

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

Z109/306-307	<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 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	<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 1877</i>
N74/51	<i>Labour register</i>	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.

		Queensland mills - Childers, Goondi, Hambledon, Homebush, Macknade, Victoria. Fiji mills - Labasa, Lautoka, Nausori, Penang. Fiji - Ba Tug, Marama, Sigatoka, Tamanua 1884-1950
Z109/555-557	<i>Staff registers – officers' service</i>	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
Z109/558-560	<i>Staff registers – officers' service</i>	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, c1922-1958
Z109/561	<i>Temporary staff register</i>	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, c1908-1950
142/3563	<i>Staff wages book</i>	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	<i>Staff lists - drawing office and draughtsman's room</i>	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	<i>Staff lists - drawing office</i>	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, 31 st Dec 1907
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, 6 th July 1939
Z303/ns689	<i>Engineering apprentices</i>	Notes number of apprentices, wages, costs of instruction, 1931
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, season 1889
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, season 1891 and 1892
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, 10 Sept 1936
Z438/30-31	<i>Wages books, Hambledon Mill</i>	1914-1928

Staff correspondence outwards

142/728-759	<i>Staff outward</i>	Indexed correspondence relating to staff, 1890-1911, 1921, 1924
Z109/280-304	<i>Staff outward</i>	Indexed correspondence relating to staff, 1920-1947

Z109/305 *Salaries out* Letter to staff and lists to mill managers re revision of salaries and bonuses, *January-July 1947*

Applications for employment outwards

142/1829-1843 *Applications for employment out* Indexed copies of letters of acknowledgment, acceptance and regret, *1913-1947*

Z109/305 *Staff applications out* Indexed copies of letters of acknowledgment, acceptance and regret, *1943-1947*

M85/175, 342-343 *Applications for employment out* Copies of letters of acknowledgment, acceptance and regret, *1947-1955*

Staff and private correspondence inwards

142/3039-3041 *Correspondence to CSR Head Office re staff and private* 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*; Hambleton 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*

Hambleton Mill

Z438/13 *Correspondence to Head Office from Hambleton Mill* Staff out, *1910-1939*

Z438/16-17 Staff out, *1939-1992* (correspondence is indexed for *1947-1992*)

Z438/13-16 *Correspondence from Head Office to Hambleton Mill* Staff in, *1913-1988* (correspondence is indexed for *1960-1988*)

Z438/22 Staff in, *1989-1992*

Goondi Mill

N126/108-120A *Correspondence from Goondi Mill to Head Office* Staff and private letters out, *1891-1960*

N126/92-107 *Correspondence from Head Office to Goondi Mill* Staff and private letters in, *1890-1963*

Pymont Refinery

142/630-638 *Pymont general* Press copies of letters labelled 'general'. Contains copies of the

	<i>(indexed)</i>	Pyrmont Refinery managers' letters. Matters include staff, supplies of equipment and goods, applications for employment out etc, 1904-1921
142/639	<i>Pyrmont general</i>	Carbon copies of the Pyrmont Refinery managers' letters. Content is similar to 142/630-638. Letters numbered 1-534.
142/642	<i>Pyrmont general</i>	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	<i>Miscellaneous letters and documents</i>	Directory CSR - letters of resignation, leave of absence, notices of candidature, letters of acceptance (senior officers), 1853-1880
Z109/263	<i>Apprenticeship agreement</i>	Papers re the employment of WH Mathews with CSR, 1875-1877
142/2953	<i>Particulars of service - chemical staff</i>	F James as fitter and turner with CSR, August 1916
		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 Office</i>	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	<i>Staff reports on engineers</i>	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	<i>Correspondence</i>	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	<i>Service records and biographical notes</i>	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	<i>War Relief Fund CSR Limited, Sydney and Pyrmont Staff</i>	Committee papers including distribution of funds, circulars to staff and list of staff contributions to the fund, 1914-1919
142/3498	<i>Roll of Honour</i>	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	<i>A record of the war service of members of staff</i>	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	<i>Photograph</i>	Honour board to CSR staff members who enlisted for service abroad, 1914-1917
Z303/ns794	<i>Military pay</i>	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, c1880s-1980s
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Photographs

N126/365-406	<i>Goondi Mill staff</i>	Some have been identified by name of individual, 1911-1977
142/3619-3632	<i>CSR cricket and tennis teams</i>	Officers' and staff games. Individuals are identified and photographs labelled, 1899-1935
Z109/265	<i>Staff Picnic Committee</i>	1898-1930
Z109/264	<i>Clontarf Picnic</i>	November 1901
Z171/36	<i>CSR cricket team</i>	Individuals are identified, 1896
Z303/37	<i>Condong Mill staff and employees</i>	1912
Z303/ns369	<i>Team of the Department of the General Manager</i>	1972
Z303/ns299	<i>Team of the Department of the General Manager</i>	Farewell photographs, 1972
Z303/ns285-286	<i>Senior executive officers</i>	1957
Z303/ns300	<i>Staff induction course</i>	1968
Z303/ns767	<i>Staff function at Roseville</i>	1980
171/1-57	<i>Various photographs</i>	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	<i>Raw & Refined</i>	Pymont Refinery staff magazine, 1946-1969
Z109/371-372	<i>CSR Newsletter</i>	Covers all operations, 1945-1987 (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, 1974-1986

Other possibilities

142/2861-2928	<i>Inspectors' reports</i>	Press copies of inspector's reports occasionally including staff matters, c1880-1947
142/2831-2834	<i>New Zealand Sugar Company</i>	Correspondence from the New Zealand Sugar Company to CSR Head Office, 1844-1888
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,

142/783-804	<i>Broadwater Mill</i>	char dept, raw sugar store, firemen, engine tenders, yardman, draymen, engineers, carpenters, blacksmiths, etc, 1884-1886 Correspondence from CSR Head Office to the managers of Broadwater Mill. Includes references to staff and apprentices, 1886-1948
142/1749-1782	<i>Harwood Mill</i>	Press copies of letters exchanged between mills or CSR officers, received in Head Office, 1870-1919
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, 1898-1920
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, 1851-1854

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 Pyrmont Refinery, 1878-1992, Sydney: CSR Limited, 1992

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.