSR Limited and Archives staff will request permission to view them on your behalf.

Registers of employees, staff lists, wage books, etc

| Z109/310 | Staff lists (officers) | 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 | Hours, work and wages returns | Compiled for all refineries, Queensland mills, the distillery, workshops, annex and McCaffrey Services at Pyrmont and the David North Plant Research Centre at Indooroopilly. 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 | Pyrmont Refinery employees register | Gives names, dates of joining and leaving the service, date of birth or age when commencing work and occupation, males c1854-1902, 1936, females 1908-1936 |
| Z109/269 | Pyrmont Refinery annual staff lists | 1960-1962 |
| Z109/269 | Historical file | Copy of letter offering 1,500 pounds to be distributed to Pyrmont Refinery employees in appreciation of their services (all employees are named), December 1877 |
| N74/51 | Labour register | 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: NSW mills - Broadwater, Chatsworth, Condong, Harwood. |
| Z109/558-560 | Staff registers – officers’ service | 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, c1904-1958
| Z109/561 | Temporary staff register | 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, etc, c1908-1950
| 142/3563 | Staff wages book | 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, 1883-1884
| Z303/ns686 | Staff lists - drawing office and draughtsman’s room | Lists the names of employees, with their positions, salaries, allowances, last increase and leave of absence during 1899, giving dates of leaving and returning, 1899
| Z303/ns687 | Staff lists - drawing office | Lists the names of employees, with their positions, salary, allowances, bonuses, last increase and leave of absence during 1907, giving dates of leaving and returning, 31st Dec 1907
| Z303/ns685 | List of engineers | 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, 6th July 1939
| Z303/ns689 | Engineering apprentices | Notes number of apprentices, wages, costs of instruction, 1931
| Z303/ns223 | Extract from booklet ‘Notes on Work of the Mills’ | Manufacturing staff. Lists inspecting chemist and inspecting engineer. For each mill manager, engineer and laboratory staff are listed, season 1889
| Z303/ns223 | Extract from booklet ‘Notes on Work of the Mills’ | 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, season 1891 and 1892
| Z303/ns695 | Typed note ‘Workshop Foremen’ - Pyrmont | 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, 10 Sept 1936
| Z438/30-31 | Wages books, Hambledon Mill | 1914-1928

**Staff correspondence outwards**

| 142/728-759 | Staff outward | Indexed correspondence relating to staff, 1890-1911, 1921, 1924
| Z109/280-304 | Staff outward | Indexed correspondence relating to staff, 1920-1947
<table>
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<tr>
<th>Reference</th>
<th>Description</th>
<th>Details</th>
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<tr>
<td>Z109/305</td>
<td>Salaries out</td>
<td>Letter to staff and lists to mill managers re revision of salaries and bonuses, January-July 1947</td>
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<td>142/1829-1843</td>
<td>Applications for employment outwards</td>
<td>Indexed copies of letters of acknowledgment, acceptance and regret, 1913-1947</td>
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<td>Z109/305</td>
<td>Staff applications out</td>
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<td>Applications for employment outwards</td>
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<td>142/3039-3041</td>
<td>Correspondence to CSR Head Office re staff and private</td>
<td>Adelaide branch in, 1896-1916, 1920-1923</td>
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<td>142/3044-3066</td>
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<td>Auckland branch, 1903-1906, 1920-1925; Brisbane branch, 1914-1923; Broadwater Mill, 1885-1923; Childers Mill in, 1894-1920; Condong Mill, 1884-1928</td>
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<td>142/3068-3089</td>
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<td>Fiji mills, 1884-1907; Fremantle branch, 1897-1920; Goondi Mill, 1909-1920; Hambledon Mill, 1915-1919</td>
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<td>142/3091-3104</td>
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<td>Harwood Mill, 1885-1921; Homebush Mill, 1883-1922; Labasa Mill, 1918-1924</td>
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<td>142/3107-3108</td>
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<td>Lautoka Mill, 1915-1921</td>
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<td>142/3112-3113</td>
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<td>Laukota from Labasa, 1921-1928; Lautoka from Penang, 1926-1929</td>
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<td>142/3114-3115</td>
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<td>Macknade Mill, 1909-1925</td>
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<td>142/3121-3125</td>
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<td>142/3145</td>
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<td>Pyrmont Refinery, 1897-1917</td>
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<td>142/3147-3155</td>
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<td>Rarawai Mill, 1914-1924; Victoria Mill, 1888-1925</td>
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<td>Z438/13</td>
<td>Correspondence to Head Office from Hambledon Mill</td>
<td>Staff out, 1910-1939</td>
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<td>Z438/16-17</td>
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<td>Staff out, 1939-1992 (correspondence is indexed for 1947-1992)</td>
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<td>Z438/13-16</td>
<td>Correspondence from Head Office to Hambledon Mill</td>
<td>Staff in, 1913-1988 (correspondence is indexed for 1960-1988)</td>
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<td>Z438/22</td>
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<td>Staff in, 1989-1992</td>
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<td>N126/108-120A</td>
<td>Correspondence from Goondi Mill to Head Office</td>
<td>Staff and private letters out, 1891-1960</td>
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<td>N126/92-107</td>
<td>Correspondence from Head Office to Goondi Mill</td>
<td>Staff and private letters in, 1890-1963</td>
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| 142/630-638 | Pyrmont general | Press copies of letters labelled ‘general’. Contains copies of the
Pyrment Refinery managers’ letters. Matters include staff, supplies of equipment and goods, applications for employment out etc, 1904-1921.

142/639 Pyrmont general Carbon copies of the Pyrmont Refinery managers’ letters. Content is similar to 142/630-638. Letters numbered 1-534.

142/642 Pyrmont general Letters from various sources to Pyrmont 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 Miscellaneous letters and documents Directory CSR – letters of resignation, leave of absence, notices of candidature, letters of acceptance (senior officers), 1853-1880

Z109/263 Apprenticeship agreement F James as fitter and turner with CSR, August 1916

142/2953 Particulars of service - chemical staff 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 Blacksmiths Agreement Homebush Mill, Mackay, Queensland, 1882

Z303/ns367 List of staff - Customs and Shipping Department, Head Office Lists those men who enlisted for military service in World War II. Indicates those killed in action, prisoners of war, wounded and discharged.

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

142/3499
A record of the war service of members of staff
Mills, 1914-1918
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 Manager 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 Subject files A2.0.2-7
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, c1880s-1980s

Photographs
N126/365-406 Goondi Mill staff
Some have been identified by name of individual, 1911-1977

142/3619-3632 CSR cricket and tennis teams
Officers’ and staff games. Individuals are identified and photographs labelled, 1899-1935

Z109/265 Staff Picnic Committee
1898-1930

Z109/264 Clontarf Picnic
November 1901

Z171/36 CSR cricket team
Individuals are identified, 1896

Z303/37 Condong Mill staff and employees
1912

Z303/ns369 Team of the Department of the General Manager
1972

Z303/ns299 Team of the Department of the General Manager
Farewell photographs, 1972

Z303/ns285-286 Senior executive officers
1957

Z303/ns300 Staff induction course
1968

Z303/ns767 Staff function at Roseville
1980

171/1-57 Various photographs
Photographs of the CSR Technical Library, Drawing Office and Laboratory staff, 1900, 1934, 1959. Boardroom portraits. Cricket, tennis players and luncheons etc.

Printed material
Z109/371 Raw & Refined
Pyrmont Refinery staff magazine, 1946-1969

Z109/371-372 CSR Newsletter
Covers all operations, 1945-1987 (indexed to 1981)

Z109/373 Group Staff Matters
Very good for names, roles, retirement dates, births, deaths and marriages and details of new appointees, 1974-1986

Other possibilities
142/2861-2928 Inspectors’ reports
Press copies of inspector's reports occasionally including staff matters, c1880-1947

142/2831-2834 New Zealand Sugar Company
Correspondence from the New Zealand Sugar Company to CSR Head Office, 1844-1888

142/3562 New Zealand Sugar Company wages book
Weekly payments to employees including name, time, rate and amount paid. Occupations include office, blowups and bag filters,
Correspondence from CSR Head Office to the managers of Broadwater Mill. Includes references to staff and apprentices, 1886-1948.

Press copies of letters exchanged between mills or CSR officers, received in Head Office, 1870-1919.

Press copies of letters exchanged between Macknade Mill and Head Office re private, staff and general matters, 1898-1920.

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., 1851-1854.

Published sources


Spirit of New Farm 1893-1993. Celebrating a hundred years at CSR’s New Farm sugar refinery, New Farm: CSR Limited, 1993


More information

For more information about the Archives, go to www.archives.anu.edu.au. You can contact us at butlin.archives@anu.edu.au or by phone on 02 6125 2219.