



## THE UNIVERSITY OF MELBOURNE ARCHIVES

<b>NAME OF COLLECTION</b>	MELBOURNE STEAMSHIP CO. LTD.
<b>ACCESSION NO</b>	1962.0008
<b>CATEGORY</b>	Business, organisations
<b>ACTIVITY</b>	Shipping companies
<b>DATE RANGE</b>	1868-1959
<b>SIZE OF COLLECTION</b>	16 m. Photograph
<b>HISTORICAL NOTE</b>	<p>The company had its origins in three separate businesses: A. and J. McIntyre, established in 1854; Hugh R. Reid and Co. (later Reid, Poole and Co.) established in 1861; and James Deane and Co. established in 1864. In 1884 the businesses James Deane and Co., Melbourne Coal Co. and Hobson's Floating Dock Co., were sold to a private company directed by H.R. Reid, Captain James Deane and Captain James McIntyre and managed by Reid's brother-in-law, D. York Syme, who had been connected to the ventures since 1873. In 1884 the businesses, now Melbourne Towage Lighterage Co., Port Phillip Engineering, Shipbuilding and Dock Co. and Melbourne Coal Company, were incorporated as the Melbourne Coal, Shipping and Engineering Co. Ltd. in 1885. Till now chiefly engaged in Port Phillip, the Company expanded in the 1890s into regular cargo and passenger traffic in the west, opening the first branch in Fremantle in 1898 followed by Sydney (1905), Adelaide (1908) and Newcastle (1909). Replacements and additions were made to the fleet in the 1920s. The last interstate vessel built was "Duntroon" in 1935. In 1961 Howard Smith Ltd took over the company. Howard Smith Ltd was in turn acquired by Wesfarmers Ltd in 2001.</p>
<b>DATE OF TRANSFER</b>	June, 1962
<b>ACCESS CONDITIONS</b>	Access: Open
<b>LISTED BY</b>	Cecily Close
<b>DATE</b>	23 <sup>rd</sup> September, 1965

List note: List only partially numbers Unit numbers. If the material required is unknown or has no unit number assigned please ask for Archivist assistance.

RECORDS RECEIVED INTO CUSTODY

NAME: MELBOURNE STEAMSHIP COMPANY LIMITED  
ADDRESS: Taken over by Howard Smith Limited in 1961.  
MAIN ACTIVITY: Steamship and investment Company.  
DATE OF TRANSFER: June 1962.

GENERAL NOTE: The Company had its origin in the three separate businesses of A. and J. McIntyre, established 1854; Hugh R. Reid and Co. (Later Reid, Poole and Co.), established 1861; and James Deane and Co., established 1864. In 1874 a fleet of eight steamers for towing purposes, the vessels of Norton, Graham and Co., was taken over under the joint management of H.F. Norton, James Deane, H.R. Reid and J.C. Poole. On 30th June 1884, the respective businesses, then known as James Deane and Co., Melbourne Coal Co. and Hobson's Floating Dock Co., were sold to a private company under the direction of H.R. Reid, Captain James Deane, and Captain James McIntyre, and under the management of Reid's ~~brother-in-law~~, D. York Syme, who had been connected with the ventures since 1873.

The associated businesses thereupon traded under the names of Melbourne Towing and Lighterage Co., Port Phillip Engineering, Shipbuilding and Dock Co., and Melbourne Coal Company. These undertakings were incorporated under the title of the Melbourne Coal, Shipping and Engineering Co. Ltd. in October 1885. The fleet at this time was chiefly engaged in Port Phillip.

In the early nineties a rapid increase in the shipping trade between the Eastern and Western States following the gold rush in Western Australia encouraged the Company to inaugurate a regular cargo and passenger service.

On 27th December, 1895, the Company, which from 1893 had been trading under the title of the Melbourne Shipping Co. Ltd., was registered as the Melbourne Steamship Company Ltd. with a nominal capital of £75,000, in shares of £10 each, all of which were fully paid up by the end of the year.

As the interstate shipping business grew, branch offices under the management of staff appointed from the Company's Head Office in Melbourne replaced existing agencies at the principal ports. The first branch office was opened at Fremantle in 1898 under the management of H.R.Reid. By 1904 the Company had an extensive coal-carrying and bunkering business, being contractors to the Commonwealth and State Governments and to several overseas steamship lines.

On 5th October 1904, the Company was reconstructed with a nominal capital of £150,000. Further extensions were made to the interstate fleet over the next ten years, and branch offices were opened in Sydney (1905), Port Adelaide (1908) and Newcastle (1909).

Following the growth in importance of the ship-repairing, engineering and dry-docking section of the business at Williamstown, a subsidiary company, the Hobson's Bay Dock and Engineering Company was formed in October 1925 with an authorised capital of £100,000 in £1. The parent company was appointed managing agent.

Replacements and additions to the fleet were made during the nineteen-twenties; and the last interstate vessel to be built for the company was M.V. "Duntroon" (1935). When taken over by Howard Smith Ltd. in November 1961, the Melbourne Steamship Company Ltd. was chiefly concerned in investments.

The Records are arranged as follows:

1. History of the Company.
2. Management.
  1. Agreements connected with formation of Company.
  2. Memoranda and articles of Association.
  3. Minutes.
  4. Agendas.
  5. Reports and Balance Sheets and Notices to Shareholders.
  6. Correspondence.
  7. Trade Agreements.
  8. Leases, Licences, Bills of Sale etc.
  9. Memoranda and other papers.
3. Accounts.
  1. Account Books.
  2. Statements.
  3. Diaries.
  4. Correspondence.
  5. Files of memoranda, statements, letters.
  6. Memorandum Books.
  7. Inventories.
  8. Vouchers, London statements
  9. Miscellaneous.
4. Log Books of Ships' Officers.
5. Bound Newspaper cuttings.
6. Printed material (time-tables, booklets etc.)
  1. Published by Company.
  2. Published by others.
7. Photographs and films.
8. Plans, Specifications.

## Group 1. HISTORY OF THE COMPANY.

## Unit 1

1. Unpublished material: notes, memoranda etc. Includes:
  1. History of Company. Unsigned. Melbourne 6th March 1926. 3 ts. (2 copies).
  2. Brief Outline of History. Undated and unsigned. Attached: sheet headed "Interstate Trading", giving dates of commencement of trade on interstate routes, and list of vessels owned by the Company 1885 - 1931. 4 ts. (Draft)
  3. Later version of the above. 3 ts.
  4. Notes on the Company's Floating Dock at Williamstown 1927-33 including extracts from newspaper cuttings and Age cutting 7 June 1933. 5 sheets.
  5. Letter to Fremantle from Melbourne Manager giving information about first steamers trading to W.A. 1 ts. 18 July 1931.
  6. Notes on history of the Company made by H.C. Francis (Accountant, and now Secretary of the Company). 1 exercise book. 1933.
  7. Memoranda and circulars to Branches and Departments concerning origin of Company's House Flag. August 1933 and August 1934. 5 sheets.
  8. Reminiscences by A.W. Leonard, Fremantle (2 April 1936) formerly of Williamstown. 3 pp. (3 copies) Amended version 19 May 1936 1936, 4 pp. (3 copies). Letters from A.W. Leonard to H.C. Francis 1 Sept. 1934 and 19 May 1936.
  9. Memoranda (2) from Secretary to Managing Director re. Williamstown Dock. 1947.

## Unit 1

## 2. Published material.

1. Printed pamphlet containing: letter Reid Poole and Co. to Commissioner of Public Works proposing manner of settlement of question of access to the Floating Dock and reply. Report of Public Meeting Williamstown convened by Mayor to discuss proposed removal of Floating Dock. Mr. Reid's representation to the Commissioner, stating that without dredging Chief Harbour Master cannot select another suitable site for Dock, and further correspondence on the subject. 8 pp. Sept. 6, 1872 - July 12, 1873.
2. Article on Melbourne Steamship Co. Ltd. from Darling's "Illustrated Hand Book", 1908. 1 p. (4)
3. Souvenir 48 pp. (2 copies, one incomplete) 1904.
4. Typed extracts from newspapers in file labelled Tugs. "Career of the 'Maitland' (Argus 27 July 1927) 2ts. 2 copies; "Towage was beyond the the Heads" (Herald 5 March 1928) 1 ts. "A Smart

Unit 1

- Tow" (Argus 18 June 1906) and "The History of a Tug" concerning "Hercules" (The Age 46 June 1927) 2 copies. 1 ts.
5. Newspaper cutting "Ocean Mishaps: Bass Strait Disasters" by Vic. Hyatt, from The Mail June 9, 1934. Refers to "Beeswing".
  6. Melbourne S. Co. Ltd. Ware's Statistical Service: history and present financial position and outlook. 7 pp. 2 copies. 10 Aug. 1933; 14 Aug. 1934, 9pp. 7 Sept. 1935
  9. "Pioneer Shipowners of Victoria" by E.K.S. The Age 21 Dec. 1935. 1 p. (4 copies).
  10. Wealth of a City: an Account of the Industries of Williamstown. 1947. Published by the Williamstown High School Ex-Students' Association. 44 pp. Article on M.S. Co. p.7.
  11. Royal Australian Historical Society Journal and Proceedings Vol. xxxix Part v, Sydney 1953. "A Fleet of Halks" by R.W. Glassford p.1. (No M.S. vessels, but journal was filed with other material on the Company's history).

Unit 1

~~3. Bound Volumes.~~

See also 5/14 ~~†~~ History of the Company: newspaper cuttings, photographs (some material duplicating that in Group 1/1). 1871-1958. 1 vol.

and other

~~See also series of volumes Newspaper Cuttings.~~

**Group 2. MANAGEMENT.**

## Unit 1

**1. Agreements made in connection with the formation of the Company.**

1. James Deane, James McIntyre, D.Y. Syme and F. Reed "agree to commence business as Coal Merchants under the style of the Melbourne Coal Company", taking shares as stated in agreement. 1 ms. 30 April 1877. Also, memorandum of purchase of shares in hulk, lighters, boats and half the plant used by the Melbourne Coal Co. by the above from Messrs. Hugh R. Reid and Co. 2 ms. 30 April 1877. (Draft)
2. Agreement between James McIntyre and David York Syme that McIntyre shall sell to Syme his half share of the Hobson's Bay Floating Dock, Molesworth, Engines, Moorings and goodwill and one half of his interest in capital and plant account of the Dock Co. McIntyre's receipt for £357.12.6. 1 ms. 1 April, 1883.
3. James Deane, Hugh R. Reid, D.Y. Syme, James McIntyre, John Clark, Robert Warnock, C. Taylor, George Richardson and H.R. Litchfield agree to form themselves into "a private company to work the various businesses, now carried on by the Melbourne Coal Company, the Floating Dock Coy., and James Deane and Co., Steam Tug proprietors and Ship Builders". 5 ms + 2 pp. schedule. 4 June 1884.
4. Folder labelled "1893-1896 Incorporation etc. 68 Companies". Contains: copy of Resolution, 19 April 1893 submitted to Extraordinary General Meeting of the Melbourne Coal Shipping and Engineering Co. Ltd. that the name of the Company be changed to the "Melbourne Shipping Company Limited"; Agreement, December 31 1895 between the Melbourne Shipping Company Ltd., and the Melbourne Steamship Company Limited "the purchasing Company"; Certificate of Incorporation of the Melbourne Steamship Co. Ltd., 27 Dec. 1895 from the Registrar General; correspondence from W.H. Croker, Solicitor, re. sale of the Melbourne Shipping Co. Ltd., December 1895 - May 1896; approval of the proposed sale of the Melbourne Shipping Co., signed by 13 shareholders, 24 Dec. 1895, and other papers. Also, folded in Balance Sheet of Melbourne Steamship Co. Ltd. Dec. 1896, Notice of Extraordinary General Meeting of Shareholders of the Melbourne Shipping Co. Ltd. 7 Dec. 1895, to consider the above resolution (draft). Statement of Net Profit, Distribution, Capital, Loans, Reserves etc. 1896 - 1899. Statements Profit and Loss various Departments 1886 - 1891. 5 sheets.

Group 2. MANAGEMENT

Unit 1

2. Memoranda and Articles of Association.

1. Melbourne Coal, Shipping and Engineering Co. Ltd. Sept. 1885. 38 pp. printed on parchment.
2. Ditto, printed on paper, with alterations and note on front cover: "Unanimously Adopted at Meeting held 5/1/87" and "Confirmed 21/1/87", signed by H.E. Reid. 18 pp.
3. Ditto. 1891. 18 pp. printed.
4. Melbourne Steamship Co. Ltd. 1895. 18 pp.
5. Ditto. 1901. 17 pp.
6. Ditto. 1904. 39 pp.
7. Copy of resolution to be passed at Extraordinary General Meeting of the Melbourne Coal, Shipping and Engineering Company Ltd. on Nov. 21, 1890 and resolution as passed at the meeting (evidently copies of notifications sent to Registrar General. 2 ts.
8. File: Alteration of Articles of Association 21 March 1911. Contains suggested alterations list of Company's shareholders Feb. 1911, notes on procedure by E.G. Francis (Accountant) and other papers. 10 sheets.
9. File: Alteration of Articles of Association, 2 May 1911. Powers and Conditions as at present existing, and suggested alterations. 1 sheet.
10. File labelled "Articles of Association": Includes Letter to Manager, Fremantle Office from D.Y. Syme Jnr. enclosing 2 copies Notice of Special Resolution altering Articles with object of appointing Supervising Directors and Joint Managers. Further letter enclosing copies of special resolution passed by shareholders. Dec. 1910. 9 Jan. 1911. Copies of notices to shareholders. Draft typed copies Articles of Association with proposed additions and alterations. 49 pp. July 1915. Articles 96-112 (revised) 4 pp. ts. 58 sheets.
11. File labelled "Proposed New Articles of Association as referred to in the Notice to Share holders dated 4th Dec. 1915". 41 ts. Dec. 1915
12. Articles of Association galley proofs 10 pp. with D.Y. Syme's signature. 14 Dec. 1915. Also torn printer's copy.
13. File of memoranda by E.G.F. concerning proofs. Draft letter to Fremantle Office and Hedderwick. 15 sheets. Dec. 1915.
14. File memoranda re. alterations decided upon. 1911-1915.
15. Memorandum of Association of Hobson's Bay Dock and Engineering Company Proprietary Ltd.: draft ts. 39 pp. Final version with certificate of incorporation. 39 pp. 15 Oct. 1925.

3. Minutes

Unit 2

1. Melbourne Coal Co.  
13 Aug. 1877 - 20 March 1884.  
1 vol.
2. James Deane and Co. (?)  
28 Ap. 1879 - 12 Jan. 1882.  
1 vol.
3. Hobson's Bay Floating Dock Co.  
9 Aug. 1879 - 20 March 1884.  
Cover missing; shelved in manila folder with bound volumes.
4. a. Melbourne Coal Co., Melbourne Towing and Lighterage Co., Port Phillip Engineering, Shipbuilding and Dock Co.  
Contains minutes of first meeting of "the New Coy. formed to take over the business of James Deane and Coy. The Melbourne Coal Coy. and the Hobson's Bay Floating Dock Coy". It was agreed that the businesses should be worked under the names of the Melbourne Coal Co., Towing and Lighterage Co., etc. Includes three shareholders' meetings: 30 Jan. 1885, 22 Aug. 1885, and 21-22 Sept. 1885 (held to discuss the formation of a new limited company).  
4 June 1884 - 23 Sept. 1885.  
1 vol.
- b. Draft of the above, with draft minutes of Directors' meetings to 2 March 1886.  
1 vol.

Unit 3

5. Melbourne Coal, Shipping and Engineering Co. Ltd.  
1 Oct. 1885 - 28 March 1890. Includes notices to shareholders, minutes of shareholders' meetings from 26 Sept. 1887.  
1 vol.
6. 3 Sept. 1888 - 15 Sept. 1890.  
1 vol.
7. Shareholders' meetings  
18 Sept. 1890 - 15 Aug. 1905; to Liquidation (final meeting) of Melbourne Steamship Co.  
1 vol.

Unit 4

8. Directors' meetings 22 Sept. 1890 - 21 Dec. 1891.  
1 vol.
9. 29 Dec. 1891 - 27 Nov. 1894.
10. Melbourne Shipping Co. Ltd.  
4 Dec. 1894 - 11 Jan. 1898.  
1 vol.

Unit 5

11. Melbourne Steamship Co. Ltd. 18 Jan. 1898 - 1 May 1900.
12. 8 May 1900 - 1 Aug. 1902.  
1 vol.



Minutes

- Unit 5 13. 5 Aug. 1902 - 11 Oct. 1904.  
1 vol.
- Unit 6 14. Oct. 11 1904 - Sept. 21 1907.  
Contains also Allotment of shares 11 Oct. 1904 on the formation of the new Company of the same name, notices to employees, Profit and Loss statements, reports and balance sheets. Letter May 12 1906 from Hunter, McIlwraith, McFarbham and Co. Pty. Ltd. Melbourne to D.Y. Syme, setting out basis of settlement with M.S. Co. concerning the latter's share in coal trade. Reply May 16, 1906 from M.S. Co. giving approval or disapproval of the various clauses in the settlement.  
1 vol.
15. Sept. 24 1907 - June 14 1910. Includes balance sheets, notices.  
1 vol.
16. 21 June 1910 - 8 Oct. 1912.  
1 vol.
- Unit 71 17. 16 Oct. 1912 - 8 Nov. 1916.  
1 vol.
- Unit 72 18. 14 Nov. 1916 - 7 Ap. 1921.  
1 vol.
- Unit 73 19. 13 Ap. 1921 - 1 Dec. 1924.  
1 vol.
- Unit 74 20. 2 Dec. 1924 - 12 Dec. 1928.  
1 vol.
- Unit 75 21. 18 Dec. 1928 - 27 Sept. 1933.  
1 vol.
- Unit 76 22. 4 Oct. 1933 - 22 Sept. 1937. At back lists of Company's at half-yearly intervals covering this period.  
1 vol.
- Unit 77 23. 6 Oct. 1937 - 4 March 1942.  
At back Company investments half-yearly 31 Dec. 1937 - 30 June 1941.  
1 vol.

Unit 7

2/4 Agendas for meetings of Directors, with financial statements.

1. 1939. 177 ts. (includes some memoranda)
2. 1940. 159 ts.
3. 1941. 158 ts.

BOX II

Unit 8 2/5 Reports and Balance Sheets.~~xxxxix~~ 1. Melbourne Shipping Co. Ltd.Half-year ending June 1893, Dec. 1893, June 1894,  
Dec. 1894.

Ms. 1 file.

## 2. Melbourne Shipping Co. Ltd. (in liquidation)

Half-year ending Dec. 1895.

Ms. 1 file.

## 3. Melbourne Steamship Co. Ltd.

Half-year to June 1896 - June 1897 (Dec. 1897  
missing)

Ms. 1 file.

## 4. Shareholders' balance sheets.

1896-7-8.

## 5. June 1898 - Dec. 1900.

Ms. 1 file.

## 6. June 1901 - Dec. 1900.

Ms. 1 file.

## 7. Printed shareholders' Reports and Balance Sheets

Dec. 1898 - June 1900

June 1901 - Dec. 1904

Dec. 1905 - June 1917.

Unit 9 ~~xxxxx~~ 8. Printed and MS private balance sheets half-yearly  
Dec. 1917 - June 1920, then annually June 1921 -  
June 1927.

## 9. Balance sheets Dec. 1924 - 1932.

1 file. TS.

## 10. June and Dec. 1933 - 1939.

1 file TS.

11. Typed copies June 1937, 1938 with ledger balances.  
" " Dec. 1939.Unit 191 2/5a Notices to Shareholders

Circulars March 1896 (1) then Dec 1901 - Feb. 1936.

Balance sheets and Reports 1896 (Dec. 31) - Aug. 1954.

1 vol. (Shelved with Letter Books)

2/6 Correspondence1. Letter Books.

- Unit 11 1. "Old" Private Letter Book: Letters from H.R. Reid, Chairman. Instructions to captains, heads of M.S. Co. Departments, Coal Companies, Oct. 15 1888 - March 11, 1889. From D.Y. Syme (Manager) and Ronald Reid (Assistant Manager) to Dec. 7, 1901. Indexed.  
1 vol.
- Unit 10 2. "New" Private Letter Book: Letters from D.Y. Syme (Manager) Aug. 9 1905 - Dec. 1908, then from D.Y. Syme (Director) and H.R. Reid and D.Y. Syme Jnr. (Joint Managers) until Feb. 21, 1911. Includes letters concerning agreements with other companies. Indexed.  
9 Aug. 1905 - 21 Feb. 1911.  
1 vol.
- Unit 11 3. Private Letter Book No.2. Letters from Chairman and Joint Managers. Indexed.  
21 Feb. 1911 - 8 July 1914.  
1 vol.
- Unit 11 4. Private and General Letter Book: Manager and Chairman, chiefly to Agents and Branch Offices. Indexed.  
14 July 1914 - 1 Feb. 1916.  
1 vol.
5. Private and General Letter Book. Indexed.  
1 Feb. 1916 - 7 Dec. 1916.  
1 vol.
6. April 10, 1901 - Ap. 24, 1913. D.Y. Syme/H.R. Reid letters. D.Y. Syme Jnr. to D.Y. Syme in Britain.  
1 vol.
7. Carbon copies of letters from D.Y. Syme in Britain.  
1 Aug. 1911 - 6 Dec. 1911.  
1 vol.
8. Letters to Sydney Coal Co.  
Dec. 4, 1907 - Sept. 24, 1908.  
1 vol.
- Unit 212 9. Letters and memoranda to Branches and Departments.  
1920 - 1938.  
1 vol.
- Unit 195 10. Hobson's Bay Dock and Engineering Pty. Ltd. Circulars to shareholders, letters to and from banks, Hedderwick Fockes and Alston (solicitors) and others about setting up company and its activities. Minutes of first meeting after incorporation on 15 Oct. 1925.

See also 3/4/1 (Accounts Department copies of inter-Branch and inter-department and other correspondence: "Instruction Books")

2/6 Correspondence

Unit 12

2. Files and loose sheets. The following have been arranged alphabetically according to the name of the correspondent or, where it is more convenient to do so, to the subject of the correspondence.

## Melbourne

1. American Consular Service: asks for information for 1918 edition of "Pacific Ports" for the editor, W. Beaton. Reply, and copy of information sent. 12-26 July 1917. 3 sheets.
2. Australian Steamships Ltd., Melbourne. D. Syme to A.S. Ltd. enclosing copies of agreed form of Charter for completion prior to handing over vessel (S.S. "Racer"). 1 copy attached. D.S. to Howard Smith Ltd. (managing agents for A.S. Ltd.) from Melbwrath McEachern Ltd. Arbitrator's finding re. Charter. D.S. to Howard Smith re. fee for Arbitrator.. Letter to Howard Smith Ltd. re. special undertaking and reply. Estimate of annual result for "Racer" attached. Some memoranda.

11 sheets. 16 May 1923 - 14 Dec. 1929.

3. Australasian Steamship Owners' Federation, Melbourne.

1. Memorandum asking for information as per attached statement, and A.S. Co. statement of Debits and Credits for 1908. 3 Nov. 1909. 3 sheets.
- ii. Circular to D.Y. Syme informing him of Principals' decision to draw up pro forma Profit and Loss A/c for its own information for the six months ending June 30 1917. Oct. 19, 1917. Circular containing quote from letter from Mr. A.R. Harwood, 11 July, giving gist of conversation between Harwood and Newman: in approaching the Prime Minister it would be necessary to be able to demonstrate to him that Interstate rates of freight should be increased because of rises in costs; that old basis of values for depreciation not sufficient; larger provision for insurance; that increased taxation and war profits will help absorb reserves. Suggests manner of preparing statement to substantiate claims to P.M. A.S. Co. statement will be prepared from them. 12 July 1917. Copy letter to D.Y. Syme (Chairman A.S.O.F.) from Prime Minister, W. Hughes, re. War Indemnity discussions that morning: Government now willing to undertake war risk on basis of values supplied by Syme. Someone will be appointed to investigate case for raising freights and fares if desired. 12 Oct. 1917. Papers compiled in preparation of pro forma profit and loss a/c. 16 sheets.
- iii. Acting Secretary, A.S. O.F. to Acting Prime Minister: gives schedule of the British Government's Charter Rates paid to requisitioned Cargo Steamers prior and subsequent to 1 March 1918. 3 ts. 11 Sept. 1918. Circular from A.S. O.F. advising of Acting P.M.'s acknowledgment 19 Sept. 1918 1 ts. The above are filed amongst statements: monthly expenditure (Company's steamships) March 1915; S.S. "Woolgar" - approximate monthly cost if on Time Charter; steamship a/c capital a/c Dec. 31 1916

2/6/2 (contd.)

Unit 12

Estimate of profit on Time Charter of Steamers chartered at Admiralty Blue Rates; 14/3/17; steamships working a/c, approximately increased cost of working July 1915 - Dec. 1916 and Jan. 1917 to Feb. 1917; estimate of monthly profit on Time Charter at Admiralty rates for each steamer 16/3/18; others to July 1923.

1 file.

iv. File labelled "Coal Yard - South Melbourne City Assessment": Letters from Managing Director to A.S.O.F., Melbourne and in reply concerning the new assessment. M.D. to Howard Smith Ltd. concerning possibility of joint action in appealing against new valuation of Coal Yard, and to Town Clerk, South Melbourne announcing attention to appeal and other related correspondence, memoranda. M.D. to Town Clerk enclosing cheque for reduced rate.

March - May 1922.

~~x. Subscribed to the following publications:~~

v. File labelled "Commonwealth Steamship Insurance Coy. Pty. Ltd. Memo and Articles of Association - July 1926". Contains circular from A.S.O.F. Deputy-Chairman asking for comments on the draft (attached). Memorandum Accountant to M.D. asking whether consideration has been given to inclusion in the objects of the Company the undertaking of Guarantee business, with M.D.'s reply. Letter M.D. to A.S.O.F. approving draft and nominating D.Y. Syme Jnr. as representative on the Board.

vi. Folder labelled "Increase in Freights". Contains: Memorandum of Conference between Prices Commissioner and his Advisers, and the Representatives of the A.S.O. 17 April 1941. Reconsideration of rates due to change of situation since 1940 (beginning of Nov.); A.S.O. required to carry a greater proportion of goods bearing a low freight rate, under Shipping Control Board instructions. Vessels had been idle in port owing to sections of coast being closed as result of enemy action. Companies were being put to expense through the fitting of paravanes, degaussing equipment and gun stiffening structure with additional loss through delay and towage charges incurred; and had introduced provision for depreciation at 5% of War Risk Insurance Values and allowance for extra replacement cost of 5% of War Risk Insurance Values. 9 ts. Attached: brief pencil notes of A.S.O. meeting, Melbourne 26 April, with Professor D. Copland (P.C.) Steamships A/c: Statement year to 30 June 1940. A.S.O. year to 30/6/40. 3 ms. A.S.O.F. circular 7.94 5/5/41 enclosing letter from Prices Commissioner 2/5/41 on interstate shipping freight rates. Letter confirms that A.S.O. may raise freight rates. Sets out details of increases. Also copy of announcement for Press. 4 rounded pp.

Unit 12

2/6/2

vi.(contd.)

Extract Minutes of Meeting No.1165 of A.S.O, dated 12 May 1941. Resolutions re. freights and returns to be forwarded to Prices Commissioner. 1 ts.

Statement of profits all Departments, Steamships return and dividends paid for the 3 years to 30 June 1938, 1939, 1940 (prepared by Secretary for Board) 24/4/41. 3 ts.  
Attached: letter from M.D. to A.S.O. with summary of information given on profits and dividends. 2 ts. 1/5/41.

Declaration signed by Secretary made under National Security (Prices) Regulations re. income and expenditure on Steamships A/c based on year to 30 June 1940. 2 ts.  
4 Sept. 1940 with attached supporting statements.

~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

Pencil notes headed "Conference with Prof. Copland". Copy of tel. message received by Melbourne Manager, The Adelaide Steamship Co. Ltd., with covering note 9/4/41 from Mr. Bridgman re. urgency of raising extra money to cover losses, Child Endowment Tax, proposed increase in crew's wages. 1 ts.

A.S.O.F. circular F74 covering copy of letter forwarded to Prices Commission, 3 renewed pp. 27/3/41. Combined Trading Results of Interstate Vessels of member companies July-Dec. 1940. Circular F85 with letter from Copland 16/4/41 Letter to Copland showing bulk lines of cargo, the rates of which should be specially increased, 10/4/41 + tables. Declaration of earnings represented by increase in freight rates. Earnings of M.S. Co. Jan 1941 and for July 1939 - June 1940. Sheet showing credit and expenditure for m.v. "Duntroon" (requisitioned by Navy Dept.) 12 Oct.- Nov. 3, 1940. Club Calls 1939/40. War Risk Insurance paid during year to 30/6/40. Statement of Marine Insurance of Vessels engaged in A.S.O. Trading, 1940. Statement re. Depreciation and Insurance of Vessels engaged in A.S.O. Trading 1939-1940. Statements (Voyage and sundry a/cs) rendered to A.S.O. 1939/40. File National Security(Prices) Regulations. Return half-year to 31 Dec. 1940. Two copies declaration and bundle of supporting statements, 15/3/41. Statements Steamships A/c year to Dec. 1939. File: Increase in freights: working papers to 30 June 1939 (statements) Statement Trading and Profit and Loss A/c Sept.-Nov. 1939. Letters (2) to A.S.O.F. advising on depreciation of vessels, 18 Oct. 1940 and 25 Nov. 1940, 2 ts. + statement. Statement Profit and Loss Account and Trading for Dec. 1939 - Feb. 1940. Stevedoring General Cargo at Ports, comparative statement Sept.- Nov. 1938 and 1939. Newcastle Branch to Melbourne: letter re. stevedoring costs. 1 ts. 14 Feb. 1940, and enclosure 2 ts. Port Adelaide to Melbourne re. stevedoring costs, 1 ts. 15 Feb. 1940, with enclosure. Summary and statement of costs at Melbourne, 3 ts, Sydney, 1 ts, and A.S.O. 1 ms. Statement of Marine Insurance of Vessels engaged in A.S.O. trading, 1 ts. Statement Depreciation of vessels engaged in A.S.O. trading, 1 ts.

Letter M.S. Co. to A.S.O.F. re. depreciation. 1 ts.  
28 Dec. 1940.

Unit 12

2/6/2/3 vii. Folder labelled "Freight Increase".

Declarations made under National Security (Prices) Regulations by M.S. Co. 3 Aug. 1940, 4ts. and supporting statements of steamship earnings. 1 file.

Letter from J.L. Webb, A.S.O., Melbourne to Prime Minister: freight increases sanctioned by Prices Commissioner in May designed to reimburse companies for past losses, but frustrated by requisition of interstate fleet by the Shipping Control Board in July. Asks P.M. to see that adjustments are made.

Statements of Steamships A/o April-June 1941, Jan-March 1941, 2 ts. Steamships A/o March 1941 with bundle of supporting statements, and Feb. 1941. Extract from Minutes of Meeting No. 1169 of A.S.O. 9th June 1941, 1 ts. re. superintendence allowance - proposed increase. Newspaper cutting 1.10.40 re. new freight rates. Memo to M.D. on A.S.O. meeting and on freight rates, 25-26 Sept. 1939, 3 ts.

Movements of "Duntrean" since Declaration of War, 1 ms Memo to A.S.O.F. showing estimated loss of "Duntrean" and other M.S. vessels through various causes brought about by war conditions, Sept. 2-20 1940 1 ts.

(2) Movements "Mernoo" and "Coelana" 2 ms. "War Surcharge on Coastal Freights: reasons for increase of freight rates, 8 reneved pp; also estimated position for 11 months Sept. 1939 - Sept. 1940 1 ts.; notes on financial statement and estimated position for above year 2 ts. A.S.O. circular P.145 enclosing copy of reply to the Secretary of Commonwealth Price Commissioner's Branch with copy of the general statement explaining the reasons for the 20% increase on general cargo freight rates, 11 Oct. 1939, 8 reneved pp. Circular P144. enclosing copy of letter 10 Oct. from Department of Trade and Cost ms, C/wealth Price Commissioner's Branch re. freight rates. 2 reneved pp. Circular 146 enclosing financial statement 12 Oct. 1939 2 reneved pp. Memo to M.D. re. Price Commissioner's decision on freights, 26 Oct. 1939 1ts Circular P5: need for trade figures urgent so Copland can settle the matter before he ceases to be Prices Commissioner, 11 Jan 1940. Minutes of meeting of Accountants 2 Feb. 1940 at A.S.O. Office to agree upon a uniform basis for the preparation of Financial Statement for Prices Commissioner for quarter ended Nov. 1939. 3 ts. Circular P99, 5 July 1940 enclosing copy of letter from Prices Commissioner's Branch. Circular P104 9 Sept. 1940 enclosing copy of letter 5 Sept. 1940 from P.C.'s Branch: rise of 15% not justified. 2 ren. pp.

Circular covering copy letter to Copland enclosing consolidated statement, and A.C.S. letter 29 Aug. (not found). Circular covering copy of letter approved by Mr. Webb and forwarded to Prices' Commissioner (not found). Circular 16 Sept 1940: approval given for denoting names of ships by code. To Copland suggesting mode of increasing revenue 24 Sept. 1940.

Managing Agents of Australasian United Steam Navigation Co. Ltd. to D.Y. Syme attaching copy of letter to Chairman A.S.O. 25/9/40 giving their views on negotiations with the Prices Commissioner 1 ts. Enclosure from A.U.S.N. Co., Sydney: copy to all A.S.O. principals. A.U.S.N. Co. strongly opposed to policy adopted by A.S.O. of negotiation with Commissioner for increase in freights through Deputy Chairman and Secretary of A.S.O.F., no principal

2/6/2/3 etc. (contd.)

Unit 12

being present at meetings. In future A.S.O. may not use A.U.S.N.I figures in similar negotiations unless assurance is given that at least one principal will be present. Blames ineffective handling of case, with fear in some directions of control of shipping, for the "totally inadequate increase" (accepted after 15% had been requested) notwithstanding the fact that, since case was first submitted, the Government has suspended the Transport Workers' Act which must have ultimately a most serious effect on efficiency of labour, thereby adding to A.S.O. costs. Their Senior Partner on Board of a Shipping Co. which, by direct negotiation with the Price Commissioner, has been granted a further increase of 20%, with promise of favourable consideration for further increase if costs rise. 2 te. Acting Sec., Prices Commissioner's Branch, Canberra to Deputy Chairman A.S.O. Melbourne: queries re. figures supplied by A.S.O. Suggests meeting of Companies' accredited Representatives. 4 ron. pp. Circular F141 covering letter to Prices' Commissioner (not found). Circular F143 covering letter from G.P. (not found). Circular F144 concerning telegram received from Canberra re. approval of 15% rise. Circular F146 re. time of Conference with Copland, 3 Oct. 1940. Memorandum summarising negotiations with Prices Comar. and points to be considered in connection with interview with Commissioner in Canberra next week. 4 ron. 9 Oct. 1940. A.S.O. to D.Y. Syne enclosing letter from Acting Sec. G.P.'s Branch: proposed agenda for conference, 3 Oct. 1940. Summary of matters discussed at Conference 8 Oct. 1940, 6 ron. pp. A.U.S.N.Co.Ltd. letter enclosing copy of further letter they had sent to the chairman of A.S.O., confirms views expressed in former letter. Prices Commissioner has been much to astate for the A.S.O. officers. Also the reply from A.S.O. to Managing Agents of A.S.U.N., 30 Sept. 1940, disagreeing with A.S.U.N.'s view of the matter. 3 te.

P/C.'s Branch to Manager, M.S. Co.: directs attention of companies to certain matters re. returns, and asking for marine insurance, income tax, and market valuation if any of ships so that basis for valuation of ships can be considered. 18/10/40. Enclosure: notes on conference Canberra 8 Oct. 1940, between representatives of the A.S.O. and the Commissioner, 6 te.

Draft letter to Copland re. timber freights from Brisbane: once for rise in rates on sawn pine shipments, 29 Oct. 1940, 3 ron. pp. Draft letter to Prices Comar. requesting urgent consideration of case: heavy losses being sustained because of closing of various sections of the coast in Nov. and Dec. because of enemy action. 4 ron. pp., 25 March 1941. Draft memorandum on requisition of interstate vessels and copy of Naval Board memorandum to Shipowners re. cost of defensive measures on merchant vessels on Australian Register, 2 pp. A.S.O. Circular F75 confirming time and place of conference with Copland, 28 March 1941, 1 ron. Sundry papers prepared for return of Marine and Income Tax values of ships for Price Commissioner. Extract from Minutes of meeting of A.S.O. No. 1087, 25 Sept. 1939 concerning decisions on freight rise. 2 te.



Unit 12

2/6/2/3v111 Folder labelled: "War Risk Insurance"

Copy Proclamation 8 May 1918 about Government re-  
couping losses to shipowners for ships sustaining  
war damage. 3 pp., with copy of letter from A.S.C.F.  
15 Sept. 1939 to Chairman, Shipping Control Board:  
premiums for War Risk Insurance too high. U.K. and  
C/wealth Govt. have adopted schemes in which they  
carry 80% of the risks. Board should recommend that  
Govt. assume either all risk or nearly all. 2 pp.  
Refers Board to attached Proclamation by which Govt.  
assumed liability for all war risks. Circular A.S.C.F.  
enclosing copy of further letter to Shipping Control  
Board 12 Oct. 1939 asking for Proclamation as in May  
1918 to be recommended to Government urgently. 2 pp.

Memoranda June - Oct. 1939 concerning various aspects  
of war insurance.

Circular from M.S. Co. to other Steamship Companies,  
13 Nov. 1939 forwarding copy of letter to A.S.C. re.  
reimbursement to companies of the cost of war risk  
insurance (2 copies). M.S. to A.S.C. 11 Nov. 1939:  
2% of charter money unsatisfactory as basis for  
premium. Each company should be asked to show for  
current quarter total paid out for war insurance and  
the amount received from the 2% increase in Hire  
Money. ~~See~~ Draft of the above. Letters and memoranda  
concerning insurance payments.

Copy of letter from Bridgman, of Adelaide Steamship  
Co. Ltd., Sydney to their Melbourne Manager on  
relationship between insurance premiums and A.S.C.  
charter rates. Uniform percentage increase on existing  
charter rates inequitable as it gives old and cheaper  
built vessels more than they pay for premiums and new  
ones less. Suggests increase in charter rates  
related to age of vessels: higher for newer ones, 2 to  
with pencil notes by D.Y. Sme. Notes concerning this  
proposal

Memoranda re. payments March - Dec. 1940.

Circular P47, 20 March 1940 re. compensation to be  
paid for requisitioned vessels, with confidential  
letter from Ministry of Shipping, London, 1 Feb. 1940  
to Chamber of Shipping of U.K. re. Government  
proposals for compensation. 4 ron. pp. Extract  
from letter 8 July 1940 to Official Secretary, London,  
from Under Sec. Sec. of State, Dominions Office on  
reinsurance by Government of British ships against  
war risk. 2 ron. pp. Copy memo to A.S.C.F. 12 Aug.  
1940 re. opinion of Adviser to the Price Fixation  
Commissioner on likelihood of Government taking over  
liability or part of it. 1 to. Other possibilities.  
Copy letter A.S.C.F. to W.C. Stillman, Department of  
Commerce, Marine Branch, Melbourne, 4 Sept. 1939,  
asking that Government relieve inter and intra-state  
owners of liabilities of payments to War Risks  
Association. Refers to Stillman's letter: although  
this concession not asked by U.K. owners, Australian  
ones in quite different position: risks for Australian  
ships low, but will have to pay calls to the  
Association for ships lost where risks are great. Also  
U.K. ships are requisitioned. Government is only  
being asked to accept some liabilities as in Great  
War. Increases in rates for passengers and freight  
will be probably limited, while insurance costs will  
rise. 2 pp.

Unit 12

2/6/2/3viii (contd.)

Draft letter to Prices Commissioner from A.S.O.F. asking for further general increase in freight rates on Australian coasts. Also, re. increase in premiums through loss of "Niagara". Again suggests Government indemnify companies against war risk so that freights need not be so much increased. Marine Insurance Premiums going, wages for crew and wateraiders have been increased twice, and funds needed for replacements of tonnage - refers to practice of English companies. Financial results of vessels in overseas trades should not be taken into account in determining in-rate freights. 4 pp. with note by Syme on p.1. signifying approval. Letter 29 Aug. 1940 A.S.O. to Copland submitting case for further increase (appears to be final version of the above). 4 pp. A.S.O.F. to Copland giving further information, 11 Sept. 1940, 22pp. A.S.O.F. circular F135 11 Sept. 1940 enclosing for Accountants' perusal copy of letter from Department of Commerce, Marine Branch, Melbourne to A.S.O.F. referring to decision of some Australian shipowners' to apply for acceptance of their ships by one of the U.K. War Risk Associations, and the later withdrawal because of high premiums (preferring direct insurance). Asks for examination of enclosed documents and advice whether shipowners are still desirous of remaining outside the scheme. Documents to be returned. 3 pp.

Sheets marked "part of letter 11/10/40" - no address or writer's name (probably A.S.O.F.) giving reasons for increases being necessary in freight rates. pp. 2-3.

Mackdonald Hamilton and Co. to Prices Commissioner: premiums of war risk clubs going up. Govt. should indemnify companies against losses sustained by clubs. 17 Oct. 1940. Memo headed A.S.O. Meeting held 28 Oct. 1940 - matters: naval requisition of cargo vessels, coal stocks, tenders for Waitland Coal for S.A. Government, etc. War Risk: Govt. should again be approached to accept it etc. Letter to be drafted. Copy of draft 2 Nov. 1940 to Minister of Commerce, copies to P.M., Treasurer, Minister for Labour and Industry, Customs, and Prices Commissioner. 4 ts.

MS noted on W.M.I. paid, compared with amount if Charter money increased 12% by A.S.O. 8 Nov. 1940 2ms.

A.S.O.F. note re. Conference with Prices Commissioner Canberra. 1 ren. p. Notes of the Conference 13 Nov. 1940: Copland said indemnity could create precedent that would be followed by warehousemen and others. Reference by Bridgman to R.L. scheme for Government of bulk-only - shipowners' representatives said they would be probably be willing to pay same premiums to Government as to Underwriters. Other suggestions discussed. Proposals be submitted to P.M. Other matters discussed: depreciation, recouping losses over three years, profits of requisitioned boats, timber freights from Brisbane. 4 pp. Memo to M.D. advising him of satisfactory offer of W.I. cover from London 15 Nov.

Unit 12

2/6/2/3 viii (contd.)

Report on Conference and letter to P.M. 15 Nov. - suggestions for how to cover shipping. 3 ts. draft. Note in ms by Byrne: in view of cabled quotation - the same as last period, considers strongly that letter should not be sent.

Circular to M. Brodie, T. Alston, T. Henderson and H.R. Reid re. Insurance of War Risk on Tugs re. arrangement offered by Harvey, Trinder and Van Ommeren, London, and suggesting renewal of insurance at existing rate. Suggests cover for "Duntroon" be reduced in order to reduce loss on A.S.O. insurance adjustment. 4 ts.

Undated sheet setting out renewal of W.R.I. in sterling, Dec. 1940 for each ship: date of renewal, period, cover, rate of premium, premiums, stamp duty, total premium and stamp duty. 1 ts. Comparison W.R.I. paid and 12% increase in charter money A.S.O. for four ships. Extract Minutes A.S.O. Meeting 24/2/41 (brief and uninformative) 1 ts. Schedule attached to proposal re. W.R.I. 3/3/41 1 ts. Copy statement of Regulations issued under National Security Act re. W.R.I. (undated) 2 ts.

See also Defence Department Notices

Unit 13

4. Folder labelled "Australian Paint and Compositions Co. Ltd." (head office, works, Sydney, N.S.W. David York Syme a director, and M.S.Co. agents for them)

Reports and balance sheet, printed, 1933, with covering letter from director F.W. Carr. 4 Jan 1933, and memo from Francis re. notice of General Meeting to shareholders.

Letter to M.S. Co. concerning dividend rate as contracted for - not at reduced rate according to N.S.W. Interest Reduction Act 1931, with letter from M.S. Co. expressing appreciation for this. 10-13 Feb. 1933. Balance Sheet and Report year ending Aug. 1932 and covering letter 6 Feb. 1933. M.D. to J.L. Webb, Huddard Parker, Melb. informing him of Minute recorded of thanks to Ordinary Shareholders on behalf of Preference Shareholders for distribution of dividend of 8% despite Interest Reduction Act. 13 Feb. 1933.

Minutes of meeting of Directors 10 Feb. 1933, and of Ordinary Shareholders (2nd Annual General Meeting) Sydney 10 Feb. with financial statement.

Agenda paper, Directors' meeting 23 Oct. 1933, Sydney. Monthly statements of Sales, Purchases and Expenses March-Aug. 1935.

Carr to Syme: refers to Syme's statement that all lubricating supplies will be "Shell" - remarks on sprinkler system for building.

New Articles of Association, 1935.

Balance sheet and report, Aug. 1934; minutes Directors' meetings 7 Nov. 1935 and statements. Agenda 5th Annual Ordinary General Meeting 10 Feb. 1936.

Carr to Syme re. customer's complaint and reply 8-15 Nov. 1935.

Balance sheets and other statements with auditors' report 4 months to 31 Aug. 1935 of the A.P. and C. Co. and Major Bros. and Co. Ltd.

Minutes of Directors' meeting 13 Jan 1936.

Balance sheets and accounts 31 Aug. 1936 and report 28 Dec. 1936.

## Unit 13 2/6/2/4 (contd.)

Memo on advertising 14 Feb. 1937.

Minutes 18th Ordinary Annual General Meeting Major Bros. and Co. 12 Feb. 1937. Report and Balance sheet to be submitted.

Agenda Major Bros. 18th Ordinary Annual General Meeting and 6th Annual Ordinary General Meeting A.F. and C. Co. Feb. 1937. Report and Balance sheets A.F. and C. Co. Aug. 1936 and statements..... to 1941.

- Unit 14 5. Banks Bros., Sydney (Insurance Brokers). File labelled "Dinbeola - Proposed Charter May 1931". Includes letter to Banks Bros. re. proposal to charter to Burns Philp and Co. If entered with coloured crew a number of points to be considered in connection with the O/wealth Navigation Act. Would like more information. Gives supplementary information re. Dinbeola to that already provided by Lloyd's. Statements attached re. temporary withdrawal crew A.S.O. if chartered.
- 6.i. Bank of New South Wales, London. Letter from H.S. Co. authorising H.R. Reid to deal with Company money while in England. 1 ts. March 1901.
- ii. "Banks File": letters inward and outward Bank of N.S.W. Sydney, Melbourne, Newcastle re. Co. deposits, signatures, special accounts etc.  
2 Feb. 1906 - 1 Feb. 1929.
- iii. Bank of NSW London: c/dance re. Exchequer Bonds held for Co.  
1916-18. 5 sheets.
- iv. Bank of N.S.W. Melbourne re. fixed deposit.  
20 Sept. 1916. 1 ts.
- v. London Bank of Australia Ltd. re. purchase in Victorian Government loan.  
12 Oct. 1920, 1 ts.
7. Bell, James, of James Bell and Co. Folder labelled "Papers and Agreement re. James Bell and Company's Coal Yard and Berth, South Wharf": correspondence re. Adelaide coal business and other matters. Arrangements made on the death of James Bell (a Director of H.S. Co. from 1906). Remarks of H. Muecke and Co. on the renewal of the Adelaide agency from them to James Bell and Co.  
Oct. 1904 - May 1909.
8. British Antifouling Composition and Paint Co. Ltd., The, London. File of correspondence, memoranda, documents etc. re. appointment of B.Y. Syme Jar. as its attorney following insolvency of its agent in Brisbane. 1923-24. File of correspondence etc. with B.A.C.P. Ltd. Registration and renewal of Trade Mark. 1924.  
File correspondence as above re. registration of

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of Trade Mark 7732 - Von Haveling's Composition,  
and Trade Mark 3644.

Letter to Australian Association of British  
Manufacturers, Melbourne, advising them that  
Victorian Agency for M.A.F., held by M.S. Co. for  
many years, is now transferred to Hobson's Bay Dock  
and Engineering Co. Pty. Ltd. 8 Jan. 1926.

Jan. 1923-Jan. 1926.

File labelled "Customs, Guarantee Bond - Anti-  
Corrosive etc. Composition. Colonial Mutual  
Insurance Co. from 29 Jan. 1918. Customs Documents,  
memoranda, correspondence with Customs and Excise  
Office re. Composition.

1918-21.

All the above material in folder: Certificate of  
Registration of a Trade Mark No. 7732 B.A.F. etc.  
14 June 1909.

9. Brisbane Newspaper Company Limited, The (Louis Marks,  
representative). Enclosure cutting from "Brisbane  
Courier" and reply.

5-7 March 1932. 2 sheets

- 9a. Buchanan, Lieut A., Naval Depot, Port Melbourne. Letter from G. giving information requested  
re "Cigs. Tobacco, Kees". 4 March 1933. 1 + 8 sheets.

10. BRANCHES: correspondence and inter-departmental  
memoranda.

Melbourne

1. Fremantle: W.D. Arnold, Accountant, to M.S. Co.  
Melbourne concerning information needed to reconcile  
Western Australian returns with Melbourne accounts.  
Suggests improvements (original and copy). 1 sp. 1901.  
2 ts.  
Elison and Co., Perth, re. satisfactory audit of  
Fremantle Branch. Letter from Bank of N.S.W.  
certifying amount at credit of M.S.Co. 30 June 1901.  
24 July 1901. Statements attached.

11. Elison and Co., Perth to M.S.Co. Melbourne: queries  
about accounts.

9 Sept. 1902.

Fremantle Branch from Melbourne re. accounts, and reply.  
9th and 17 Sept. 1903. 2 ts, 2 ms.

List of outstanding accounts 30 June 1903. Balance  
sheet June 1903. Cash statement, Jan. 1904. Coal  
stock account, Jan. 1904.

Notes of letter sent 2 March 1904 on accounting  
procedure to Fremantle. 1 ms.

~~XX~~

Fremantle to Melbourne: remarks on statements.

15 March, 1904. 2 ms.

Fremantle to Melbourne enclosing coal returns.

12 April, 1904. 2 ms.

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Melbourne to Fremantle, asking for further information in accounts.

17 May 1904. 1 double foolscap sheet (used as folder to hold all letters and statements under ii.)

To Fremantle: concerning improvements in accounting; queries about accounts (5 letters)

20 May, June 10, 22 June, 15 July, 5 Aug. 1904.

From Fremantle re. accounting procedure (2 letters)

12 April 1904:ash

iii. Fremantle to Managers, Melbourne, referring to Melbourne circular 27 Feb. 1912. If instructions carried out Fremantle office will be seriously affected. Perth office should not be reduced, and five guineas for discharge of coal and distribution at Outports not sufficient. Most other companies treat office management of all ports in one general account at Head Office.

13 March 1912, 2 to. Attached: Accountant's notes on correspondence with Sydney office commission.

4 May 1915 2 to. (covers May-Dec. 1914.)

Extract from Fremantle letter re. coal stocks on "Lalla" and "Moors". 21 Dec. 1912.

iv. Extracts from letters from Port Adelaide Office to Head Office re. Adelaide Agents' Commission (Agents - G. Wills and Co.)

11 - 24 September 1913. 2 to.

v. Fremantle to Melbourne: notes from letter from Melbourne 31 Dec. 1912 that insurance with Protection Club ceases in Feb., and in future will be borne by the Company direct. Fremantle will try to avoid claims where possible. More supervision needed at Geraldton, where more cases go astray than at any other port. Burns Philp charge about \$90 for supervision etc. in addition to Checking Clerks' wages. One reliable officer should be able to do the work better.

6 Jan. 1914, 2 to, with attached statement of cost of tallying at Geraldton for 6 months to Nov. 1913. 1 to.

vi. Fremantle to Melbourne re. Wharf Labourers' Award: now have debits from the Newcastle Stevedoring Co., being extra amount paid to W. Labourers according to award. 29 May 1914.

Sydney to Melbourne: re. amount of back-pay paid to Wharf Labourers and arrangements made to pay it.

14 May 1914.

Fremantle to Melbourne as Company is not member of Commonwealth Steamship Owners Association, need they pay new award? (issued by Justice Higgins' against the C/wealth Steamship Owners). Not direct employers in Albany and Geraldton. Also enquires about tally rates. Joint action will probably be taken by Tally Clerks in all states to make it a Federal matter. Fencil notes by D'Syde that rates paid to be same as C/wealth Association rates, and respective rates for tally clerks and lumpers.

8 May 1914, 4 to, and also enquires about tallying and stevedoring cost.

Unit 14

2/6/2/10

- vii. File: Insurances, Tenancy Agreements, Stevedoring Contracts, Books of Reference at Branch Offices from 30 June 1914 to 31 Dec. 1917" (correspondence and related memoranda and statements).
- viii. Newcastle to Melbourne, enclosing cash statement for month of January with other statements. Would like agency fee increased. 9 Feb. 1917. Memo: extract from Newcastle letter 19 March 1917 re. commission allowed to Huddart's local office. Memo to Newcastle asking rates allowed by Paterson and Co. 15 March 1917. 2 statements. 5 sheets.
- ix. Lists of shareholders in other companies supplied by Branches: Amalgamated Collieries W.A. Ltd., Patrick Steamship Co. Ltd., Lamb and Co.'s fleet, Huddart Parker Ltd., Mollkraith McEachern and other shipping companies. Covering letters. 1 folder containing 4 files. 1917 - 1926.
- x. Memoranda from Williamstown Departments re. extensions to Williamstown Office. Facing page: brief statement 21 July 1922. W. Rogers from the Floating Dock to Managing Director, replying to the latter's enquiry re. cost of additions. 1 ms. 8 July 1922. C. Foster, Engineering Works, to Vice of the Accounts Department. 1 ms. 20 July 1922. Foster to M.D., 1 ms. 22 June 1922. M.D. to Rogers, criticising estimates in relation to actual cost. Some discrepancy inevitable, but not nearly 50%. 1 to
- xi. Newcastle to Melbourne re. arrangement of discount on shipments of Merewether unscreened coal made in the bunkers of their steamers, 12 Aug. 1926; with copy letter J. and J. North, Sydney to B Y. Syme Jnr re. commission on coal, 21 July 1926, and copy report from Morgan, Coal Department re. theft of coal and shovels, 21 April 1920, and fraudulent sale of coal, 16 April 1919. 5 sheets.
- xii. File: "Cashier's Department - Instructions re. Banks, Exchange, Cheques etc." Managing Director's correspondence with Branches on the above (Mr. Litchfield's copies). 1926 - 1927.
- xiii. File of inter-office memoranda: E.G.F. to M.D. re. call from Mr. Isaac Selby who wants subscribers to a book to be published for Centenary as sequel to Old Pioneers' Memorial History of Melbourne: Melbourne in the Making of Victoria, to cost 21/-, in which short reference will be made to shipping firms. Will Company subscribe for one copy? Further memorandum, then note that no action be taken (by Syme) 11 - 14 Aug. 1930. Pamphlet of "The Old Pioneers' Memorial Movement" with subscription list to Dec. 31 1932. Also, brief history of the Company for the "Evening News" with covering letter to Sydney office. 5 March 1926.

Unit 14 2/6/2/10

- xiv. Fremantle Office to Melbourne, suggesting economies that might be made (in reply to circular). Could cut down on outside audit; rent for office has been reduced. Cannot cut down on staff. 1 Sept. 1931. 2 ts. M.D.'s Reply. Audit cannot be cut because, while acting for bigger lines, cash coming in greater in amount than when only the "Dimboola" is concerned, etc. 7 Sept. 1931. 2 ts.
- xv. To Branch Offices: circular enclosing cutting from Melbourne "Herald" conveying Financial Expert's opinion of Company's Balance Sheet figures. 1 ts. 4 Sept. 1931.
- xvi. Memo from Morgan, Coal Department to Melbourne Manager and Accountant re. contract with Victorian Railways for Smelting Coke. 15 Sept. 1931. 1 ts.
- xvii. Folder labelled "Depreciation". Contains:  
 Statements of depreciation of vessels 1904 - 1929.  
 List of Office Furniture etc. taken over from James Bell and Co., Adelaide, Oct. 9, 1908.  
 Pamphlet "Federal Income Tax" - Rates of Depreciation Allowed" 1927.  
 Pamphlet as above, 1928.  
 References to text-books on Accounting, 1903 and 1905.  
 Copy of part of P. and O. Prospectus, typed, on depreciation. 11 July 1922.  
 Statement Company's assets. 30 June 1931.  
 Memorandum to Chairman, letter accompanying above statement, commenting on it. 31 Aug. 1931.  
 Correction of error in the above. 22 Aug. 1931.  
 Statement Profit and Loss A/c, Melbourne. 28 July 1931 and other statements, inventories to July 1932.  
 Letter Malcolm Brodie to H.G. Francis giving rates of depreciation used by a certain large company. 26 Jan. 1933, and M.D.'s memo to Secretary.  
 Query re. basis for cost of items, and reply from Francis. 16 Feb. 1933.  
 Circular letter to branch offices re. manner of writing off depreciation. 16 Feb. 1933.  
 Query to Secretary from Newcastle concerning original cost of furniture at Newcastle. 31 May 1933.  
 Newcastle to H.O. giving inventory of furniture and equipment, and expressing pleasure that "Lowana" is to be recommissioned. Hopes that "Ellaroo" will be also. 21 June 1933.  
 Fremantle to H.O. re. inventory asked for, and reply. 10 July 1933 (2 copies). 4 July 1933.  
 Acknowledgment of Fremantle's letter. 14 July 1933.  
 Statement of total of depreciation of assets 30 June 1933.  
 Memo to M.D. from Williamstown re. inventory of spare gear, with inventory. 30 June 1933.  
 Statements Dec. 1933 - Jan. 1934.  
 Note on Lighters "Graham" and "Leewin" by Francis, 13 Feb. 1934.
- xviii. Secretary's memo to Mr. Kenley re. appointment of Huddart Parker Ltd. as Agents at Hobart. 1 ts. 4 Dec. 1942.

xvii

Hobart's Bay Dock & Engineering Co. Memo to MD re work done on Company vessels  
 Joint Management 1936-41

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Unit 14

2/6/2/10

- xx. ~~xxx.~~ Folder labelled "Memos 'Out' January/December 1944". Secretary to M.D. re. Charter Rate post-war surveys; to Joint Manager re. Geelong Agency and others, 7 ts.
- xxi. Manager, Western Australia to M.D. Melbourne. Encloses transparency and print of "Duntroon" taken at Hong Kong Harbour (last photograph taken by member of the Company and acknowledgment. Print and transparency attached.
- 9-10 November 1960.

Unit 15

11. Circulars:
1. Joint Managers to nine individuals whose names appear on the sheet, re. repayment of Deposit Receipts.  
1 ts. 14 Jan. 1909.
  11. Letter informing customers that, owing to the difficulty in securing bags suitable for the handling of Smelting Coke, bags can no longer be left at customer's premises for an indefinite period. Those not returned within 30 days will be charged for.  
1 ts. 20 July 1917.
12. Commonwealth Statistician.
1. Folder labelled "War Census". Contains letter from Bureau of Census and Statistics 9 Jan. 1917 asking for information, and reply. (2 copies)  
Also: Envelope of "Personal Cards" for War Census  
Wealth and Income Card (filled in)  
Note of information wanted by Statist.  
Minutes of meeting of Company's Representatives held at Steamship Buildings, Melbourne.  
9 Sept. 1915.  
Calculations of value of Good-will; income July 1914 - June 1915; assets at June 1915; liabilities at June 1915; cash in hand at branches and at Melbourne June 1915; deposits a/c contracts at agencies and branches; shares.
  11. Folder labelled "National Register Wealth Census" containing:  
Letter from Bureau of Census and Statistics 22 Oct. 1940: information wanted on investments of superannuation and provident funds, and further letter 26 November 1940.  
Cards to be filled in for National Register, with instructions.  
Statements, including shares held by the Company at 30 June 1939 and value of shares held by Absentee Shareholders 28 July 1939.  
Newspaper cuttings concerning the Register and Wealth Census.
13. Compendiums Ltd., London.

Ask for information on Company for the 1921 edition of the "Ship Compendium", and reply. Copy of filled-in sheet. Advertising brochures of the Compendium company. Completed form and covering letter from M.S. Co. for 1922 edition.

20 Aug. 1920 - 21 Oct. 1921. 14 sheets.

Unit 15

2/6/2

**14. Croker, W.H., Solicitor, Melbourne.**

i. Folder labelled "Re-construction". Croker to Hugh E. Reid, Liquidator, M.S. Co. Ltd, re. winding up the old Company, enclosing form of notice of meeting for "the purpose of formally hearing a Statement of the manner in which the winding up of the Company has been conducted as required by Section 128 of the Companies Act 1890", with other advice on procedure.

10 July 1905. Statements and other papers prepared in connection with the formation of the new Company.

1904 - 1905.

ii. Correspondence file, with notices of shareholders' meetings etc. concerning the proposed new article of Association to provide for the office of Supervising director, and other changes in appointment of directors.

24 Oct. 1907 - 3 Dec. 1910.

**15. Defence Department.**

Folder containing Information Sheets, Instructions for Allied Shipping when in Australian waters to minimise danger from enemy mines, Methods of dealing with Submarines etc. Circulars from A.S.C.F., passing on information from the Naval Secretary. Notice to A.S.C.F.: future bookings to be refused by overseas shipping companies. 1 Aug. 1914.

1914-1916.

16. Filed in brochure of the Directory of Shipowners, Shipbuilders and Marine Engineers, 21st Annual Edition, 1923; subscription order form for 1923; information from 1922 edition (M.S. Co.); letter from M.D. to the Directory Publishing Co. Ltd., London asking that attached slip be inserted in next issue, 11 Sept. 1922; completed form "Particulars of Fleet", copy of entry in 1922 edition with no alterations; list of the fleet at 12 Dec. 1922; typed copies of particulars with alterations by Captain Roy, Marine Superintendent 7 Dec. 1922 (2); table of cubic capacity and builders of fleet at 12 Dec. 1922; letter M.D. to the Directory Publishing Co. drawing attention to discrepancies between figures supplied and those printed in 1923 Directory 13 July 1923; copy of entry in 1923 edition; memo from Francis to M.D. and reply: to give standing order for one copy annually, 12 May 1924 and order; copy of entry in 1924 edition; advice of new entry: Hobson's Bay Dock and Engineering Co. Pty. Ltd. (incorp. October 1925); brochure for Directory 1926. Letter from Melbourne Manager, returning amended sheets, 10 Nov. 1926; alterations to be made in 1926 edition for 1927.

**17. Evans, A.D., Surrey, England.**

Letter from Secretary supplying requested information re. vessels, with date of sale, purchaser, or details of loss.

24 March, 1953. 1 to.

Unit 15

2/6/2

## 18. George Robertson and Co. Pty. Ltd.

Draft letter asking for forms of accounts prescribed by the Interstate Commerce Commission of the United States for shipping companies.

30 Nov. 1915 1 ms, + memorandum 1 ms.

## 19. Robert Gibson, Williamstown.

M.S. Co. advises that they hold on his account listed documents. Henderson and Ball, Solicitors, Melbourne, advising M.S. Co. that documents listed have been handed over to National Trustees Co.

8 Sept. and 19 Nov. 1914. 3 ts.

## 20. Globe Encyclopaedia Company, The. London.

Copy of article for insertion (3ts) 13 Oct. 1924, with attached note on cost. Correspondence about text on M.S. Co. for their "Ports and Cities of the World".

March 1925 - May 1926. 12 sheets.

## 21. "The Harbour" Newspaper and Publishing Co. Ltd., Sydney.

Memoranda and correspondence r. advertising. Form of application for shares. (Advertising and subscription discontinued Jan. 1929)

7 June 1921 - 2 May 1929. 1 folder.

## 22. Hedderwick Fockes and Alston (in 1909 Hedderwick Fockes and Hedderwick).

i. Correspondence and other papers concerning manner of appointment of Directors.

12 Oct. 1909 - 7 Aug. 1919. 1 file.

ii. Notices of Extraordinary General Meetings of shareholders 30 Dec. 1908, 13 Dec. 1910, 30 Dec. 1910, for the purpose of altering Articles of Association, with letter from Hedderwick Fockes and Alston advising on procedure for notifying shareholders of meetings, 3 Dec. 1910.

1 file.

iii. Correspondence etc. concerning resolution to increase Company's capital to Two hundred and four thousand pounds and increase Directors' fees, including list of shareholders to whom new issue allotted.

2 April - Sept. 1912. 1 file.

iv. Letters about new Articles of Association and rights of preference shareholders.

11 Aug. 1914 and 16 Aug. 1915.

4 ts.

v. Correspondence and other papers, including "Draft Resolutions to be passed by Board and Minutes" from H.F. and A. to the Joint Managers concerning new Article

24 Apr. 1915 - Jan. 25 1916.

Unit 15

2/6/2/22

- vi. File including request from Directors for advice on whether necessary to alter Articles of Association in order to submit Balance Sheet and Report to Shareholders annually instead of half-yearly. 13 Feb. 1920. Reply: no change necessary. 18 Feb. Further, no formal resolution by shareholders necessary or advisable. 20 Aug. 1920 - 1925.
- vii. File labelled "Legal Opinions": Judgment on Peterson and Co. v. Bell and Co. June 1921 (towage) and other questions involving liability in shipping matters. Copies of letters from Hadderwick Fookes and Alston, and some other related correspondence. 1913 - 1930. 1 file.
23. Henderson, Geo. G., Melbourne.  
To Manager, Melbourne Steamship Co. re. sale of King Street property to Mrs. Georgina Alston.  
3 letters Nov 5 - 14, 1912.
24. i. Howard Smith Co. Ltd., Melbourne to E. Northcote, Adelaide Steamship Co. Ltd., Melbourne (copy to M.S. Co.) enclosing form setting out particulars of three new steamers which will be taken over by Australian Steamship Ltd. on arrival in Australia. They have now arrived, so would like Northcote to meet Messrs. Syme and McCowan to value them: gives prices. ("Canberra", "Aeon" and "Tize").  
Howard Smith to Northcote etc.: Letter covering agreements with builders and specifications (to be returned).  
16 and 26 May 1913. 2 ts.
- ii. To Howard Smith from Northcote, Syme and McCowan (Valuators) giving values of vessels as per schedule. 18 March 1913. Also file of particulars from Lloyd's Register 1912-13 etc. of Howard Smith fleet.
- iii. Valuators to Howard Smith Co. Ltd. certifying value of ~~Max~~ "Myola".  
26 Feb. 1914, + sheet of registered particulars.
25. Lloyd's Register of Shipping, London.  
Correspondence and memoranda concerning entries in Register and Confidential Index.  
1921 - 1926. 1 file.
26. File labelled "Lund and Sons From June 1906 to September 1907? Contains:  
W. Lund to Syme on possibility of representing M.S. Co. in London to obtain bunkering contracts for M.S. Co. Would like to do so, but no shipowners there will contract for bunkering in Melbourne unless contract includes also Sydney and Adelaide. Will mention Company if bunkering enquired for, but not worth advertising for bunkering in Melbourne only. Asks for prices. 22 June 1906.  
Will obtain bunkering contracts in Melbourne, Adelaide

## Unit 15

2/6/2/26(contd.)

Albany and Fremantle if possible. Popes Company is making money "because in the trade between England and Australia not a penny piece has been made for the last 2/3 years, and if your Royal Mail Contract is carried out as advertised in the papers you may just as well make up your minds for a considerable loss on the year's workings" 21 Sept. 1906.

From Lund: re. accident on S.S. "Sydney", 26 Oct. 1906. Insurance of "Julia Percy" and collision of "Senare" with dredger, 2 Nov. 1906.

Copy of letter from West of England Steamship Protection and Indemnity Association Ltd. re. basis for contribution by small tonnage. 21 Jan. 07  
Letter re. claim for injury to labourer 14 Feb. 1907.

Others on insurance.

1906-1906 1 file.

For later Lund letters see under Tonnage.

- ii. Cablegram from Lund referring to "Geolann"- "Barunga" collision, with memorandum for Accountant about the appointment of arbitrator.

4 Feb. 1914. 1 to.

## Unit 16 27. Marine Board of Victoria.

In reply to letter from D.Y. Syne Esq., informs him that he was appointed a Member in the representation of shipowners on 26 March 1926 until 20 Dec. 1928.

23 Nov. 1929. 1 to.

## 28. Melbourne Chamber of Commerce.

- i. Letter to D.Y. Syne, wanting to know for the next Annual Meeting what increased percentage of profits is taken by taxation. If greatly increased "money is diverted to the State which otherwise would be available for business development. Moreover, if businesses are to be able to make an adequate return on the capital invested in then higher profits have to be earned in order to provide for the increased taxation. Thus Governments, to the extent of their high taxation, are responsible for inflation of prices". Asks what percentage of profit was taken by direct taxation 1911-1913 and 1921-23.

15 April 1929.

Also, statements: Company's Business, 1-yearly turnover half-year to June 1911 - June 1914; and to June 1914 - June 1916.

Steamships and tags special expenditure July 1915 - June 1916;

Special expenditure a/c, particulars, amount charged against 1-year.

Turnover 12 Months to June 1919, June 1921, June 1926;

Steamships 1-year to Dec. 1926 - June 1927;

Approximate turnover 12 months to June 1929, and to June 1930.

Departmental approximate gross earnings in Victoria 1-year to Dec. 1919.

Freehold property, estimate of annual yield on present rentals, 21 Dec. 1921.

Unit 16 2/6/2/261 (contd.)

Letter from Sydney Branch to M.D. re. rent of Sydney property;  
 Company's investments. Annual yield. 8 Dec. 1921. Summary  
 Ditto in detail - Fremantle property.  
 Memo from M.D. to Fremantle: additional tenants needed for Fremantle property as return less than Bank interest 25 March 1924.  
 Rents received 1/2-year to Dec. 1926 - June 1927 (for each capital city);  
 Profit and Loss A/c year to June 1927 - June 1929.  
 Depreciated values of steamships and tugs. 1926-27;  
~~XXXXXXXXXXXX~~  
 Approximate percentage return on capital 12 months to June 1929;  
 and other statements to 1930.

Letter from President, Melbourne Chamber of Commerce thanking Syms for information. Encloses 3 statements dealing with Public Debt, Taxation and Production in Victoria (attached). 18 May 1925, and Syms's acknowledgment 20 May 1925.

All the above filed in folder labelled: "Turnover and Yield".

- ii. Melbourne Chamber of Commerce, The Importers' Section.  
 Circular recommending their paper "The Tariff Reformer" with copy attached, Aug. 1, 1932.  
 Letter 17 Aug. 1932.
29. Melbourne, City of;  
 To Town Clerk, appointing D.Y. Syms, M.W. Underwood, H.H. Reid as electors for the Company on the Citizen Roll for Lensdale Ward.  
 1 June 1915. Also memo: D.Y. Syms on Williamstown Roll for 3 votes. 14 July 1917. 2 sheets.
- Unit 61 30. Melbourne Stock Exchange.  
 M.D. to Secretary, Stock Exchange, pointing out that a review of the Company's balance sheet in the "Official Record" of 9 Sept. is incorrect in stating that reserves have had to be called to £38,677. Reserves only called upon to £6,800 to pay dividend, and that the appropriation was recommended by the Directors and sanctioned by the shareholders. In addition the credit at Profit and Loss A/c was resorted to for £2,967: "Evidently the misapprehension has arisen out of the sale of the "Woolgar" and the readjustment of the depreciation provision in connection therewith", which was referred to in the Directors' Report. 1 Sept. 1931. Pencil notes on copy. Supporting statements. Letter from Stock Exchange enclosing copy of review of M.S. Co.'s latest accounts for perusal. 5 Sept. 1933, and similarly for 28 Aug. 1934.
31. ~~Mount Lyell Mining and Railway Co. Ltd., Melbourne.~~

Unit 61

2/6/2/

30. Millar's Timber and Trading Co. Ltd., South Melbourne.  
From M.S. Co., enclosing cheque (rebate promised if M.S. Co. could secure minimum load timber from Grey-mouth to be shipped by Millar's from Bunbury to four New Zealand ports).  
19 July 1935. 1 ts.
31. Mount Lyell Mining and Railway Co. Ltd., Melbourne.  
To Syme, giving particulars asked for: tonnage of coke, coal, copper, copper blister and general cargo on given routes. Larger figures given for coke and copper blister would be "in the event of the amalgamation being confirmed by shareholders".  
3 June 1903. 1 ts.
32. National Cash Register Co. of Australasia Ltd., The  
Letter recommending their product, with form attached.  
14 Nov. 1923. 2 ts.
33. "Newcastle Morning Herald", Newcastle.  
Draft letter to the Editor giving particulars of colour and design of Company's funnels and flag, and their origins.  
4 Aug. 1947. 1 ts.
34. O'Dean, W.H. Maddam, Coal Yard, South Wharf.  
Letter from The National Mutual Life Association of Australasia Ltd., Melbourne to the Company, and other papers concerning loan made by the Company to O'Dean at 5% p.a., principal and interest to be repaid in weekly amounts of 10/-. Principal: £45.15.2., to cover debts to National Mutual Co.; Macartney and Co., Carriers; and McGill and Rankin, Tailors.  
March 1908 and March 1911. 1 envelope.
35. Ogden, W.G., East Melbourne.  
Letter to D.Y. Syme. Reminiscences, with list of old steamers and sailing ships (no useful information concerning the Company). Predicts the Last Days. "... all I can say is - Women are going to rule the World in 25 years. 1955 they will flood Parliaments, clothed in male attire, and modesty and virtue will be gone for ever". Ogden champion oarsman in 1880's.  
24 Dec. 1930, 6 ts. Reply 31 Dec. 1930. 1 ts.
36. Port Phillip Pilot Association, Pilot Office, Williamstown.  
To D. York Syme, appreciation of Syme's acceptance of honorary membership of Association.  
1 ms. 5 Feb. 1919. Also copy of Articles of Association 2 ts., and list of members, 1 ts.  
  
To Syme, regretting his intention to resign from the Marine Board of Victoria. None better fitted to succeed him than his son, D.Y. Syme, Jnr.  
10 Jan. 1930, 3 ms.  
  
To Syme, expressing pleasure at his decision not to resign from the Port Phillip S. and S. Board.  
14 March 1930. 1 ms.

- Unit 61 2/6/2/37 Public Works Department.  
Minister to Syme accepting resignation from Marine Board and expressing appreciation of his services. Attached, sheet on constitution of the Board, first members and present members, and a Pencil note of Syme's resignation.  
11 Jan. 1930. 2 ts.
- Unit 16 38. Pryce, Frederick, London.  
Letter from the Company concerning death of James Deane.  
6 March 1907. 2 ts.
39. Royal Commission on Navigation, 1904-5.  
Letters to the A.S.O.F., giving information about the Company for inclusion in evidence for the above Commission. Statements.  
22 Sept. 1904 - 4 July 1905.
40. Royal Commission on the Navigation Act.  
i. Folder containing correspondence with Col. Ling concerning information required of the Company. Statements, memoranda.  
17 April 1924 - 10 July 1925.
- ii. Bundle of correspondence with the A.S.O.F. concerning information required by Commission, with statements. Correspondence with Ling (C/wealth Audit Office)  
Feb. - Sept. 1924.
- iii. Bundle of correspondence with Ling, statements and memoranda. Newspaper cuttings.  
16 Oct. 1923 - 26 Nov. 1926.
- Unit 17 41. Sears, J., Photographer, Melbourne.  
File labelled "Photo of Directors" - Board Room Feby. 1922". Letter Melbourne Manager to J. Sears intimating that photograph of Directors not acceptable to the Board "mainly because of the large differences in the sizes of respective heads", and attached memoranda.  
17 June 1921 - 21 March 1922.
- Unit 18 42. SHARES, Inscribed Stock etc.  
i. Folder labelled "Inscribed Stock and Bonds", containing file of Correspondence with Deputy Registrar, C/wealth Government Inscribed Stock, Melbourne. 1916 - 1923. Loan applications to 1930. File labelled "Exchequer Bonds" - correspondence with Bank of N.S.W., London. Prospectuses etc. 1916 - 1922. File labelled "Victorian Government 5% Debentures" - correspondence with Treasury, prospectuses, memoranda. 1920-23. File, unlabelled, of correspondence with Deputy-Registrar, C/wealth Bank, C/wealth Treasurer, Bank of N.S.W., Melbourne; memoranda, applications. 1916 - 1933. Shares held by Company 31 Dec. 1919, 30 June 1920, 22 May 1922. (5 sheets). File concerning M.M.B.W. Stock 1932-33. Some loose papers.



- Unit 18 2/6/2/4211. Folder "Investments - Shares etc." Contains: file of shares held in W.A. Companies - correspondence with Fremantle Branch 1930-39, 1942; loose papers re. share issue Colonial Gas Association 1935. File re. Port Adelaide Steam Laundry Ltd. share issue 1936, with correspondence with Port Adelaide Branch; file re. Company shares in Kauri Timber Co. Ltd. 1930; and other correspondence and papers.
- Unit 18 iii. Folder containing notices of meetings, correspondence and memoranda concerning the following companies:  
 Fremantle Stevedoring Co. Ltd.  
 South Australian Stevedoring Co. Ltd.  
 Metropolitan Water, Sewage and Drainage Board (Sydney)  
 Victorian Lighterage Pty. Ltd.  
 Port Hunter Stevedoring Pty. Ltd.  
 Austral Wire Rope Works Ltd.  
 Belfast and Koroit Steam Navigation Co. Ltd.  
 Colonial Gas Association.  
 Mount Pleasant Coke Co. Ltd.  
 Amalgamated Collieries of W.A. Ltd. and the Colliery Power Co. Ltd.  
 1920 - 1943 (most material from 1930 on).
- Unit 19 iv. Memoranda, balance sheets, correspondence of Fremantle Gas Co. 1922-Jan. 1933. Taxpayers' Association of W.A. Ltd., Reports 1927 - 1929. Swan River Shipping Co. Ltd.: Articles of Association 1920, assets and liabilities 1911-13, 1923-1931. (Correspondence covering letters only).  
 1 bound file.
- Unit 19 v. Port Hunter Stevedoring Ltd.: M.D.'s file: correspondence minutes of meeting of directors July 1933; statements of liabilities and assets, balance sheets, etc.  
 29 Sept. 1921 - July 1933.
- Unit 17 43. Sinceck, W., Auditor, Melbourne.  
 To Syme, suggesting ways of minimizing defalcations following special audit. Attached to two copies of a statement of alterations in petty cash book.  
 20 March 1906.
44. Southern Coal Owners' Agency, N.S.W.  
 i. Correspondence with McIlwraith McEacharn and Co. and Southern Coal Owners' concerning difficulties experienced by Company in procuring coal from S.C.O. Letter to Minter Simpson and Co. Sydney, solicitors, asking opinion on legality or otherwise of combination by the Collieries, and replies. Other correspondence and papers on the matter.  
 Jan. 1904 - Aug. 1905. 39 sheets.  
 ii. Correspondence and agreement to supply coal.  
 Dec. 1912 - Nov. 1914. 1 file.
45. SUPERANNUATION.  
 i. Memoranda, letters to branches, letters to insurance companies concerning the establishment of staff superannuation scheme.  
 1927 - 1936. 1 folder.  
 ii. Memoranda, including draft scheme, 1927.  
 1927 - 1936. 1 folder.  
 iii. Circulars to branches, notes, rules etc. concerning Staff Superannuation Fund. Draft deed of establishment.  
 Aug. 1936 - April 1937. 1 folder.

Unit 17

2/6/2/46 Sydney Coal Company Ltd.

E. P. M. Sheedy, Accountant, Sydney, to Directors of the above: report on audit and customary statements of account.

1 folder. June 1913.

47. Sydney Property 1919 - 1922.

Descriptions of Company properties, correspondence with estate agents and other papers.

1 folder.

48. TONNAGE: files concerning purchases and sales of vessels.

Unit 20

1. M.V. "DUNTROON".

a. Folder labelled "New Tonnage - 'Duntroon' Contains:

Statements of tonnage, speed, hire money etc. for vessels of the fleet 1926. 2 files.

Estimates of costs and earnings of new motorship, July 1932. 1 file.

Cable to Lund, London asking particulars of "Achimota" being offered for sale by the African Steam Ship Company, 15 July 1932, with memoranda and article and balance sheet on the African Steam Ship Co. from the Shipbuilding and Shipping Record, Nov. 30, 1933. (Bought by Huddart Parker and named "Wanganelia") 2 files.

Statements, estimates of costs etc. for M.V. 5400 ("Duntroon")

Table of Fees to be Paid on Transfer, Transmission, Registry Anew, Transfer of Registry, and Transfer of Mortgage. 18/10/1917.

List of extras with costs, with references to letters from Swan Hunter etc., Newcastle.

Managing Director's Report to Directors, giving argument for constructing a new passenger and cargo liner, quotations from builders, problems of payment. If passenger liner decided upon, 1934 the appropriate time. 10 March 1933, with covering letter.

File labelled "'Duntroon' Costs and Finance": correspondence with Bank of N.S.W., Melbourne, memoranda etc. May-July 1934.

File labelled "Duntroon": correspondence with Charles Bryers, Newcastle, England, re. problems of voyage to Australia, repairs etc. 1935-36.

File 1934-35 re. specifications and plans, payments.

Managing Director's Expenses United Kingdom, Cables, Rail Fares etc. April/Sept. 1934. 1 file.

b. File labelled "Duntroon" re. appointment of agency for new ship in England, trip made by H.S. representatives Jobling, ~~xxxxxxx~~ and Dick (provedore) and Capt. Cecil Roy (Marine Superintendent), preparations for voyage. 1934 - 35.

c. Folder of miscellaneous correspondence concerning payments, insurance, extras 1935-36.

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Unit 21

## ii. S.S. "COOLANA".

Correspondence with D.Y. Syme Jnr., Dundee, U.K.; Banks, (chiefly cables) on the purchase of "Coolana" and tenders and contract for the building of a new tug. Memoranda.

July - Dec. 1921. 1 file, labelled: "New Tonnage July 1921."

## iii. S.S. "ELLAROC".

Particulars of ship, correspondence concerning purchase.

July - Aug. 1922.

## iv. S.S. "JULIA PERCY" and S.S. "MARY MOORE".

Inventories, correspondence concerning purchase

1 file. July-Aug. 1906. Also Notes on Overhauls of Lighter "Leeuwin" May - Aug. 1907.

## v. Tug "KEERA".

a. Correspondence, cables concerning building of tug. Sept. 1926 - Jan. 1927. b. Correspondence etc. re. purchase and delivery. Inventories. Oct. 1926-March 1933.

## vi. S.S. "KURNALPI".

a. File concerning purchase of S.S. "Keina" (later "Kurnalpi", chiefly with W. Lund and Sons. 16 Feb. 1910 - April 1910.

b. File re. sale to Northern Wairoa Shipping Co. Ltd. N.Z., Oct. 1925 - Dec. 1926.

## vii. S.S. "LOWANA".

Re. purchase 28 March 1924 at Glasgow.

1 file.

## viii. S.S. "KEENOC".

Jan. - Dec. 1926. 1 file.

## ix. S.S. "MOHARO".

Re. sale to the Sato Shoten Kabushiki Kaisha of Tokio

Jan. - April 1926. 1 file.

## x. S.S. "PALMER".

Correspondence with Houle Hamilton and Kiddle and the Shipping and Trading Agency Pty. Ltd., Melb. concerning amounts due for repairs to "Palmer" over which M.S.Co. has a possessory lien.

May 1922. 1 file.

## xi. Extract letter H.E. Reid to Andrew Reid from Glasgow

xii Tug "TOORONGA". re. building of "SYDNEY" 17 July 1907. 1 ms.

Memoranda re. tug which arrived Jan. 1923.

Feb. 1923. 1 file.

Unit 22

## xiii S.S. "WOOLGAR".

Re. voyage from England: o/dence, statements etc.

Oct. 1914 - Aug. 1915.

2/6/2/48

Unit 22

- xiii. b. Correspondence with Swan, Hunt, and Wigham Richardson Ltd., Wallsend-on-Tyne, England (builders) and Hynes and Bryers, Sunderland, England (agents) concerning construction of new steamers 1 blueprint.

1 file. Aug. 1913 - Sept. 1914.

- c. Re. sale of "Woolgar" (to Hans Borge and Co. of Tonsberg, Norway).

Nov. 1930 - May 1931.

- xiv. File labelled: "Purchase and Sale of Lighters etc."

Invoices, correspondence etc. concerning the barque "Republic", 1902; list of vessels at 26 May 1910, not on "Lalla"; letter to Registrar of Shipping, Melbourne asking for re-registration and remeasurement of "Pharon", "Hercules" and "Leeuwin" because now converted from steamers into hulks. "Habitant" now a floating dock so that registration as ship can be cancelled. Sailing vessels (6) converted to hulks, 20 June 1913, with reply 18 Dec. 1913. Notice of sale of Coal Hulk "S.F. Hersey", 29 Jan. 1914, and sale note, c/dence with Union Stea Ship Co. of N.Z. Ltd. (vendors) 30 March 1914 and Registrar of Shipping. Other material on "Moore", "Leonidas", "J.W. Dare" sale 1917,

1902 - 1930.

- xv. File labelled: "New Tonnage. Registration. Commissions Allowances".

Memoranda. Two letters to Registrar of Shipping: re. Motor Launch "Beeswing", 15 Aug. 1923; re. "Toorong" 11 Nov. 1922.

Sept. 1921 - April 1925.

- xvi "New Tonnage" of dence with banks, exchange for payment in ships, Woolgar, Gotland, Ellaroo, Toorong, Louana 1921-22.

xvii "New Tonnage" of dence with Suez Canal Co., Port Said, with Statements 1933.

49. TUGS.

1. File labelled "Tugs" 1880-1912": agreements, correspondence re. agreements between James Paterson and James Deans and Co., Melbourne Coal Engineering and Shipping Co. Ltd. (M.S. Co.) and Huddart Parker and Co.; and James Paterson and M.S. Co. and Orient Lines of Royal Mail Steamers. Requests from members of the crew of "Racer" for increase of wages, 19 Dec. 1911, and letter from Australasian Steamship Owners Federation re. agreement of Companies to raise wages.

1 file.

- ii. "Tugs 1912-1919": papers dealing with request from the Federated Engine Drivers' and Fireman's Association of Australasian for improved working conditions (letter Nov. 19 1912 and letter from solicitor on behalf of masters and officers employed on tugs for better wages and hours, Nov. 4 1912. General correspondence etc. re. towage, tugs and staff (a considerable proportion from the Australasian Steamships Owners' Federation).

1 file.

- iii. Group of letters concerning towage rates: from the Marine Underwriters' and Salvage Association of Victoria, 12 Jan. 1921; from Huddart Parker Ltd. 5 Feb. 1927, circular to other companies from M.S. Co. 12 April 1933. With them a copy of letters (9 Jan. 1929): Melb. Coal Shipping and Eng. Co., James Paterson and Co., Huddart Parker and Co. to Hallett, etc.

Unit 22

2/6/2/49 (contd.) Commerce 12 June 1890; Huddart Parker and Co. from G. Hallett 25 June 1890; and Marine Underwriters' Association of Victoria Ltd. to Hallett, 20 June 1890.

4 ts.

50. Trade Commissioner, Melbourne. Circulars asking for information, enclosing agency form for completion. Copy of completed form with reply. June 1933 <sup>Feb</sup> 1934. 5 sheets.
51. Turner, Cpl. J.E., R.A.A.F., Pacific. Replying to his letter (not found) asking for information for his Maritime History. Gives history of the "Habitant" (now Floating Dock). 5 Sept. 1944. 1 ts.
52. Union Steam Ship Co. Co. of New Zealand Ltd., Dunedin. File labelled "N.Z. Freight Rates 1908/1910. Tasmania, N.S.W. Letter to D.Y. Syme advising him not to commit himself for freight at less than undermentioned rates, and guarantees full loading next year for his steamer at rates to be arranged. Hopes to arrange Southern ports and Auckland as above and raise those to Wellington, Napier, Gisborne. 26 Sept. 1908. Syme's reply: agrees, but points out that Company has two steamers fully engaged there, 7 Oct. 1908. Pencil note by Syme that if N.S. Co. cannot obtain local rates, Company be given option of taking up the business before rate reduced. Letter from Union S.S. Co. confirming this arrangement (rates given) 12 Nov. 1908. Copy letter from U.S.S. Co., Newcastle to Hetton Colliery re. rates to North and South Island ports. 12 Dec. 1908. Memorandum of Agreement between U.S.S.Co., James Paterson and Co. and N.S.Co. re. Tasmanian and Sydney Produce Trade, Seasons 1909 and 1910: U.S.S. 50%, providing weekly steamer, and James Paterson and N.S.Co. 25% each providing fortnightly steamer each, with provision for additional tonnage if thought desirable. 28 Oct. 1908. D.Syme to Union S.S.Co. confirming that until the High Court pronounces upon legality of agreements N.S. Co. think it better to refrain from entering into a fresh formal agreement, "but in the meantime are agreeable that we should continue running on the same lines as laid down by the existing agreement, but without any formal undertaking in writing". The allowance for labour in handling cargo to be increased 30 per ton to cover the increased cost owing to smaller size of bags. Apportionment of pool to be based on number of trips compared to earnings of each company. 24 Sep 1910. Syme to James Paterson and Co.: have decided that it is not advisable to enter into any fresh agreement re. N/W Tas/Sydney Trade. Assume that J.P. agree. 27 Sept. 1910. D.S. to U.S.Co., Melbourne, confirming new handling charge. 27 Sept. 1910. Note by Syme on rates for Pine from N.Z. ports. 15 March 1912.

Unit 22

2/6/2/53 Victorian Employers' Federation, Melbourne.

To M.S. Co., circular enclosing letter signed by President in which members are advised of levy made by Council. Amount for Company £2/12/6. Letter from President explaining reasons for levy: "special expenditure on behalf of all employers, including a contribution to the costs in the lengthy 44 hours case now before the Federal Arbitration Court". Enclosed prospectus of "The Employers' Federation Insurance Ltd. Printed prospectus attached.

11 Nov. 1926.

## 54. Wests, P.M. Williamstown.

M.D. asks him to have printed the attached condensed history of the Company and its connection with Williamstown in the booklet that is being produced in connection with the Exhibition of Industries being run by the Williamstown High School ex Students' Association.

30 Jan. 1947. 3 sheets. (Booklet filed in section: History of the Company.)

## 55. J.B. Were and Son, Melbourne.

To M.S. Co. with attached questionnaire. Asks for information to assist in making detailed study of shipping companies in Australia, and reply. 21-29 April 1933. 4 ts.

Request for further information and reply. 27 June 1933. 4 ts.

Were to Company re. introduction of statistical service which would include issue to selected clients of reviews dealing individually with all prominent companies listed on Australian and N.Z. Stock Exchange. Specimen of reviews enclosed, and draft review of Company. Attached: Review of Burns Philp and Co. Ltd. 5 pp. printed. Draft re. M.S. Co. (4 copies) 2 ts. Draft letter by Secretary and letter from Syme. 28 July 1933; not responsible for anything appearing in review, as agreed to by Were. Letters enclosing copy of review to Branches and London Bank and agents, with copies of letters acknowledging these.

1 file.

## 56. Westrope, A.E., Tasmania.

Asks for information about early history of Company.

14 Aug. 1954 and reply 2 Sept. 1954. 2 sheets.

## 57. S.S. "WILLIAM MCARTHUR CHARTER.

File correspondence and memoranda to Hedderwick, Fookes and Alston, R.W. Miller and Co., Sydney (owners), copy of Charter Party etc.

1925 - 27. 1 folder.

## Unit 23 2/7 Trade Agreements.

## 1. Tug Owners' Agreements (ts. copies):

James Paterson and James Deane, 19 Aug. 1879 (2 copies)  
 Melbourne Coal, Shipping and Engineering Co. Ltd.,  
 James Paterson and Co., Huddart Parker and Co. Ltd.  
 29 June 1889. (2 copies).  
 James Paterson and Co. Pty. Ltd., Huddart Parker Ltd.,  
 Melbourne Steamship Co. Ltd. and Howard Smith Ltd.  
 (2 copies) 18 May 1923.

5 sheets.

10. Schedule of rates for Coal landed Fremantle to take effect 25/6/06, agreed on by Adelaide Steam S.  
 Melbourne, M.S. Co., Howard Smith; + interchange of passage tickets Aug. 1907.

11. File labelled "Interstate Steamship Insurance Co. Pty. Ltd. 1915", 5 sheets

Authorisation of H.R. Reid or D. York Syme to act as representative of Company of meetings of the I.S.I.Co. and nomination of H.R. Reid as Director of I.S.I.Co. 2 ts.

Proposed form: guarantee re. New Shareholders to Adelaide Steamship Co. Ltd., Australasian United Steam Navigation Co. Ltd. Howard Smith Ltd. and Australian Steamship Ltd. Mollwraith McEacharn's Line Pty. Ltd. Union Steamship Co. of New Zealand Ltd. Melbourne Steamship Co. Ltd. James Paterson and Co. Pty. Ltd.

re. terms of transfer by Huddart Parker Ltd. to Gippsland Steamers Pty. Ltd. of shares now held by H.P. Ltd in the I.S.I.Co. 2 ts.

Agreement by the above Companies to satisfy liability for Workers' Compensation etc. May 1915. 3 ts.

Documents labelled "July 1915":

Consent to Transfer of Shares by Huddart Parker Ltd., Howard Smith Ltd. and Union Steamship Co. of N.Z. Ltd. to other companies: Western District Steamship Co., Belfast and Kolroiff Steam Navigation Co. Ltd., Gippsland Steamers Pty. Ltd., Holyman's Ltd., King Is. Steamers Ltd., William Holyman and Sons Ltd., by shareholders 1 ts.

Agreement among the above to satisfy workers' compensation 2ts.

Guarantees (6) by those transferring shares that transferees will enter into agreements.

111. File labelled "Australian Steamship Owners 1919".

Pencil note by D.Y. Syme re. intention of agreement.

Outline of Memorandum of Agreement. 7 ts. + 1 p. schedule with pencil notes.

Copy of "Case for Opinion of of Counsel" concerning proposal that Owners agree to co-operate, 1919.

This traces history of co-operation between companies prior to the war. There was no actual agreement, no pooling of profits, no obligation to adhere to any schedule of charges; but in practice "if any company owing to increased costs of wages or other cause decided to increase its charges it notified one or more of the others and the others simultaneously or shortly afterwards made similar increases but there was no suggestion of compulsion or boycotting and no rebates of any kind". The two firms who owned several vessels in interstate trade charged freights more or less under those charged by the said Companies. This continued until 1918, 1 st April, when the Commonwealth

## Unit 23 2/7/1 (contd.)

iii. Government would like to retain the pooling scheme with partial Government control. Form of Charter Party contemplated after discussions between interstate owners nearly the same as at present, and rates identical. A similar arrangement could be made independently of the Government. Considers advantages and disadvantages of Government being party to the scheme.  
See also 2/6/52.

## 2. General.

i. Memorandum from E. Dodd, Wollongong, who undertakes to trim holds and bunkers of certain ships.

21 Oct. 1898. 1 sheet.

ii. Articles of Agreement between the P.M.C. and the Company concerning conveyance of mails between Albany Bayswater and Esala in Western Australia; contract for three years, together with covering letter 22 May 1906 from Crown Solicitor's Office.

Jan. 1906.

iii. Memorandum of Agreement between M.S.Co. and James and Alexander Brown, shippers, Newcastle, re. coal.

1 Feb. 1911. 5 sheets.

iv. Agreement between J.W. Fraser and Company re. discharging N.S. timber, with MS memoranda.

6 Feb. 1915, 4 sheets.

v. Company and Sato Shoten Kabushiki Kaisha, Tokio, re. sale of S.S. "Konaro".

10 Dec. 1925. 3 ts. (incomplete)

## Unit 23 2/8 Leases, Tenancy Agreements, Licences, Bills of Sale and other Shipping Documents.

1. Department of Lands and Survey to M.S.Co.

Licences to occupy land at Yarra Bank South (Coal Yards).

Jan. 1 1898 (3) and 1 Jan. 1894.

2. The Melbourne Harbour Trust, to Company.

Licences to occupy crane site.

2 Jan. 1899, Jan. 9 1902, 28 April 1906.

3. Melbourne Harbour Trust: Wharf Leases - memoranda, correspondence, plans etc.

1904-1920. 1 file.

4. Melbourne Harbour Trust: Letter with Deed of Lease

Lease 7 June 1911. Letter 23 Jan. 1914.

5. Sydney Harbour Trust to Company.

Wharf Leases and correspondence.

1907-1923. 1 file.

Wharf Lease

6. Sydney Harbour Trust: Licence etc.

1913 - 1930 1 subfile.



Unit 24

2/8/71 W.F. Ward to Company (from Mrs. Sabone from Dec. 1915)  
Sydney Office: memoranda of lease, correspondence etc.  
1910-1920.

8 Tenancy Agreements: correspondence G.H. Wells, Devonport, Tas, and Victorian Railways Commissioners re. Devonport Office, Ballarat Firewood Allotments, Ballarat coal gears.  
1913-1918. 1 file.

Unit 23

9. Leases from M.S. Co.: Zander, room at 25 King St., "The Shipping Exchange", Dec. 1896-March 1898. Other leases (memoranda).  
1919-1921, 1 folder.

## 10. Bills of Sale.

- i. "Albert the Good", incomplete and undated (2 copies)
- ii. "Elizabeth, 1893.
- iii. "Beeching", Jan. 1886 (together with deeds of mortgage(?)  
1886-1889.
- iv. "Racer", 14 Feb. 1890.
- v. "Melbourne" 5 April, 1892 (with two deeds of mortgage)
- vi. "Maitland", Dec. 1893.
- vii. "Habitant", Nov. 1894.
- viii. Group of Bills of Sale: Melbourne Shipping Co. Ltd. to  
Melbourne Steamship Co. Ltd., April 1896.  

"Albert the Good"	"Malay"
"Bendigo"	"Pharos"
"Belle of the West"	"Surprise"
"Habitant"	"Zohrab"
"Hercules"	"Advance"
"John William Dare"	"Racer"
"Vielpie"	"Beeching"
"Leonidas"	"Melbourne"
- ix. "Perth", June 1898, with Mortgage Dec. 1897.
- x. "Republic", March 1902.
- xi. Group of Bills of Sale: Liquidator of Melbourne Steamship  
Co. Ltd. to Melbourne Steamship Co. Ltd., November 1904.  

"Albert the Good"	"J.W. Dare"
"Hercules"	"Advance"
"Habitant"	"Maitland"
"Republic" ("Geograph")	"Racer"
"Belle of the West"	"Sydney"
"Brisbane"	"Perth"
"Zohrab"	"Melbourne"
"Pharos"	"Hobart" (also Dec. 1902.)
"Malay"	"Leonidas"
- xii. "Monaro", April 1906.
- xiii. "Julia Percy", Aug. 1906.
- xiv. "Elizabeth Graham", June 1906.
- xv. "Enterprise", Aug. 1906.
- xvii. "Teewood", Oct. 1911. xvi. "Kurnalpi", June 1910.
- xviii. "Cocoblanca", May 1912.
- xix. "Hersey", February 1914.
- xx. "Kapunda", Oct. 1915.
- xxi. "Leonidas", June 1916.
- xxii. "Kurnalpi", July 1917. xxiii. "Racer", Dec. 1917.

Unit 24 2/3/8

## Shipping Documents (other than Bills of Sale).

- i. Note confirming sale of "Albert the Good" to Company for £711 - signed James McIntyre for Owners.  
Nov. 14, 1887. 1 ms.
- ii. S.S. "Advance": Sale Note  
31 July 1908.
- iii. S.S. "Beeswing": Charter Party 30 July 1892 1923.  
Certificate of British Registry 16 Aug.
- iv. S.S. "Brisbane": Charter Party March 1904  
Charter Party Jan. 1905.  
Charter Party Oct. 1905 (2).
- v. S.S. "Coolana": Certificate of Registration  
11 July 1936.
- vi. S.S. "Dimboola": File of Certificates 1912.  
Account of Changes in Crew June 1912.
- vii. Barque "Elizabeth Graham": Certificate of Approval  
Feb. 1902,  
Sea-Going Certificate June 1906.
- viii. S.S. "Kurnalpi" (ex S.S. "Keina"): file of certificates  
1910,  
Mortgage December 1925.
- ix. "Lalla" (hulk): file of Mortgages. 20 Feb. 1908.
- x. "Maitland": Certificates of Slipping (2) 6 Ap. 1907.
- xi S.S. "Racer": Permission to Proceed and Certificate for Home-Trade Steam Ship from Marine Board of Victoria, 1906.
- xii File of Certificates from Lloyd's Register of Shipping for various ships of the Company's fleet.  
Feb. 1920 - Jan. 1925.
- xiii Lighter Boat Licences (8) 23 Sept. 1903 (Aust. Customs)
- xiv Insurance policies, March 1886, then 1902-1917. 1 file.

Unit 23

## 9. File containing:

- |                      |                                |                      |
|----------------------|--------------------------------|----------------------|
| Power of Attorney to | A.M. Reid, Sydney (2 copies)   | Jan. 1905            |
| "                    | "                              | "                    |
| "                    | E.C. Muecke, Adelaide.         | Draft. July 1899     |
| "                    | George Sulbert, Port Adelaide. | July 1908            |
| "                    | H.W. Burnet,                   | " " Dec. 1919        |
| "                    | E.Y. Syme Jnr., Fremantle.     | Draft.<br>Nov. 1904. |
| "                    | "                              | "                    |
| "                    | H.J. Morris, Devonport.        | Oct. 1905.           |

Other papers, including correspondence covering the above and concerning Registration of Company in Tasmania.

## 10. Documents concerning Registration of Company in Tasmania,

- Nov. 1905:  
 Certificate of Registration, 21 Nov. 1905 (typed)  
 (also ms. copy 11 Nov. 1905.  
 Copy of Power of Attorney, 24 Oct. 1905 (ms)  
 Revocation of Power of Attorney, 19 Jan. 1915 (ms).  
 1 envelope.

2/9 Management Papers: material prepared for Board, loose memoranda, etc.

1. Balance Papers.

Unit 25 1. From file labelled "Sundry Balance Papers"

1908-1926. 1 envelope.

2. Folder labelled "Balance Papers".

Draft resolutions of Directors, memoranda, typed copy of article on Company in Australian Investment Digest Oct. 1921. Draft Private Balance Sheets June 1920 and 1921 and other statements.

1920-1928.

3. File labelled "Balance".

Includes draft of Chairman's speech to Shareholders at half-yearly meeting on Friday, 28 Aug. 1931: No dividend possible unless from reserves. Economies have been practised, portion of Directors' fees voluntarily sacrificed, and staff salaries reduced. Increases made by awards of Federal Arbitration Court and various Wages Boards will mean savings next year. Even so, standard of wages and conditions on Australian-manned ships greatly in excess of British ships of similar size. Probable fall in value of Commonwealth Inscribed Stock more than covered by reserves. Taxation crippling all commercial undertakings.

Also, statements, and a group of newspapers' cuttings 1916 and 1919 (balance sheets)

4. Miscellaneous papers re. balance:

1931 - 1934. 1 envelope.

5. From folder "Sundry Balance Papers"

4 files: 1934, 1935, 1936, 1937. Also typed copy of draft report to Meeting of the Company 18 Aug. 1937. 3 ts.

6. "Balance Papers": file of interdepartmental memoranda, notes, drafts of statements, resolutions of Directors on payments of Dividends etc.

June 1931 - June 1932.

7. Ditto.

Dec. 1932 - June 1933.

8. Ditto.

June 1934 - June 1939.

Unit 26 2 Memoranda re. Directorships and Managers.

1. Proposed new arrangements to come into force July 1, 1937, re. salary of Chairman and Directors, tenure of Directors, agreements with Manager, Assistant Manager and Branch Managers. 2 MS sheets.

2. Memorandum of resolution concerning engagement of the General Manager for term of three years from 1 Jan 1938. Undated. 1 MS sheet.

Unit 26 2/9/2

3. Nomination of W.J. Pookes for Directorship by Hugh R. Reid, 19 Oct. 1908; memoranda of retirement of Directors, notices of meetings 10 Nov. 1908 and 14 Dec. 1908 to pass resolutions re. appointments of Directors. 6 sheets.
  4. "Suggestion re. Future Management" of the Company, together with "Suggestion No.2 for consideration". Unsigned. 27 Oct. 1908. 2 Ts. sheets.
  5. "Proposals" concerning Directorships of H.R. Reid Esq. and D.Y. Sime Esq., and Joint Managerships of H.R. Reid Esq. and D.Y. Sime Esq. Unsigned. 4 Nov. 1908. 1 sheet Ts.
  6. Draft notices of Extraordinary Meeting to resolve that D.Y. Sime be reappointed as Director, with memoranda. 1 file. 6 Dec. 1910.
  7. Appointment of D.Y. Sime as proxy by G. Richardson with covering note. 29 Dec. 1910. 2 sheets.
  8. Consent to Act as Directors: D.Y. Sime, W.J. Pookes, Charles Hallett and Edward William Underwood, 30 Dec. 1910 (copy) and list of shares owned by Directors and Managers, 30 Dec. 1910. 2 sheets.
3. Papers concerning Estates.
1. The Hon. James Bell of James Bell and Co. Memoranda re. estate. Sept. 1908. 3 MS.
  2. James Deane: note re. storage of papers at King Street building, and decision to waive payment of storage by executor. Aug. 1918. 1 MS.
  3. Capt. James McIntyre. Executors H.R. Reid and D.Y. Sime. Note of proposal by Executors to hand over Trust Fund of £1500 in each. 25 May 1908. 1 MS.
  4. James Paterson: Extracts from Will 1 March 1892 and statement of assets etc. 30 Aug. 1907. 11 sheets.
4. Papers concerning Companies in which M.S.Co. had an interest.
1. Adelaide Steamship Co. Ltd. 6  
Balance sheets and memoranda 1905-14. Newspaper cuttings from the Register 1905-14; balance sheets and memoranda of Balance Sheets for Belfast and Kerit Steam Navigation Co. 1913-1915; Printed balance sheet Howard Smith Co. Ltd. Dec. 1907 with list of shareholders; R.J. Lyne and Co. balance sheet Dec. 1915 (with covering letter from Fremantle branch); Swan River Shipping Co. Ltd., S.A. 1913-1915; balance sheets of foreign and British shipping Companies from Fairplay 1917.  
Filed in Report and Balance Sheet, M.S. and A. Bank June 1916.

Unit 26

2/9/4

## 2. Huddart Parker Ltd.

Prospectus 8 Dec. 1911, with newspaper cutting referring to transformation into public company and circular accompanying Prospectus. Also Report of First Annual Meeting of Shareholders, March 18, 1913 (printed booklet).

## 3. Metropolitan Gas Company, The.

Report of an Extraordinary General Meeting.

11 Sept. 1923. Printed, 39 pp. and appendices.

## 4. File containing:

Prospectus of The Patrick Steamship Company Ltd., 21 Nov. 1921, Sydney, with letters from N.S.W. Branch re. this failing company, 1922. Zauri Timber Co. Ltd.: balance sheets 1924-1932 with notes and news

cuttings. Balance sheets of the Commonwealth Bank 1927-32.

5. Agreement between Australian Steamships Ltd. (old Company) and <sup>newpaper</sup> ~~John Coy. Liquidator and Australian Steamships Pty. Ltd.~~5. Inside booklet ~~with instructions to Finance and Participants~~ which concerns Sydney properties for sale with covering note from Sydney firm to Huddersick, Peckes and Alton (Company collectors), June 1917; pamphlets of Melbourne auction sales 1916-1918.

## 6. File of notes, drafts etc. by D.Y. Syme, Chairman.

Valuations of property etc. Notes for shareholders: notes of address re. effects of strike and dividend 31 Dec. 1917. Notes of Chairman's remarks 30 June 1918. Note of discussion H. Smith 12 Feb. 1919 re. their attitude to agreement with Huddart Parker.

Notes for annual meeting Aug. 1919.

" " " Aug. 1921.

" " " Aug. 1922.

Notes for shareholders, Feb. 1924.

Draft Chairman's report to shareholders at ordinary half-yearly meeting 27 Feb. 1925.

Also, supporting memoranda from Accounts Department, and printed circulars to shareholders, balance sheets 1901-18 (gaps).

## 7. Papers concerning Managing Director's trip to Japan, 1937.

1 envelope.

## 8. Papers concerning National Insurance.

File containing extract Minutes A.S.O.F. meeting No. 734 27 Sept. 1938 re. exemption of overtime payments for Engineers for purpose of National Insurance Scheme; extracts minutes meetings 733 and 732, Sept. 1938 re. proposed conference; memoranda on details of the scheme, with comparisons with the Company's Provident Fund (new scheme will provide much wider benefits); memoranda on estimated cost to Company; copy of letter 2 Nov. 1938 from National Insurance Commission Chairman U.H. Bridgen to A.S.O.F. re. provision for stamping of cards of Waterside Workers. Agree that shipping companies will be put to additional expense in collecting contributions and maintaining records, but so will other companies. Seagoing employed: Commission proposes to exempt seamen from operation of the Act as far as health insurance benefits are concerned, so that there will be no overlapping of sickness benefits now provided for under existing legislation.

Unit 26 2/9/8 (contd.)

Letter from H. Morgan, Fremantle, 29 Nov. 1938 to Secretary of Company (F. H. Gibbons) re. employee who has pointed out that his present salary is just below that level at which he would not be affected by National Insurance. If he receives a rise of £2 p.a. the Company would save 12/6d. and he would not have to pay insurance himself. Reply: bonus will put this employee outside the scheme, so no need to act. Reminds Fremantle Manager that employees must join approved society in good time to become eligible to be in the scheme and to receive medical treatment immediately. 2 Dec. 1938.

9. Copies of Manager's Reports.

Melbourne Manager's Report for half-year ended 31 Dec. 1922 4 TS. (Manager: H.W. Burnet), with statement attached: Summary of Business for half-year to 31 Dec. 1922, Port of Melbourne, 2 TS.

Ditto to 30 June 1923. 6 TS + statement 2 TS.

Ditto to 31 Dec. 1928. 4 TS + 2 TS summary.

10. Miscellaneous.

1. Foolscap volume of memoranda: appointments of staff, notes on vessels etc.

1886 - 1891.

2. Memorandum by James Deane re. survey and work to be done on "Habitant" with estimates of repairs and inventory.

Aug. 1894. 6 sheets, MS.

3. Notes found inside Minute Book No. 11, 1898-1900:

Re. Charlotte Fenwick crew.

Re. Freight for potatoes and onions Apollo Bay to Melbourne. Passenger Rates.

Re. fire appliances (Building Yard).

3 sheets in D.Y. Syme Snr's handwriting.

4. Foolscap volume of notes made by Secretary concerning Directors' Half-yearly Reports and Balance Sheets.

1904 - 1933.

5. Cutting from Fairplay 6 Oct. 1898: Article on Compensation Act and Seamen - The Tina - Glasgow Sheriff Court.

6. Private Reports on the character and financial stability of Michael Walsh, Footscray and Melbourne.

27 April 1898 - March 1900. 2 TS.

7. Sheet headed Hon. James Service, giving value of his shares in five vessels.

8. Memorandum on Secret Commissions Act. Bonus System.

Feb. 19 1906. Typed form of declaration in the connection with the above. 2 ts.

10. Book of Off-Hire and Re-commission Certificates required by Associated Steamship Owners, with 2 circulars pasted in front: 15 Feb. 1919 and 5 Jan. 1921.

Certificates issued 17 July 1918 - March 1922.

Group 3. ACCOUNTS.Possibly  
Unit 1971. Account Books.

## 1. Reid Poole and Company:

Bills Receivable 1868 - 1873;  
 Bills Payable 1868 - 1873;  
 Insurance (vessels, property, life) 1871 - 1873.

1 vol.

## 2. Ledgers.

## Unit 202 1. General Ledger.

July 1884 - June 1902. (Melbourne Towing and Lighter-  
 age Co. July 1884 - 8 Oct. 1885; Melbourne Coal,  
 Shipping and Engineering Co. 23 Oct. 1885 - 1893;  
 Melbourne Shipping Co. Ltd. to Dec. 1895; Melbourne  
 Steamship Co. Ltd. 1 Jan. 1896 - .) 1 vol.

## Unit 203 2. Ditto.

July 1902 - Dec. 1907. 1 vol.

## Unit 63 3. Ditto.

Jan. 1908 - 1 Jan. 1913. 1 vol.

## Unit 64 4. Ditto.

Jan. 1913 - June 1919. 1 vol.

## Unit 67 5. Ditto.

July 1919 - June 1926. 1 vol.

## Unit 68 6. Ditto.

July 1926 - Dec. 1931. 1 vol.

unknown 7. Hobson's Bay Coal Depot Ledger, 1 July 1871 - 12 Oct.  
1877; Melbourne Coal Co. Ledger 12 Feb. 1875 - 30 March  
1878.

1 vol.

## Unit 66 8. Ledger marked "A": Branch Office Accounts.

1916 - 1930. 1 vol.

## Unit 65 9. Building Yard and Dock Ledger.

31 July 1916 - Dec. 1923. 1 vol.

## Unit 70 10. Steamships' Ledger No.1. Sundry Accounts.

31 Oct. 1917 - 31 Dec. 1931. 1 vol.

## Unit 62 11. Wharf Plant and Office Furniture Accounts No.1.

Jan. 1913 - 1 Jan. 1932. 1 vol.

## unknown 12. Voyage Ledger Sheets, July 1925.

1 parcel.

For Investments Ledger see 3/1/3/1.

**3/1/3 Cash Books.**

- Unit 69 1. Dec. 1881 - July 1887.  
1 vol.
- Unit 155 2. July 1884 - Dec. 1889 (Melbourne Towing and Lighterage  
Co. No.1.  
1 vol.
- Unit 156 3. Sept. 1894 - June 1899. No.3.  
1 vol.
- Unit 157 4. July 1899 - May 1902. No.4.  
1 vol.
- Unit 158 5. General Cash Book: Payments No.1.  
April 1906 - 26 March 1909. 1 vol.
- Unit 159 6. General Cash Book: Payments No.2.  
March 1909 - July 1911. 1 vol.
- Unit 160 7. General Cash Book: Payments No.3.  
Aug. 1911 - Dec. 1913. 1 vol.
- Unit 161 8. General Cash Book: Payments No.4.  
Jan. 1914 - July 1915. 1 vol.
- Unit 162 9. General Cash Book: Payments No.5.  
Aug. 1915 - 25 July 1918. 1 vol.
- Unit 163 10. General Cash Book: Payments No.6.  
26 July 1918 - 1 July 1921. 1 vol.
- Unit 164 11. General Cash Book: Receipts No.1.  
April 1906 - April 1910. 1 vol.
- Unit 165 12. General Cash Book: Receipts No.2.  
May 1910 - June 1914. 1 vol.
- Unit 166 13. General Cash Book: Receipts No.3.  
July 1914 - May 1925. 1 vol.
- Unit 154 14. Steamships' Working Account Cash Payments.  
Dec. 1916 - May 1921. 1 vol.

Unit 198

Port charges and Stevedores No 1, 1913-1919



Unit 27

3/1/4 Balance Books.

1. Oct. 1885 - March 1888.  
1 vol.
2. June 1888 - Jan. 1892.  
1 vol.
3. June 1900 - Dec. 1906.  
1 vol.
4. Jan. 1907 - Dec. 1910.  
1 vol.

## 5. Share Registers.

- Unit 205 1. 1885 - 1904.  
Unit 204 2. 1921 - 1941.  
2 vol.

## 6. Dividends Paid.

- Unit 186 1. Feb. 1922 - Feb. 1928.  
Unit 187 2. Aug. 1928 - Feb. 1933.  
Unit 188 3. Aug. 1933 - Feb. 1937.  
Unit 189 4. Aug. 1940 - Feb. 1943.  
4 vol.

## 7. Transfers of Shares.

- Unit 196 1. Jan. 1928 - 24 Dec. 1930.  
Unit 206 2. 16 Jan. 1931 - 21 Dec. 1934.  
2 vol.

## 8. Company Investments.

- Unit 207 1. Investments Ledger: Fixed Deposit Receipts, Debentures,  
Inscribed Stock, Shares in Companies.
- unknown 2. Shares Held:  
Loose lists of holdings 30 June 1920 - 30 June 1932;  
Dividends received: 30 June 1926 - 31 Dec. 1929; At  
back "Melbourne Harbor Trust: Rent paid on Allotments"  
1884 - 1889; etc.
- Unit 129 3. Balance Sheets Analysis Book (analyses of companies in  
which shares were held).  
1928 - 1942.  
3 vol.

**3/1/9 Office Staff Salaries.**

Unit 28 1. 4 Oct. 1912 - 29 Dec. 1916.

2. Jan. 1917 - Dec. 1920.

3. Jan. 1921 - Dec. 1924.

4. Jan. 1925 - Dec. 1926.

Unit 208 5. Jan. 1927 - Dec. 1930.

5 vol.

**10 Branch Accounts.**

Unit 29 1. Branch Debtors Journal.

Oct. 1917 - June 1922.

1 vol.

Unit 168 2. Branch Office Returns.

1930 - 1933.

1 vol.

Unit 179 3. Branch Office Working Accounts.

1943 - 1952.

1 vol.

See also 3/1/2/8.

unknown 11. Register of Insurances.

1884 - 1908 (see also 3/1/1.)

1 vol.

Unknown 12. Coke and Coal Sales.

1927 - 1934.

1 vol.

Unit 175 13. Volume containing:

Office Cost (Head Office and Branches);

Company's Business - Approximate Turnover;

Profit and Loss A/c - Percentage yield on Departments;

Bad Debts written off;

Steamships Returns;

Half Director's Fees received by Managing Director;

General Agency Earnings;

Branch Working Accounts;

Australian Paint and Compositions Co. (and Major Bros.)

Statements.

1925 - 1937.

Unit 173 14. Summary of Manifests.

Sept. 1904 - April 1906. 1 vol.

14a Pad containing pencil notes: "Summary of Manifests" 1904.

Unit 181 15. Black exercise book: Passenger Ticket Queries - Private. Contains letter from General Passenger and Freight Agent, Melbourne (Vic. Railways) re. concessions to Ocean Steamship Passengers. 1912 - 1913.

Unit 174 16. Passage Tickets M.V. "Duntroon" Voyages 3 - 19. (Also "Kareola". Undated, but Vouchers for Disbursements (3) found inside, and memorandum, indicate 1937.

1 vol.

## 3/2 Statements, estimates.

The items in this section were found loose or in files. They have been arranged chronologically, within subject-groups where this has been practicable.

Unit 30 1. Steamships Account ~~XXXX~~.

- MSs authorized for payment by J.H. Reid & J. McIntyre. 1ms. 16 Feb. 1900.*
1. Receipts (freight, passage money, charges, sundries, 1/2-year to June 1904; Journal entries monthly 1/2-year to June 1904; expenditure at each port (wages, labour, provisions, port charges etc.; Coal; General A/c, Tugs, from Melbourne Cash Book; ditto Steamships A/c 1/2-year to June 1904.

1 file.

File: Insurances 1884-1904. Amounts received and paid.

Income and expenditure 1/2-year to June 1904. 2 MS.

Ditto 1/2-year to June 1905 (also for year to June 1905).

6 pp.

1 envelope.

2. Annual yield on working capital July 1905 - June 1907. 1 MS

"Annual yield on working capital": file containing  
Statement of annual yield July 1905 - June 1907;  
approximate annual yield June 1905 - June  
comparative statement (Profit and Loss 1908;  
A/c) 1/2-years July 1902 - June 1908;  
earnings of individual steamers June 1904 -  
June 1907;  
tug earnings 1903 - 1906;  
comparison of balance sheets June and Dec.  
1906;  
receipts and expenditure Jan.-June 1904.

"Steamships 1/2-yearly returns etc. from 1906 to" (1911).

1 file.

1 envelope.

3. Total earnings: (approx.) 1/2-years to June 1906 - June 1910.  
2 MS. (2)

Passage money earned year 1907, W.A. Trade. 2 MS.

1/2-yearly totals 1910 - 1914 with comparative statements  
12 MS.

1 file.

1 envelope.

4. Quarterly statements: to March 1914 for each ships. 3 MS  
Ditto Sept. 1914. 2 MS  
1 envelope.

5. Analysis of Branches Agency Balance Sheets and Balance Book 18 Feb. 1914. 1 MS, labelled "Adjustment of Amounts due by Company" 1/2-year to Dec. 1913.

Ditto 1/2-year to June 1914. 1 MS.

Ditto 1/2-year to Dec. 1914. 1 MS.

Ditto 1/2-year to June 1915. 1 MS.

Ditto Dec. 1915. 1 MS.

Analysis of Sundry Amounts due to Company 1/2-year to Dec. 1915. 1 MS.

Adjustments due to and by the Company at Dec. 1915.

1 envelope.

Unit 30 3/2/1/6 Comparative statements for half-years ending Dec. 1927 - June 1934.

1 file.

Payments on a/c Hull and Machinery Upkeep 4 months ending 30 April 1922. 1 MS.

Profit under A.S.O. 1920-1927. 1 MS.

Summary, Owners A/c. 1924 - 1927. 2 MS.

1 envelope.

7 Steamships Working A/c 1/2-year to June 1935;  
Ditto Dec. 1935+June 1939

Profit 3 years to June 1940.

Results of individual vessels, year to June 1938.

Statement March 1936 accompanied by memo from Supt. Engineer explaining difference in cost of water for "Mernoo" and "Coolana".

1 envelope.

3/2/2 Quarterly Estimates of Working Accounts.

Estimates of profits on Departments and on Steamships Working Account: 3 months to Sept. 1923 - Sept. 1938. Estimates for quarters to March and Sept. only. 1936, 1937 missing.

Quarterly statement: Dividends received

3 months to Sept. 1939

Ditto to Sept. 1940.

1 folder.

3/2/3 Floating Dock: Working A/c.

Profit, docking fees, estimated profit on B.A.F. Paints and on outside work, B.A.F. Co. paints used, outside and Company work done Jan. 1912 - June 1913 (half-yearly);

Earnings for outside and Company's work 1/2-year to Dec. 1913; Profit on Company's and outside work for Building Yard and Dock respectively 3 months to 31 March 1914.

8 sheets.

Folded sheets labelled "Dock A/c" containing:

Comparative Statement	1/2-years ending June 1912 - Dec. 1914;
Ditto	1/2-year ending June 1915;
Ditto	1/2-years ending June 1918 - Dec. 1920;
Ditto	1/2-years ending Dec. 1920 - June 1923;
Ditto	1/2-year ending June 1923 - Dec. 1923.

5 MS.

Folded sheets labelled "Building Yard A/c":

Comparative statement from 1/2-year ending June 1912 - Dec. 1914	1914
Ditto	June 1915-Dec. 1917;
Ditto	June 1918-Dec. 1920;
Ditto	Dec. 1920-June 1923;
Ditto	June 1923-Dec. 1923;

Also memo to C. Foster and reply to H.O. re. increase in coal consumption. 7-10 April 1923.

7 MS.

Values of Assets at Williamstown Works 26 April 1921.

2 MS.

Williamstown Cottage A/c: Statement half-year to June 1922-Dec. 1923. Rent received, repairs and rates paid. 1 MS.

Unit 30

## 3/2/4 Provodere Statements.

## 1. Cost of Meals, March-June 1910. 1 MS.

File: Statement daily average cost of stores supplied to Deck and Engine Room Depts., increases since the war, 3 ts.  
 Statement of daily increases in cost of some of the principal lines;  
 increases in prices of certain foodstuffs used on steamers;  
 comparative prices of stores, compiled from returns sent in by each company;  
 summary of wine and tobacco sales aboard steamers 1917 and 1918;  
 statement daily average cost of stores supplied to Deck and Engineering Dept. 1914-1927;  
 summary of victualling costs 1917;  
 average costs per meal during years 1911-1917 excluding "Kurnalpi" and average cost of food for 6 months ending Dec. 1917;  
 summary victualling costs showing period, steamers, steward, number of meals, average cost per meal, daily meat consumption;  
 summary of victualling costs for 6 months ending Jun 1922;  
 Ditto July 1921 - June 1922;  
 average cost of food per week for each person, also cost of various kinds of food July 1921 - Dec. 1921 and Jan. - June 1922;  
 summary of losses for half-year ending Dec. 1925;  
 list of shortages in steward's inventory, June 1925-March 1926 S.S. "Dimboela";  
 Ditto for "Ellaroo" May 1925-April 1926;  
 Ditto "Woolgar" May 1925-March 1926;  
 Ditto "Lowana" Oct. 1924 - Aug. 1925;  
 Ditto "Coolana" July-March 1926.

Statement of average daily cost of stores to Deck and Engineering Depts. Dec. 1929 from June 1915. 1 TS.

~~XXXXXXXXXX~~

## 2. Motor Car Working A/c: Weekly statements.

Week ending 16 June 1917  
 " 10 April 1920  
 " 4 June 1921  
 " 18 June 1921  
 " 25 June 1921  
 " 6 Jan. 1922  
 " 5 May 1923  
 " 3 Nov. 1923 showing Chauffeur's wages,  
 garage fee, insurance, petrol and oil, mileage, cost per mile.

BOX 2.

Unit 31

## 3/2/5 Melbourne Coal Company.

Statements 1879 - 1884, including Balance Sheet 12 months to 1882.

39 MS sheets.

Unit 31

- 3/2/6 Depreciation A/c and Insurance Fund 1896-97. 1 MS.  
Abstract Sheets: June 30 1886-1889, Shipping and Coal A/cs  
" " " 1890-1892, " "  
(half-yearly). Two bundles.  
1 envelope.
- 3/2/7 File of Fremantle statements 1901-2.  
File of statements relating to position of New Company  
as on 30 June 1904.  
Rates, Rents, Insurance, Telephone charges etc. 5 July 1904  
2 MS  
Audit fees 1904-06. 4 MS.  
Apportionment Return July 1905 (Union S.S. Co., James  
Paterson and Co., M.S. Co.Ltd. 1 MS.  
Statements of receipts and payments; 1905. 3 MS.  
Cost handling Tasmanian produce, 1905 and 1907. 9 MS.  
Coal and Coke Sale 6 months ending June 1907. 2 TS.  
Sydney Freight and Passage Money, 1/2-year to Dec. 1904. 9 MS.  
Returns re. cost labour, tallying etc. 1904-05. 11 pp.  
Shipping Federation and Associations Jan. 1905-Oct. 1905:  
A.S.O.F. calls; Grayson and Northcote No.2 Trust A/c;  
contributions to shipping associations. Jan.-Oct. 1905.  
1 envelope.
- 3/2/8 Amounts paid to Shipping Office 1 Nov. 1905 - 30 Nov. 1906.  
Shows cheque, vessel, discharges, engagements, fines,  
overtime, sundries and total. 3 TS.  
West Australian South Coast Trade, 1906/7/8; statement  
showing result of working. Annual profit or loss - capital  
less debits including depreciation. 1 MS.  
West Australia, South East Coast Trade: estimated profit,  
approximate cost of coal, wages, stores; S.S. "Maitland"  
earnings etc., Jan.-June, July-Aug. 1908. 6 MS.  
Company's business 1909: earnings on a/c Steamships, coal,  
tugs, building yard, dock, water. 1 MS.  
Passage money year ending Dec. 1909 (for each steamer and  
total) 2 MS.  
"Kapunda" refrigerator June 1909-Nov. 1910. Earnings and  
credits. 1 MS.
- 3/2/9 Miscellaneous statements of port charges, shipping repairs  
1903-1916. 30 sheets. Includes 3 sheets on "Lowana" 1937.  
1 envelope.
- 3/2/10 Melbourne Office, 1/2-year's business to Dec. 1913, June 1914,  
Dec. 1914.  
Coal Working A/c: analysis of debits 1/2-year to Dec. 1915 1MS  
Coal A/c: Number of tons bought 1/2-year to Dec. 1913, June  
1914 1 MS.  
New Building: 31 King Street: approximate statements 1913  
and list of tenants June and Aug. 1913.  
North-West Coast Tasmania to Sydney Produce Trade  
Apportionment. April 1913-1917. 4 MS.  
Branch Office a/cs. Comparative statement showing estimated  
proportion of office cost on general cargo freight 1/2-year  
to June 1917. 1 MS.  
Commission on special cargoes 28 May 1917. 1 MS.  
Valuations of Interstate Steamers, depreciation of steamers,  
hire money 30 Nov. 1918. 9 sheets.  
1 envelope.
- 3/2/11 File: "Returns to Courts".  
Statements prepared in connection with Merchant Service  
Guild Case 1915, 1931 (with auditor's letter); and  
Tariff Board Enquiry - Australian coastal trade 1929.  
1 folder.

- Unit 31 3/2/12 Statements in connection with Seaman's Strike June-Aug. 1919  
4 MS.  
1 envelope.
- 3/2/13 S.S. "Monaro" and S.S. "Robart": comparison between  
Victorian and Queensland trips. 2 Nov. 1922. 4 MS.  
Coal Voyage Newcastle to Melbourne: pre-war and 1923. 1 MS  
Voyage a/cs 11 Jan. 1923. "Ellaroo", "Merribee" and "Cyclo".  
1 envelope.
- 3/2/14 Tugs Earnings: 1 file containing:  
6 months to June 1919;  
Gross earnings of "Racer";  
6 months ending Dec. 1919;  
"Maitland" and "Hercules" 6 months to June 1920; Dec. and  
June 1919;  
gross earnings "Racer" ending June 1920, Dec. 1920, June  
1921; "Maitland" and "Hercules" for above dates;  
"Racer" 6 months to Dec. 1921, June 1922, Dec. 1922;  
Ditto "Maitland" and "Hercules";  
total voyage earnings half-yearly to June 1922 - June 1923  
and similar to Dec. 1925.  
1 envelope.
- 3/2/15 Sundry Expenditure, Working A/cs.  
1/2-year to Dec. 1940 (pencil statements) 1 file.  
1/2-year to June 1941 1 file.  
1/2-year to June 1942 1 file (one  
page Head Office Sundries 1/2-year to Dec. 1941.  
1 envelope.

End of BOX 2

- 3/2/16 Australasian Steamship Owners' Federation:
- Unit 32 1. Monthly Statements 1921-25 . 1 file. BOX 1.  
2. (Summary of a/cs from member companies)  
Ditto 1926-29. 1 file.  
3. Ditto 1930 1 file.  
4. Ditto Jan.-June 1931 1 file.
- Unit 33 5. Ditto July - Dec. 1932 1 file. BOX 2  
6. Ditto Jan.-Dec. 1933 1 file.  
7. Ditto Jan.-Dec. 1934. 1 file.  
8. Ditto April-1938-Augt 1939 1 file.  
9. Ditto Sept. 1939-Dec. 1940 1 file.
10. Monthly Adjustments: notifications of amounts paid to  
Company by A.S.O. Jan. 1931 - Dec. 1933. 1 file.
11. A.S.O. Account. Summary of Trades and Voyage Schedules  
Oct. 1927/March 1928 as Compared with same period of  
Preceding Year. (These and the following are in the  
form of Private Memoranda from J.F. Brams, Sec., A.S.O.)  
Following statement is an explanation; summary of  
individual companies' returns in each trade compared  
with the previous half-year; reasons for differences  
between this and last year's performance. 10 con. pp.  
Copy of letter from Australasian United Steam  
Navigation Co. Ltd. to A.S.O. 29 Oct. 1928 drawing  
attention to losses and suggesting reasons; competition  
from Patrick's leading to reduced freight rates. 3 TS.

## Unit 33 3/2/16/11 (contd.)

Ditto for Oct. 1928-March 1929 + similar comparison for 12 months to March 1929 with the previous year. 13 ron.

Ditto April/Sept. 1929. 1 ron. pp.

Ditto April/Sept. 1932. 9 ron. pp.

1 file.

12 Ditto April-Sept. 1933. 9 ron. pp.

Ditto April-Sept. 1934. 9 ron. pp.

Ditto Oct. 1934 - March 1935, with comparison for the 12 months ended March 1935 with the previous year.

40 ron. pp.

Ditto April-Sept. 1935. 9 ron. pp.

1 file.

13 Ditto April-Sept. 1939. 10 ron. pp.

1 file.

14. Ditto Oct. 1939-March 1940, with similar comparison for 12 months ended March 1940 with the previous year. 12 ron. pp.

1 file.

3/2/17 Bound copies A.S.O. Accounts and Voyage Schedules (received from Group, Harwood and Co. Accountants)

Unit 113	1.	Accounts and Voyage Schedules	Ap. - Sept. 1920.
Unit 114	2.	"	Oct. 1920 - March 1921.
Unit 115	3.	"	Ap. - Sept. 1921.
Unit 116	4.	"	Oct. 1921 - March 1922,
		also Working Account	Ap. 1921 - March 1922.
Unit 117	5.	Accounts and Voyage Schedules	Ap. - Sept. 1922.
Unit 118	6.	"	Oct. 1922 - March 1923,
		also Working Account	Ap. 1922 - March 1923.
Unit 119	7.	Accounts and Voyage Schedules	Ap. - Sept. 1923.
Unit 120	8.	"	Oct. 1923 - March 1924,
		also Working Account	Ap. 1923 - March 1924.
Unit 121	9.	Accounts and Voyage Schedules	Ap. - Sept. 1924.
Unit 122	10.	"	Oct. 1924 - March 1925,
		also Working Account	Ap. - March 1925.
Unit 123	11.	Accounts and Voyage Schedules	Ap. - Sept. 1925.
Unit 124	12.	"	Oct. 1925 - March 1926,
		also Working Account	Ap. - Sept. 1926.
Unit 125	13.	Accounts and Voyage Schedules	Ap. - Sept. 1926.
Unit 126	14.	"	Oct. 1926 - March 1927,
		also Working Account	Ap. 1926 - March 1927.
Unit 127	15.	Accounts and Voyage Schedules	Ap. - Sept. 1927.
Unit 128	16.	"	Oct. 1927 - March 1928,
	17.	" also Working Account	Ap. - March 1928.
Unit 129	18.	Accounts and Voyage Schedules	Ap. - Sept. 1928.
Unit 130	19.	"	Oct. 1928 - March 1929,
		also Working Account	Ap. - March 1929.
Unit 131	20.	Accounts and Voyage Schedules	Ap. - Sept. 1929.
Unit 132	21.	"	Oct. 1929 - March 1930,
		also Working Account	Ap. 1929 - March 1930.
Unit 133	22.	Accounts and Voyage Schedules	Ap. - Sept. 1930.
Unit 134	23.	"	Oct. 1930 - March 1931,
		also Working Account	Ap. 1930 - March 1931.
Unit 135	24.	Accounts and Voyage Schedules	Ap. - Sept. 1931.
Unit 136	25.	"	Oct. 1931 - March 1932,
		also Working Account	Ap. 1931 - March 1932.
Unit 137	26.	Accounts and Voyage Schedules	Ap. - Sept. 1932.
Unit 138	27.	"	Oct. 1932 - March 33,
		also Working Account	Ap. 1932 - March 1933.
Unit 139	28.	Accounts and Voyage Schedules	Ap. - Sept. 1933.
Unit 140	29.	"	Oct. 1933 - March 1934,
		also Working Account	Ap. 1933 - March 1934.
Unit 141	30.	Accounts and Voyage Schedules	Ap. - Sept. 1934.
Unit 142	31.	"	Oct. 1934 - March 1935,
		also Working Account	Ap. 1934 - March 1935.



Unit 143

unknown 3/2/17/32. Accounts and Voyage Schedule Ap. - Sept. 1935  
 Unit 144 33. " " (James) Oct. 1935 - March '36

also Working Account Ap. 1935 - March '36.

Unit 145 34. Accounts and Voyage Schedules Ap. - Sept. 1936

Unit 147 35. " " Oct. 1937 - March '38

also Working Account Ap. 1937 - Mar. 1938

Unit 149 36. Accounts and Voyage Schedules Ap. 1939 - Sept. '39

Unit 148 37. " " Oct. 1938 - Mar. 1939

also Working Account Ap. 1938 - Mar. 1939.

Unit 151 38. Accounts and Voyage Schedules Ap. 1940 - Sept. 1940.

Unit 150 39. " " Oct. 1939 - March 1940

also Working Account Ap. 1939 - Mar. 1940.

Unit 152 40. Accounts and Voyage Schedules Oct. 1940 - Mar. 1941

also Working Account Ap. 1940 - Mar. 1941

Unit 153 41. Accounts April 1941 - Dec. 1941.

Unit 146 Accounts and Voyage Schedules April-September 1937

1	1937 - Sept.	Accounts and Voyage Schedules	1
2	1937 - March	" "	2
3	1937 - Sept.	" "	3
4	1937 - March	" "	4
5	1937 - Sept.	also Working account	5
6	1937 - March	Accounts and Voyage Schedules	6
7	1937 - Sept.	also Working account	7
8	1937 - March	Accounts and Voyage Schedules	8
9	1937 - Sept.	also Working account	9
10	1937 - March	Accounts and Voyage Schedules	10
11	1937 - Sept.	also Working account	11
12	1937 - March	Accounts and Voyage Schedules	12
13	1937 - Sept.	also Working account	13
14	1937 - March	Accounts and Voyage Schedules	14
15	1937 - Sept.	also Working account	15
16	1937 - March	Accounts and Voyage Schedules	16
17	1937 - Sept.	also Working account	17
18	1937 - March	Accounts and Voyage Schedules	18
19	1937 - Sept.	also Working account	19
20	1937 - March	Accounts and Voyage Schedules	20
21	1937 - Sept.	also Working account	21
22	1937 - March	Accounts and Voyage Schedules	22
23	1937 - Sept.	also Working account	23
24	1937 - March	Accounts and Voyage Schedules	24
25	1937 - Sept.	also Working account	25
26	1937 - March	Accounts and Voyage Schedules	26
27	1937 - Sept.	also Working account	27
28	1937 - March	Accounts and Voyage Schedules	28
29	1937 - Sept.	also Working account	29
30	1937 - March	Accounts and Voyage Schedules	30
31	1937 - Sept.	also Working account	31

**3/3 Diaries, kept by Accountant E.G. Francis. (Company Sec. from**

Unit 210 **1. Volume marked 1908. Commenced Sept. 1909, with entries back to 1904 written up from yearly diaries partly-burnt in office fire April 1909.**

Unit 61 **2. 1909.****3. 1910.****4. 1911.****5. 1912.****6. 1913.****7. 1914.**Unit 56 **8. 1915.****9. 1916.**Unit 55 **10. 1917.****11. 1918.****12. 1919.****13. 1920.****14. 1921.****15. 1922.**Unit 55 **16. 1923.****17. 1924.****18. 1925.****19. 1926.****20. 1927.**Unit 56 **21. 1928.****22. 1929.****1930 missing.****23. 1931.****24. 1932.****25. 1933.****26. 1934.****27. 1935.****28. 1936.****1937-38 missing.****29. 1937. Gibbons, Secretary.****3/4 Correspondence.**

Unit 34 **1. Instructions Books: bound volumes containing copies of circulars to Branches and Accounts Departments from Directors and Managers; copies and extracts of letters from other Companies and replies; letters of instruction from the Accountant to Branches etc., concerning commissions, freight and passage rates, accounting procedures and other related matters of Company policy.**

**1. May 1914 - June 1916.****1 vol. Indexed.****2. April 1916 - Aug. 1919.****1 vol. Indexed.**Unit 183 **3. Aug. 1919 - March 1922.****1 vol. Indexed.**Unit 184 **4. March 1922 - Aug. 1924.****1 vol. Indexed.**Unit 185 **5. Sept. 1924 - Dec. 1925.****1 vol. Indexed.**Unit 56 **6. Instructions Books Index: Books 1-4. Typed sheets bound in quarto folder.**

Passages

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- 3/4/1/7 Instructions re. ~~KARUUAH~~ and Freights No.1.  
 Unit 192 May 1912 - June 1916.  
 1 vol. Indexed.
- Unit 193 8. July 1916 - Aug. 1925.  
 1 vol. Indexed.
- Unit 181 9. Instructions re. Branch Accounts.  
 March 1919 - Dec. 1932.  
 1 vol. Indexed.
- Unit 167 10. May 1936 - May 1939. No.3.  
 1 vol. Indexed.
- Unit 194 11. Instruction Book - Cashier's Department.  
 Sgt. 1927 - Oct. 1929.  
 1 vol. Indexed.

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## 3/4/2 Other Bound Correspondence.

- Unit 170 1. Federal Land Tax Returns:  
 Correspondence, chiefly between the Public Officer of the  
 Company (E.G. Francis, Accountant) and the Federal  
 Commissioner of Land Tax, Melbourne, with related forms;  
 assessments, notices of purchase etc. Memoranda.  
 1911 - 1931. 1 vol.
- Unit 180 2. Letters Outward Accounts Department:  
 Letters from F.H. Gibbons (Secretary) re. Accounts.  
 Jan.-Dec. 1942. 1 vol.
- Unit 172 3. S.S. "KARUUAH":  
 Correspondence between Secretary and The Newcastle and  
 Hunter River Steamship Co. Ltd. and others concerning  
 accounts for this vessel.  
 Jan. 1946 - April 1950. 1 vol.
- Unit 171 4. S.S. "DALBY":  
 Secretary's correspondence with Australian Shipping Board,  
 Directorate of Shipping and others re. accounts for "Dalby".  
 Feb. 1947 - May 1950. 1 vol. Labelled "The Newcastle  
 and Hunter River Steamship Coy. Pty. Ltd. Agency. "Dalby". (3/4/2/4)

Unit 35

3/5 Files of papers: memoranda, statements, letters etc.

## 1. Papers concerning accounting procedures, office organization etc.

1. Folder "Office Organisation. Accounts. Contains: Letter from Accountant to Chairman of Directors, reporting on examination of Company's Books. 11 May 1904.

Memorandum to Chairman re. time of issue of ½-yearly balance sheet from Accountant. ~~22 Nov. 19~~ 19 June 1905.

Memorandum to Chairman re. local audit of Company's Branch Accounts 22 Nov. 1909.

Letter from Wood and Co., Accountants and Auditors reporting on special examination made of accounting system of the Company. 6 July 1918.

E.G. Francis, Accountant, memo to M.D. : "the general system of Accounting may now be regarded as satisfactory, and is probably approaching the standard of the other Shipping Companies fairly closely". Suggests annual examination and report by practising Accountant or Officer Expert. 7 July 1919.

Reply to the above rejecting the proposal. 15 July.

Other memoranda, concerning work done in the Accounts Department.

May 1904 - Oct. 1931.

## 2. File labelled: Voyage Accounts. 1917".

Managers' circulars to Departments and Branches, and letters exchanged between H. Johnson and Francis concerning methods of analysing voyage accounts.

July-Oct. 1917.

3. File, first sheet of which is headed "Company's Internal Work and Supplies. Rates of Charging by Departments against other Departments" 30 Jan. 1917. Signed by Accountant. Also, "Engineering and Dock Departments, Williamstown. Value of Work Carried out on Company's Steamers for year ended Dec. 1916; and other statements. 6 sheets. List of accounts to be opened in ledger from time of requisition of steamers. 22 July 1918; work done by various members of Accounts staff 12 Dec. 1918 ( 3 sheets) and 30 Dec. 1918 ( 1 sheet). Instruction plan of ledger-posting (2 MS) 30 May 1915.

4. Folder "Forms of Accounts": memoranda, specimen forms etc. Includes "Instructions re. Keeping of A/cs at Newcastle 14 Nov. 1908; file of suggestions for keeping a/cs at Sydney, Dec. 1904; folder of pamphlets advertising business equipment c. 1926 and other items 1904 - 1923.

5. File, front sheet of which is headed: "New System Telephone Pty. Ltd. 13 Jan. 1922. Memoranda re. connection. Letter to Syme 14 Feb. 1923, Francis 20 Jan. 1922 confirming quotations from New System Telephones Pty. Ltd.; memoranda etc.

6. File of specimen forms of accounts, letter-heads etc. Memoranda re. new forms (from Oct. 1924) and 1926

Unit 35 3/5/1/7 File headed "Williamstown Stock Accounts" 6 Dec. 1921. Summary of Mr. Foster's Report on shortages of materials and recommendations, and report by Francis. 3 ts.

8. File Headed "Balance Work - Instructions to Departments" containing directions June 1916 - Feb. 1929.

9. ~~File "Office Furniture Dec. 1940 - June 1942".~~

9. Note pad kept by Francis listing returns, reports and other work to be completed month by month. 1920 - 1935.

Unit 36 3/5/2 Papers relating to Staff matters: salaries and wages; duties; leave etc.

~~Box~~

1. Orange Folder containing material chiefly relating to salaries: Approximate amounts of salaries 1906;  
 Monthly salaries Aug. 1908 for Heads of Depts.,  
 " " March 1909 for Managers, Accountants;  
 " " Head Office Staff.

Promotion of Juniors etc.  
 Holiday leave, 1906, 1922-1928;  
 Circular from A.S.O.F. re. Clerks' Wages Board replying to questions raised at meeting of Secretaries and Accountants 17 Dec. 1912.  
 Copy letter from Vic. Employers' Fed. 18 Dec. 192 with log of rates for clerks in shipping offices If unacceptable, Company will have to prepare particulars against;  
 Other papers re. clerks' wages;  
 Statements of embezzlements of passenger clerk 1909;  
 Papers re. leave, staff changes 1907-1909;  
 Instructions to Staff book June 1908.  
 Notice to employees, offering to receive fixed deposits not exceeding £200 at minimum of 4%, April 1905;  
 Other items.

1906 - 1928.

2. Folder (~~dark blue~~) re. salaries, awards etc. 1929;  
 List of staff 1911;  
 Wages Board for clerks May 1925;  
 Correspondence with Branches re. taxation and bonuses;  
 Extract from letter from Newcastle Office thanking Board for allowing him to use discretion re. accepting a Directorship in Australian National Airways Ltd. 13 Dec. 1928;  
 Rate of pay for patrol man with letters re. appointment 1927;  
 Lett Instructions to Liftman 1921 etc.

1911 - 1942.

Unit 37 3. Folder marked A.G. Vine, containing statements for H.O. staff building yard, dock and coal staff; salaries, holiday leave; letter H.O. to branches 1 Ap. 1913 re. Clerks' Union's intention to approach Arbitration Court shortly; list of staff and suggested distribution of work in A/cs Dept.

Unit 37

3/5/2/3 File of papers relating to duties, salaries etc. BOX 2.  
including some correspondence.  
1919 - 1932.

4. Ditto

1923 - 1929.

5. Ditto.

1920 - 1923.

6. Ditto.

1924 - 1926.

7. Ditto.

1927 - 1928.

8. Ditto.

1929 - 1930.

9. Ditto.

1931.

10. Monthly Salary Sheets.

Jan. 1922 - Dec. 1926.

11. Monthly Salary Sheets.

Jan. 1927 - Dec. 1929.

XXXXX.

Unit 38

12. Folder containing papers relating to the Merchant Service Guild of Australasia: Award of Arbitration Court 12 Dec. 1906. Also case for the 10% cut in wages of Members of the Guild and of Wireless Operators (including letter from Deputy Chairman of the G/wealth Steamship Owners' Association 29 May 1931).  
1906 - 1931.

13. Papers relating to Seamen's Agreements 1909-1910, and Masters' and Officers' 1911-1913 (printed copies included in file). Rates of pay and conditions for cooks, bakers, butchers and scullerymen 1909-1913 and others. Oct. 1920 Merchant Service Guild Rates of pay and conditions of employment. List of masters, length of service, results of last vision test, 2 March 1921; rates for masters and mates, at present and according to award, 20 June 1916.

1907 - 1921. 1 envelope.

30 Nov. 1914

14. Crew's wages: 16 March 1915, and 1 undated sheet.

1 envelope.

Unit 199

Volume recording the sales of individual sales people, 1937-1941

Unit 38

3/5/2/15 Folder labelled "Staff Office Reports etc." containing files on overtime, salary revisions, office cleaning, staff lists, holidays. Commercial Clerks' Board ~~xxxxxxx~~ Determinations. Letters re. retiring and other allowances (from M.D.). Staff memos. Duties. 1921 - 36.

16. File labelled "Head Office Overtime". statements of overtime worked from 1904-1905, then 1924 - 1933.

17. Ditto 1933 - 1935.

18. Folder labelled "Overtime, 44-hour week" containing estimates of increases following new 44-hour week award. Forfeiture bills. 1942.

19. Records of employees forwarded to Chief Inspector of Factories, Melbourne, with covering letters. 1924 - 1929. 1 file.

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Unit 39

20. Folder labelled "War Savings Certificates" containing memoranda to Secretary from M.D. letters exchanged between M.D. and Fitzgerald and Tompson (auditors) receipts etc. for contributions by Company W.S. Group. 1940-42.

21. File of copies of Notices to Staff. 1921 - 1927.

22. Transferred from folder: memoranda etc. concerning staff picnics.

Sports 29 Nov. 1913; Memo book of Francis enclosing Programme of 2nd Annual Picnic Nov. 1913; teams for Cricket Match; results; programme of races; musical programme etc. Descriptions of the picnic; letters to Francis regretting inability to attend. (Picnic held at Dandenong).

Photographs of staff at Shipping Company's Annual Cricket Match April 13 1905. Names: The Melbourne Team, Principals of the Melbourne and Sydney firms at the match.

1 envelopes.

23. Staff Superannuation

a. Folder labelled "Provident Scheme"; list of matters to be settled in connection with the scheme; copy of circular from Directors on establishment of Scheme (3 ts.) Draft letter to Branch Managers about Fund. Rules: 11 ts (2 copies) Printer's copy and final printed copy.

1936 - 1937. (Fund to commence Jan. 1937).

b. Receipts for contributions. 1 file. 1937.

c. Account book recording contributions 1937.

d. Ditto 1943 - 44.

Unit 40

- 3/5/3 Papers concerning Company shares and shareholders.
1. Dividends Paid. Calls made on Shares. Insurance of Tugs and Steamers 1884-1904.  
6 pp. bound. MS.
  2. Lists of shareholders 29 Nov. 1904, 7 Aug. 1905, 30 Dec. 1905, 30 June 1906, 4 Sept. 1906, 3 Oct. 1906, 15 Oct. 1907, 17 Feb. 1909, 12 March 1909, June and Aug. 1909, 17 Feb. 1910, 20 Feb. 1911, Aug. 1911.  
1 file.
  3. Estate of Capt. James McIntyre, d. 1907. memoranda.  
3 sheets MS.
  4. Power of Attorney A y B. Clark to Mrs. S. Clark 29 Feb. 1904.
  5. Completed applications for new issue of shares.  
May 1908, June-July 1908, Dec. 1908. 3 files.
  6. Deposits from shareholders for new shares.  
Oct. 1908. Statements; copies letters to shareholders.  
1 file.
  7. Issue of Preference Shares 1914. Folders containing correspondence with Branch Offices and applicants Sept. 1915-Jan. 1915; list of holders of Preference Shares at Dec. 31 1914; list of shareholders Feb. 26 1914; list of Preference Shares allotted to non-shareholders; applications from non-shareholders and shareholders, and other papers.  
2 folders and 3 files.
  8. Exchange of Scrip from £10 to £1 shares: list of scrip received. Interbranch correspondence Oct.-Dec. 1914 and other papers.  
1 folder.
  9. Statement of Capital, Profits and Funds available for distribution.  
20 Nov. 1915. 1 MS.
  10. Agreement between Company and E.G. Francis (Accountant) on behalf of himself and all other holders of ordinary shares in the capital of the company, concerning bonus shares issue of 51,000 unissued ordinary shares of one pound each, with Schedule of shareholders' names.  
29 Dec. 1915. 7 pp. TS.
  11. Bonus shares, Sept. 1918: papers on capitalisation of reserves accumulated since Dec. 31 1915, including Agreement between M.S. Co. and shareholders Oct. 23 1918.
  12. Company's shares: papers including list of purchasers of shares May 1915-Oct. 1918; notes on estate of Robert Warnock and Elizabeth Rowlands Reid (shareholders); lists of shares held 19 Feb. 1918, 20 Aug. 1919, 31 March 1920, 31 Aug 1920 revised to 14 June 1921; copies of agreement for sales of shares 1908-9 (Hugh R. Reid seller).



Unit 40

- 3/5/3/13. Letter Malcolm Brodie to D.Y. Syme suggesting an analysis of shareholders according to number of preference shares and share holders, average holdings number of men and women shareholders, with similar treatment of Ordinary shares. Results attached. 24 July 1942. 3 sheets.
14. Papers re. new Scrip Books: memoranda and patterns for new certificates. Sept. 1934. 1 file.
- Fixed Deposit Receipts  
1915 - 1931. 1 file.

Unit 41

3/5/4 Papers concerning War Profits Tax.

1. File labelled "Taxation. War Time Profits Act." Memoranda. Letter from A.S.O.F. giving notice of meeting of Accountants to decide on uniformity in keeping accounts. 22 June 1917.
2. Folder labelled "War Time Profits Tax Year to 30 June 1916. Year to 30 June 1917". Contains:
  - File "War Time Profits Tax. Amended Assessments Year 1915/16, 16/17, 17/18"
  - File "Excess War-Time Profits Tax From Jan. 1918. 1st year of Tax."
  - File "Excess War-time Profits Tax Return 2nd Year. Profits year to 30 June 1917."
  - File "War Time Profits Tax. State Income Tax paid Year 1916/17 18/19.
  - Claims made in objection to assessment 26 May 1919 (2nd year 1916/17.
  - "3rd Year 12 months to 30 June 1918".
  - "4th year (Last year of Tax)"
  - and other papers.
 Files contain correspondence between Francis as Public Officer of the Company and Deputy Commissioner of Taxation.

Unit 42

3/5/5 Miscellaneous papers ( no correspondence).

1. File of papers, first sheet headed "Stamps (Unemployment Relief) Act 1930 (No. 3868)" - TS copy of application returned made by M.D. to Comptroller of Stamps, Melbourne. Minutes of Special meeting No. 140 of A.S.O.F. 30 June 1930 etc. ( all concerning Stamp Duty payable by casual employees). 7 sheets.
2. File concerning New Normanby Quartz Mining Co. Ltd., Ballarat East, in liquidation ( M.S.Co. a creditor). 6 sheets. April 1917 - Nov 1918.
3. Crystal Salt Ltd. (in liquidation) Port Adelaide. (Company a creditor). 3 sheets. Feb. 1922.

Unit 42

- 3/5/5/4 Rubber Inventions Co. Pty. Ltd. (in liquidation)-  
Company a creditor.  
2 sheets 18 May 1906.
5. S.S. "Teeswood": memoranda re. accounts etc. in connecti  
with her voyage out.  
Dec. 1911 - Jan. 1912. 4 sheets.
6. Group of returns etc. concerning Company and other  
vessels:  
Return for Lloyd's Register 20 Dec. 1906. 2 sheets.  
Vessels of vessels employed in the Australian Coasting  
Trade built in Great Britain since 1865, (prepared  
for Commissioner of the Board of Trade, London)  
Oct. 1905. 1 MS.  
Company's Steamers July 1917: capacity of Holds, Speed,  
Tonrages etc. (supplied by Marine Supt. and phoned  
to P.M.'s Dept.) 3 sheets.  
Commonwealth Government Steamers (present name,  
original name, present owners) Feb. 1928 1 TS.  
Australian Vessels sold 1931 4 sheets, with Steamers  
Sold to Oversea Purchasers from June 1926, 1 sheet.  
Vessels owned by Company (from 1885 to sale of "Mernoc"  
1956. 1 TS
7. Folder "Bills of Costs from Messrs. Hedderwick Fookes  
and Alston" 1894 - 1920.
8. Group of statements re. insurance of fleet 1908 - 1920.  
Third sheet: List of Accountants' Recommendations (  
(representatives of members of the A.O.S.F.) on  
depreciation, insurance, replacements, Lloyd's Surveys  
made to assist principals. 4 July 1917.
9. Cheques, receipts, advice of payment 1887 - 1897 (11).

Unit 42

**3/6 Series of black memo books kept by Accountant, E.G. Francis.**

1. Accounts passed for Payment.
  1. 1914 - 1918.
  2. 1918 - 1921.
  3. 1921 - 1923.
  4. 1923 - 1925.
  5. 1926 - 1931
2. "Rough Memos" April - June 1909
2. "Sundry Memos" 1921-1932.
3. Notebook containing memoranda re. staff duties, tasks performed etc. Accounts and Insurance and Company's Shares Department.  
1919 - 1925.
4. "Charter Parties"  
1909 - 1916.

Unit 43

**3/7 Inventories.**

1. "Stocks and Stores 30 June 1909": from agents, stevedores etc.  
1 folder.
2. "Inventories - Plant and Gear - Coal, Williamstown, Agents".  
1914 - 16. 1 folder.
3. Valuation of Engineering Works Plant and Floating Dock and Gear belonging to Company 30 June 1925. Inventory and values. Letter from M.D. to Works Manager, Hobson's Bay Dock and Engineering Co. Pty. Ltd., Williamstown.  
11 Jan. 1928. 1 folder.
4. Inventories of Plant at 30 April 1945, Hobson's Bay Dock and Engineering Co. (with covering memo.  
22 June 1945.
5. "Office Furniture": inventories of equipment at H.O. and Branches, with Book Value, Depreciation and Present Valuation.  
1 folder. Dec. 1940 - June 1942.

**3/8 Vouchers, London Bank Statements.****1. Bound, with some related correspondence.**

Unit 60

**1. Tug "Toorongu".**

Aug. 1922 - Feb. 1923.

**2. S.S. "Hebart".**

Dec. 1923 - March 1924.

Unit 59

**3. S.S. "Ellarook"**

July 1922 - Aug. 1922.

Unit 58

**4. S.S. "Coolana".**

Oct. 1921 - Jan. 1922.

Units 58 &amp; 59

**5. S.S. "Mernoo"**

Feb. 1926 - Feb. 1927.

Units 58 &amp; 59

**6. S.S. "Mernoo"**

Feb. 1927 - May 1927.

Unit 44

**2. Files (boxed).**

**1. From folder "English Vouchers": receipts etc. from The Calceon Shipbuilding and Engineering Co. Ltd. 1901 - 1904.**

**2. File "London Vouchers" July 1919 - June 1924.**

**3. File "London Vouchers July 1924 - D.c. 1926.**

**4. Bank of N.S.W. London Monthly statements**

**i. Jan. 1922 - Dec. 1924.**

**1 file.**

**ii. Jan. 1925 - Dec. 1928.**

**1 file.**

**5. Newcastle (Aust.) Vouchers**

**Dec. 1953 - April 1954. 1 file.**

Unit 169

**3/9**

**Minutes of Meetings of the Industrial Officers' Sub-Committee held at the Offices of the Australasian Steamship Owners' Federation, Melbourne. This Sub-Committee dealt with matters connected with staff salaries and wages, overtime, duties of Officers and Crew.**

**1 April 1937 - 2 Dec. 1941 (weekly or fortnightly meetings)**

**1 vol.**

Unit 200

Notification - vessels off line and vessels re-commissioned, 1918-1922

## 4. Officers' Log Books.

## 1. M.V. "Duntroon".

## 1. Mate's Log Books.

- Unit 79 2. 15 March 1954 - 30 Sept. 1954.  
 Unit 80 2. 1 Oct. 1954 - 18 April 1955.  
 Unit 81 3. 18 April 1955 - 4 Nov. 1955.  
 Unit 82 4. 5 Nov. 1955 - 22 May 1956.  
 Unit 83 5. 23 May 1956 - 8 Dec. 1956.  
 Unit 84 6. 9 Dec. 1956 - 14 June 1957.  
 Unit 85 7. 15 June 1957 - 27 Dec. 1957.  
 Unit 86 8. 28 Dec. 1957 - 14 July 1958.  
 Unit 87 9. 15 July 1958 - 30 Jan. 1959.  
 Unit 88 10. 31 Jan. 1959 - 23 April 1959.

10 vol.

## 2. Chief Engineer's Log Books.

- Unit 90 1. 16 July 1939 - Feb. 27, 1939.  
 Unit 91 2. 27 Feb. 1939 - Sept. 11, 1939.  
 Unit 92 3. 11 Sept. 1939 - 26 April 1940.  
 Unit 93 4. 26 April 1940 - June 5, 1940.  
 Unit 94 5. 5 June 1940 - 25 Nov. 1940.  
 Unit 95 6. 25 Nov. 1940 - 31 July 1941  
 Gap  
 Unit 96 7. 23 May 1944 - 8 Sept. 1944.  
 Unit 97 8. 14 Nov. 1947 - 14 April 1949.  
 Unit 98 9. 23 Jan 1952 - 30 June 1952.  
 Unit 99 10. 1 July 1952 - 5 Jan. 1953.  
 Unit 100 11. 6 Jan. 1953 - 24 June 1953.  
 Unit 101 12. 25 June 1953 - 9 Dec. 1953.  
 Unit 102 13. 10 Dec. 1953 - 21 June 1954.  
 Unit 103 14. 22 June 1954 - 7 Dec. 1954.  
 Unit 104 15. 8 Dec. 1954 - 20 June 1955.  
 Unit 105 16. 20 June 1955 - 8 Dec. 1955.  
 Unit 106 17. 9 Dec. 1955 - June 18 1956.  
 Unit 107 18. 19 June 1956 - 3 Dec. 1956.  
 Unit 108 19. 4 Dec. 1956 - 20 May 1957.  
 Unit 109 20. 21 May 1957 - 20 Dec. 1957.  
 Unit 110 21. 20 Dec. 1957 - 14 July 1958.  
 Unit 111 22. 15 July 1958 - 2 Feb. 1959.  
 Unit 112 23. 3 Feb. 1959 - 15 April 1959.

23 vol.

**4 (contd.)****2. S.S. "Louisiana".**

Unit 78 1. 6 Jan. 1953 - 26 July 1953.

Unit 201 2. 31 Oct. 1932 - 28 July 1933

**4/3 S.S. "Hernoo".**Unit 89 1. Engine-Room Log-Book  
3 Dec. 1955 - 27 July 1956.Unit 209 2. Engine-Room Work Book  
March 1956 - July 1956.**5. Newspaper Cuttings (bound).**

The series of volumes 1904 - 1951 contain cuttings concerning the Company and general shipping matters.

Unit 45 1. Sept. 1904 - Aug. 1913.

2. Aug. 1913 - May 1922.

Unit 46 3. May 1922 - July 1926.

4. July 1926 - June 1928.

Unit 47 5. June 1928 - Feb. 1930.

6. Feb. 1930 - Mar. 1932.

Unit 48 7. March 1932 - May 1935.

8. July 1938 - Feb. 1946.

"No. 8" missing.

Unit 49 9. May 1946 - March 1948.

10. March 1948 - May 1949.

Unit 50 11. April 1949 - Feb. 1950.

12. Dec. 1949 - June 1951.

13. Advertisements.

1909 - 1920.

unknown 14. History of the Company.

Unit 176 15. Insurance.

1911 - Jan. 1944.

Unit 177 16. Income Tax.

1915 - 1932.

Unit 178 17. Taxation (including National Insurance)

Jan. 1933 - Nov. 1938.

Unit 61 18. Quarto manila folder containing loose cuttings.  
1954, Nov.

## 6. Printed Material (boxed)

Unit 51

## 1. Published by Company.

## 1. Time Tables, Passenger Guides.

1904 - 1907,

1909 - 1918. Passenger Guides 1907-1909, 1910, 1911.

## 2. Notices, advertisements:

Notice of Christmas Trip 1904 on S.S. "Sydney" (interstat  
Undated "Diaboola" Ocean Excursion.Brochures recommending Tugs, Engineering Works and  
Floating Dock 1917 and 1924, and undated.

## 3. Instructions to Captains and Officers of Vessels (booklet)

Memorandum of Regulations and Instructions to Captains  
and Officers in the Service of Melbourne Steamship Company  
Limited, February 1909. 19 pp. (2 copies, one with  
pencil alterations and notes for new edition. Also  
Rules and Regulations for Marine Staff July 1909 (new  
version of the above). 20 pp.

## 2. Not published by Company.

## 1. Freight Rates.

Schedule of Rates: "Private - For Use of Interstate  
Companies only". Includes "Clauses and Conditions" list  
of dangerous cargo." 51 pp. (2).Freight References (Private) 17 pp. Undated (2).Bonus References (Private) 7 pp. Undated.Heavy Lift Scale "Private - For Use of Interstate Companies  
only, to take effect from 1st Dec. 1906. 1 p.3. 2. Insurance Companies: Memoranda and Articles of Association  
Reports, Rules etc.Liverpool and London Steamship Protection Association,  
Memoranda and Articles, with Report for year ending  
20 Feb. 1904. 49 pp.West of England Steamship Owners' Protection and Indemnity  
Association Ltd. Report 1903 - 4. 42 pp.Ditto. Calls made, claims made, claims of M.S. vessels.  
Ditto. Rules 1911-12. 20 pp.North of England Protection and Indemnity Association  
1898-9. 23 pp.

Ditto List of Steamers entered 1907-08.

Ditto 1908-09.

Ditto. Report of Directors. 1909-10. 50 pp.

North of England Iron Steam-Ship Insurance Association  
leaflet: capital and number of steamers insured.Premiums. On same sheet, Newcastle Steam-Ship Freight  
Insurance Association and North of England Protecting and  
Indemnity Association. Newcastle-upon-Tyne. 13 Jan. 1898.

## Unit 52 6/3 Newspaper cuttings.

1. Folder newspaper cuttings 1905-1907. Also Coombs' Trade Circular Feb. 13 1909 and Melbourne Stock and Share List 6 Jan. 1906.

## 2. Cuttings found loose:

The Siren and Shipping pp. 21-22, 6 Ap. 1910 (Balance sheet of the London and Thames Haven Oil Wharves Ltd. and of General Steam Navigation Co. Ltd.)

The Siren and Shipping pp. 43-44, 13 Ap. 1910. Balance sheet of the Canada Steam Ship Co. Ltd.

Fairplay pp. 695-6, 19 May 1910 re. Pacific Steam Navigation Co. Statement of A/os.

Daily Telegraph 23/12/1922, re. real estate market.

The Age 24 Sept. 1924, re. coastal freights.

From several papers, 1924, on bonus shares.

Ditto 1925 on labour troubles.

The Sun 11 March 1926, on dwindling services.

The Age 5 March 1929 re. Huddart Parker.

The Age 6 Aug. 1932, on rent reduction.

- 1 Shipbuilding and Shipping Record, 10 March 1932 p.294. 1 envelope.

3. Envelope containing cuttings on various subjects from N.S.W. newspapers, 1954.

## 6/4 General.

1. Pope and Talbot's Telegraphic Cipher for Lumber, Timber, Shipping etc., revised 1885 (San Francisco). 124 pp.
2. Book containing extracts from Survey Reports, Manifest and Out-turn of cargo, disbursements, a/c sales of damaged cargo etc. of Four Wasted Barge "Holyhead" (stranded on the Longdale Reef and sold as she lay.) 15 Sept. 1891
3. Rules and Regulations of the Boroondara General Cemetery 1903.
4. Clarke's Patent Automatic Barges, and Automatic Loading Discharging and Storage Bins. Extract from Journal of Commerce 26 June 1909, and Clarke's advertising brochure. (The Liverpool Barge and Coaling Company Ltd.) 1 envelope.
5. The Melbourne Argus Tables of the Australasian Mails for 1914 38 pp.



Unit 52

- 6/4/6 The Metropolitan Gas Company Bill 1923 and the Gas Regulation Bill 1923 (Vic.) Address by Counsel, on behalf of the Company to the Select Committee on Gas Supply. Nov. 1923. 87 pp.
- 7 The Register of Australian and New Zealand Shipping 1927-8 (The Marine Underwriters and Salvage Association of Vic.Ltd. 189 pp.
8. Regulations relating to the Port Phillip Pilot Sack and Superannuation Fund 1929 (Marine Act 1928) 7 pp. 3 copies bound together.
9. 1 sheet of 1932 Calendar Oct-Dec., indicating Public and Wharf Labourers' Holidays.
10. Rules of Navigation, Suez Maritime Canal, Jan. 1933 ed. Newspaper cuttings re. canal at back. 1933. 109 pp.
11. The Adelaide Steamship Company Limited (Ware's Statistical Service, Sept. 1934. 6 pp.
12. Advertising brochure of J. Greffield Pty. Ltd., map mounters and plan printers. Undated.
13. Brochure advertising "Seamen's Savings Banks" (Commonwealth Bank of Australia). Undated.
14. Invitation card for private display of Cinematograph Films A Trip to Java, from Royal Packet S.N. Company, Melbourne. 9 June 1914.
15. Fragment of map of Pacific waters, including Haiti, Martinique (U.S.) April 1917.

7. Photographs. Films.

Unit 53

1. Aerial view of Melbourne, dated between Dec. 1945 and 1951. 6'9" x 3'3".  
Framed and hung in Research Room.

2. Group of Company vessels (individual photographs within one frame):

"Brisbane"	"Kapunda"
"Melbourne"	"Dimboola"
"Perth"	"Woolgar"
"Sydney"	"Maitland"
"Hobart"	"Kurnalpi"
"Monaro"	"Racer"

1915.

3. As above:

"Coolana"	"Howana"
"Mernoo"	"Racer"
"Woolgar"	"Toorenga"
"Dimboola"	"Keera"
"Ellaroo"	

1931.

N.B. 7/2 and 7/3 are hung in the upstairs passage, No.28 Story Street.

4. Post Card S.S. "Kapunda". Undated. (5)

5. Post Card S.S. "Dimboola". Undated. (3)

6. Post Card S.S. "Dimboola" leaving Fremantle' 18 Nov. 1914. (2)

7. Post Card S.S. "Sydney", in colour. Undated. (4)

8. S.S. "Dimboola" in the Port Adelaide River, leaving for Western Australia. 11 Aug. 1933. (9½ x 5 ¾)"

9. S.S. "Duntroon": Launching. 4 April 1935. (12 x 9½)"

10. "Duntroon" arriving at Sydney with 8th Division servicemen who had been prisoners of war in Changi Gaol, Singapore. 7 Oct. 1945. (9 x 7½)"

11-16 "Duntroon". Unlabelled, but apparently taken on the above occasion.

17. Group of seven men (unidentified) 24 Nov. 1906. (4" x 2½)"

Unit 54

18. Newcastle Harbour. Positions of wharfs, cranes etc. indicated. Framed. No date.

N.B. "Duntroon" photographs in folder. Other unframed photographs in envelope. 7/4 - 18 in top left-hand drawer of cabinet.

AV material  
refer to  
Archivist

19. Official film of the Trials of their M.V. "Duntroon" in the North Sea, July 9th, 1935. Two rolls of film in metal container.

20. Negative (Unedited) of Launch of "Duntroon", Walker-on-Tyne. 4 April 1935. 1 roll in metal container. (Both 19 and 20 in tin box approx. (13x13x4½)".

21. 1 Positive print (edited and titled) of the Launch of "Duntroon". 5 rolls in metal container.

22. Reel of film on "Duntroon" trials without container or label.

N.B. Films in metal containers ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~  
~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~ other records on shelves. No.22 is in the bottom drawer of plan cabinet.

8. Marine Superintendent's Department: plans, drawings; specifications; etc.

Items 1962.0008.00158  
& 1962.0008.00159

1. Plans. (Blueprints unless otherwise stated)

1. S.S. "Perth".  
Deadweight Scale. 5 Jan. 1898.
2. S.S. "Hobart".  
Deadweight Scale. 1 Oct. 1902.
3. S.S. "Monaro".  
Deadweight Scale. 9 March 1906.
4. S.S. "Kapunda".  
Profile and general arrangement. 30 March 1908.

1962.0008.00176  
Digitised 2017

5. S.S. "Dimboola".
  1. ~~Κρυπασαδίκτηρακιονακ.~~  
General Arrangement.  
14 Dec. 1911.
  2. Stern Tube and Propeller Shaft (Dimboola?)  
17 June 1912.
  3. Capacity Plan (torn)  
12 Aug. 1912.

1962.0008.00175  
Digitised 2017

4. General Arrangement.  
19 Feb. 1914.
5. Breakwater and winches for fore-castle head. Tracing.  
29 July 1920.
6. Proposed alterations. Tracing.  
1 May 1924.
7. Plan of passenger accommodation.  
Nov. 1932.

6. S.S. "Ellaroo", formerly "Aslaug Haaland".

1. "Vessel of 6800 tons D.W." (labelled on back "Ellaroo type". General Arrangement.
2. "Aslaug Haaland": photostat of original plan  
22 July 1920.
3. Cabin Plan.  
27 Oct. 1920.

Items 1962.0008.00158  
& 1962.0008.00159

- 8/6/4 Rudder Frame.  
5 April 1921.
5. Midship Section.  
5 April 1921.
6. General arrangement with particulars of hull, capacities of tanks, bunkers, machinery, holds. Deadweight scale.  
19 April 1921.
7. Winch Eccentric Straps.  
16 Nov. 1922.
8. General Service Stop Valve.  
7 Aug. 1923.
9. Marine Multitubular Boilers.  
31 Aug. 1923.
10. Notes on Surveys  
July - Aug. 1937.
11. Stability Particulars  
4 Nov. 1937.
12. Cylinder Block  
18 April 1941.
13. Winch Barrel Shaft  
6 Dec. 1945.
14. Position of Emergency Lights.  
7 Oct. 1948.
15. Part Plan of Upper Deck showing Proposed Seamen's and Firemen's Messrooms.  
5 May 1950.
- 15a. Drawing of the above.
16. Modification to Crew's Accommodation.  
6 May 1950.
- 16a. Drawing of the above.
17. Modification of Crew's Accommodation, Peep Deck.  
7 May 1950.
- 17a. Drawing of above.
18. Extensions to Crew's Accommodation, New Superstructure Aft.  
7 May 1950.
- 18a. Drawing of above.

Items 1962.0008.00158 8/6/19. Modifications to Crew's Accommodation, Poop Deck.

& 1962.0008.00159

19 May 1950.

19a. Drawing of above.

20. Alterations to Accommodation.

9 June 1950 (2 copies).

21. Ditto. Amidship Accommodation.

9 June 1950.

22. Stop Valve and Details for Winches.

22 Nov. 1950.

23. Details of Winches. Undated.

24. Ditto.

25. Ditto.

26. Ditto.

27. Tail Shaft. Undated.

28. Liner for Tail Shaft. Undated.

8/7 S.S. "Cooclana".

1. Repairs to Hull and Deck Plates.

23 March 1934.

2. Position of Emergency Lights. Drawing.

21 Oct. 1948.

3. Proposed Accommodation for Seamen and Firemen. Drawing.

Undated.

4. Proposed Protection for Wheelhouse. Tracing.

Undated.

5. General Arrangement. Photostat.

2 copies. Undated.

Items 1962.0008.00158  
& 1962.0008.00159

**8/8 S.S. "Lovana".**

1. General arrangement. Photostat.  
1924 (day and month illegible).
2. Section at No. 3 Hold. Tracing.  
Undated.

**8/9 S.S. "Mernoo".**

1. Principal Dimensions.  
1 July 1925.
2. Outline of Rudder.  
30 May 1935.
3. Weir Type Pump.  
20 Nov. 1941.
4. Proposed Accommodation for 7 men in Aft Tween Deck.  
Jan. 1944.
5. Proposed Messrooms and Accommodation.  
13 Feb. 1947.
6. Engineers' Lavatory, Shower and Change Room.  
26 July 1947.
7. Existing Crews' Accommodation Aft.  
21 Dec. 1951.
8. General Arrangement, with deadweight and freeboard scales.  
Undated. 3 copies.
9. Proposed Messrooms and Accommodation.  
Undated. 2 copies.
10. Amended Accommodation for Firemen and Seamen.  
Undated. 3 copies.
- 11 S.S. No. 74: General arrangement. Dimensions only slightly less than those of "Mernoo". 9 Mar. 1925. Early plan?

**8/10. Twin Screw Motor Vessel "Duntroon".**

1. Coloured drawing of proposed ship.  
28 Oct. 1932. In roll.
2. Coloured plan of Cargo Steamer.  
June 1933. In roll.
3. Proposed T.S.M.S. Profile.  
Aug. 1933.

Items 1962.0008.00158  
& 1962.0008.00159

- 8/10/4 Yoke for Exhaust Piston<sup>#</sup>Top.  
26 July 1934.
5. Governor Details.  
6 Sept. 1934.
6. Adjustment of Main Engine.  
3 July 1934.
7. Preliminary Sea Trial on Hartley Mile.  
9 July 1935.
8. Folder: "Main Engines. Plans and Instructions" (tabular form)  
1 July 1935.
9. Trials. Report in tabular form.  
2 July 1935.
10. Scavenger Belt
11. Engine K81 (2)  
30 March 1938.
12. Tank Arrangement.  
10 April 1939.
13. Chain Wheel on Crankshaft.  
M.S. Co. date 28 April 1942.
14. Tightening ~~Revolving~~ Wheel for Exhaust reversing.  
Dated as above.
15. Chain Wheel on Lay Shaft.  
Dated as above.
16. Docking and Berthing Plan.  
16 Sept. 1945.
17. Spur Pump Pinion.  
26 Sept. 1945.
- 18a-f 6 plans of various door fittings, ashholders etc.
19. Collapsible Gate.  
27 Oct. 1947.
20. Proposed Modifications to Butcher's Shop.  
22 Nov. 1947.
21. Proposed Layout of Stewards' Quarters. "C" Deck.  
6 May 1949.

- 8/10/22. Layout of Showers etc. "D" Deck.  
31 May 1949.
23. Proposed arrangement of Cooks' Quarters "D" Deck.  
8 July 1949.
24. Proposed Plating over Recess in No.4 Hold.  
13 July 1949.
25. Proposed Alteration to No.4. Hold Pumping Arrangement.  
13 July 1949. Also letters of approval from Lloyd's Register of Shipping and C/wealth Dept. Shipping. June-July
26. Arrangement of Stewards' Accommodation  
1 Aug. 1949.
27. Cross-Curves of Stability. White.  
15 Sept. 1950.
28. Proposed Carpenters', Plumbers' Cabins. "B", Aft.  
27 Nov. 1950.
29. Alterations to Generator Circulatory Pump Shaft.  
15 March 1951. Drawing.
30. Proposed Smoke Room Bar.  
21 March 1951.
31. Proposed Watertight Doors from Seamen's Accommodation.  
14 Dec. 1953.
32. Proposed Watertight Doors in Bulkhead.  
16 Dec. 1953.
33. Proposed Extension to Seamen's Shower Room (2) 1 copy *See*  
5 Feb. 1957. *Letter to Director of Navigation attached.*
34. Seamen's Wash Place Arrangement.  
4 Mar. 1957.
- 34a. Drawing of the above
35. Machinery Surveys:  
1. 1944-1947.  
2. May 1947 - May 1951.  
3. Aug. 1951 - July 1954.
36. Capacity Plan. Undated.
37. Hoisting Topping and Stowing Winch. Alternative Scheme.  
Undated.
38. Proposed Cargo Ship: General Particulars (tabular form).  
Undated.



Items 1962.0008.00158  
& 1962.0008.00159

- 8/10/39. Details of Cargo Spaces, Oil Tankers, Stores etc. Undated.
40. Calibration Scales. Undated.
41. General Arrangement of 616A Hydraulic Chain Testing. Undated.
42. Section through Engine Room locking Aft. Undated.
43. Layshaft Modification to one Crankweb. Tracing. Undated
44. Pistons. Undated.
45. Displacements etc. Table. Undated.
46. Winch-controller, wiring diagram (Duntroon?) Undated.
47. ~~XXXXXXXXXXXXXXXXXXXX~~ Proposed T.S.M.V.. "
48. Tightening Arrangements for Piston Rod-Nut. "
49. Summary of Passenger Accommodation (copies) "
- 49a. Drawing of above. "
50. Capacity Plan (drawing). "
51. Cylinder (two sheets) white; and brown print of first sheet. "
52. <sup>Blue</sup> Folder containing plans and instructions for Main Engines. 9 ts. + 18 plan sheets. July 1935.
53. Manila Folder containing drawings, loose:
- Top Section Main Cylinder Tiebolt.
  - Exhaust Liners Backing Ring
  - Deighton Withdrawable Steel Furnaces.
  - Crank Shaft.
  - L.P. Compressor Suction Valve Body.
  - Cap for L.P. Compressor Suction and Delivery Valves. Undated
  - L.P. Compressor Delivery Valve Body.
54. Brown Folder containing, loose:
- Port Opening Diagram. 14 May 1935.
  - Measured Mile Results (Kincaid and Co. 9 July 1935 Bronze Propellers; 29 July 1935 Cast Iron Propellers. Drawing. Labelled "Engine Charts".
  - Displacements etc. ~~XXXXXXXXXX~~ August 1934 (3)
  - Table showing Cargo Spaces, Refrigerated Cargo Spaces etc. (2) Undated.
  - Measured Mile Results 9 July 1935 (Bronze Screws) and 29 July 1935 (C.I. Screws). Undated
  - Limits for Clock Gauge Readings of Crankshafts. Table. Undated.
  - 1 typed sheet giving ~~XXXXXXXXXXXX~~ report on Cylinder lubrication, for R.M.M.V. Stirling Castle, Oct. 1940.
55. M.S. "Tarn" 5 July 1932 (connected with "Duntroon" plans
56. "Marunda": report of fuel consumption etc., evidently connected with "Duntroon" plans. 22 Dec. 1933-Jan. '34.

Items 1962.0008.00158  
& 1962.0008.00159

- 8/11/ "Toorong". Single Screw Steel Tug.
1. Boiler No.P.8.  
30 Nov. 1921.
  2. Midship Section.  
Nov. 1921.
  3. Pistons.  
15 Nov. 1921.
  4. Stern Tube etc.  
3 Jan. 1922.
  5. Shafting Arrangement.  
4 Jan. 1922.
  6. Air Pump Details.  
17 Feb. 1922.
  7. Propeller.  
2 March 1922.
  8. Bilge Pumping Plan.  
15 March 1922.
  9. Mean data and cards taken on towing test.  
11 Oct. 1922.
  - 9a. Drawing of above.
  10. Boiler No.P.8.  
16 March 1923.
  11. Arrangement of Smoke Boxes, Uptake, Furnace Mountings etc  
16 March 1923.
  12. Machinery and Pipe Arrangement. From drawing 8690.  
17 March 1923.
  - 12a. Ditto from drawing 8691.
  13. Air Feed and Bilge Pumps.  
17 March 1923.
  14. Proposed arrangement of "Tracy" Steam Purifier in S.E.  
Boilers.  
17 July 1923.
  15. Pipe Placement ("Toorong"? ) Photostat.  
22 April 1924.
  16. Tail Shaft and Nut Forging.  
25 Aug. 1948.
  17. General Arrangement. (2)  
Undated.
  - 17a. Drawing of above.

in: mx

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**8/12/ "Keera", Steel Screw Tug. Length B.P. 80'3".**

1. Pipe Arrangement.  
6 Oct. 1926.
2. General Arrangement. (2)  
12 Jan. 1945.
3. Print of general arrangement (2) with data.  
12 March 1945.
4. Docking Plan  
13 March 1947.
5. Tailshaft and Nut Forgings.  
25 Aug. 1948.
6. Proposed Position of Life Boat and Davitts.  
1 Dec. 1948.
7. Tubes for Boiler. Undated.
8. Midship Section. "

**8/13/ "Steel Screw Tug" Length B.P. 958.**

1. Midship Section.  
Aug. 1925.
2. Body Sections.  
Aug. 1925.
3. Profile etc. 1925.

**8/14/ "Steel Single Screw Tug H.S.28". Length B.P. 85'.**

1. General Arrangement.  
Undated.
2. Midship Section.  
Stamped "Received 23 Aug. 1926".

**8/15 "Single Screw Diesel Tug". Length 93'9".**

1. General Arrangement. Buff prints  
July 1944.
2. General Arrangement. "  
Oct. 1945.
3. Suggested Accommodation.
  - a. Blue Print.
  - b. Drawing.
  - c. Pencil drawing. 22 May 1946.

**8/16 S.T. "Batman", Steel Single Screw Tug. Length 125'.**

1. General Arrangement. (2)  
17 May 1950.
2. Bridge Accommodation. Drawing.  
22 Sept. 1952.
3. Under-deck Accommodation. Drawing.  
22 Sept. 1952.
4. Accommodation Main Deck.  
22 Sept. 1952.
5. General Arrangement (as fitted)  
25 Oct. 1954.
6. General Arrangement, ~~xxxxxxxxxxxxxxxxxxxx~~.
7. ~~xxxxxx~~ General Arrangement, with slight variation.
8. Midship Section: suggested layout of machinery, (2)
- 9a. Drawing of the above.

**8/17** the following plans are not labelled with the name of the vessel with which they are concerned.

1. Standard Steamer Type A. (Joseph Thompson and Sons, Sunderland).  
21 May 1917.
2. Old and New Construction of Distance Ring on Blower Shaft.  
27 Oct. 1918.
3. Arrangement of Cyclops Steam Winch.  
26 April 1926.
4. Screws for Cylinder Liner and Cover Joints.  
17 May 1937.

**8/17/5 Bottom Cylinder Liner.**

18 May 1937.

6. Screws for Cover and Exhaust Piston Liner - Bottom.  
25 Nov. 1937.
7. New Top Cylinder Liner.  
1 March 1940.
8. Marine Type "Acme" Patent Furnace. Undated.
9. Delighton Withdrawable Steel Furnaces. "
10. Rigging Plan of MacFarlane's Coal Handling Plant. 2 sheets.  
Also 4 ts. notes attached from G.T. Macfarlane, S.S.  
"Hunter".
11. Arrangement of Outside Oil Gland for Propeller Shaft.
12. Forging. Undated.
- 12a. Drawing of the above.
13. Profile of tug (2). 1 copy marked "Toorenga" on the  
back, but is dissimilar in all dimensions. Undated.
14. S.S. No. 1114. General Arrangement. Undated.

**8/18 Vessels other than those of the Company's fleet.**

1. S.T. "Terahiti".
  - a. Proposed new shape to be added to rudder. 31 May 1941.
  - b. Midship Section. Undated.
  - c. Profile and Main Deck ".
  - d. Deadweight Scale.
2. S.T. "Ashford"; General Arrangement.  
29 Dec. 1948.
3. "Dunottar Castle" and "Dunvegan Castle"; top and bottom  
liners, cylinder covers.  
Undated.
4. T.S. "Karoela" (Kollwraith McEacharn) Undated.
5. T.S. "Katoomba" " " " Incolour.
6. Machinery plan, labelled in Swedish. M.S. "Kookaburra".  
Undated.

**8/19 Dock Plans.**

1. Melbourne Harbour Trust Plan of River Yarra and Victoria  
Dock from Queen's Bridge to Coode Island.  
1922.
2. Plan labelled "Diagram Proposal A", showing Yarra, South  
Wharf Road, Lorrimer Street, with Gantry and Coal Bins.  
20 May 1925.

Unit 57

**8/2 Folders and loose written material found with plans and loose notes****1. Folders of material relating to "Duntroon".**

1. Labelled "Outline Hull Specification of Proposed T.S. Passenger and Cargo Vessel for M.S.S.Co." Alexander Stephen and Sons, Glasgow.  
9 Nov. 1932.
2. "M.V."Duntroon" Engines Specifications".  
May 1934. 59 pp.
3. "Data": contains some correspondence re. details of building. Includes letter 26 Ap. 1938 about defence course for Mercantile Marine being run by Government for some time past (circular to Masters of all vessels, Superintendent and Assistant Supt.
4. Maintenance Booklet for Electric Cargo Winches, M.V."Duntroon" (Clarke Chapman and Co. Ltd., Durham).
5. "Plans and Tracings. Books of Instructions. Compiled Indian Ocean aboard M.V."Duntroon" 27 Sept. 1935" by Company Secretary, E.G. Francis. Listed under headings "Machinery", "Engineering", "Deck" etc.
6. "Drawings, Blue Prints, Index No. and Drawer": contains file "Blue Prints and Tracings 27 Sept. 1935" (list) and "Duntroon" Plans and Specifications etc. 7 Dec. 1935 (list).
7. "Proposed T.S.M.V. for Melbourne Steamship Co. Ltd." from Ander Stephen and Sons Ltd., Linthouse, Glasgow.  
3 pp. 15 Nov. 1932.

**2. Folders etc. concerning the building of the tug "Batman".**

1. Specification of Triple Expansion Engines and Boilers for Single Screw Tug.  
Dec. 1946.
2. Specification of a Steel Single Screw Tug (Hull and Deck).  
Dec. 1946.
3. Hull Equipment (list of items).  
12 Oct. 1954.
4. Engine Equipment (list)  
12 Oct. 1954.
5. Specification for Triple Expansion Engines and Boilers for Single Screw Tug fitted with Kort Nozzle (written by Superintendent Engineer Australian Steamships P/L in collaboration with Mort's Dock and Engineering Co. Ltd. 30 pp. (2 copies).  
Sept. 1950.

\* Collection of plans does not contain all those listed in 8/2/1/5 and 6.

Unit 57

8/2/3 File labelled: "No.1220. Hull Specifications of a Steel Screw Steamer to be built by Swan Hunter and Wigham Richardson Ltd., Walker-on-Tyne". (No.1220 = "Mernoo".)  
Feb. 1926. 56 ts.

4. File listing blue prints, photostats of plans for "Duntroon", "Teoronga", "Keera", "Mernoo", "Coolana", "Ellaroo" and "Lowana" under headings: "Photostats and Blue Prints from H.O." and "Duplicates of Photostats and Blue Prints taken out H.O."

Undated. 1 ts. 1st sheet missing.

5. Miscellaneous letters, memoranda, etc.

1. Superintendent Engineer's copy of letter from Assistant Manager, Sydney, re. forthcoming sectional survey.

5 Oct. 1956.

2. Director of Navigation, Melbourne to Manager re. Emergency Lighting for "Ellaroo".

22 Aug. 1949.

3. Ditto for "Mernoo".

2 Dec. 1949.

4. Memorandum from D. Syme to Marine Superintendent asking him to work out ~~xxxxxxx~~ "Batman's" dimensions.

1 sheet. 16 May 1958.

5. 3 memoranda from Keith Hatsh to Mr. Kenley re. troubles with crew on "Mernoo".

23-24 Nov., (no year).

6. File of statements of days off for Ship's Officers and Engineers (made monthly by Chief Engineer to Superintendent). "Duntroon".

Sept.-Dec. 1957.

23 September, 1965.

Cecily Close,  
Senior Archives Assistant.