

The Manager,

RECORDS

27th. June, 1958.

PORT HEDLAND.

Confidential

The Auditor has reported the following to the General Manager and sent me a copy for my attention :-

"Port Hedland. At this centre I found surpluses in the Vacuum Consignment stocks of some 150 drums - other consignment and general stocks were satisfactory. Clients are notoriously careless when returning these empty drums and often dump them in the store yard, making casual reference to the fact. More care is required in recording these to avoid these unsatisfactory surpluses."

Please let me have your advices hereon, and also carry out the outlined instructions.



Manager.

# RECORDS

The Manager,

PORT HEDLAND.

27th. June, 1958.  
Confidential.

This will confirm the various matters discussed with you by Mr. Lawson during his recent sub-branch inspection.

I was pleased to learn that you were settling in well and that you were conducting the activities of the sub-branch in an efficient manner.

Cash It was in order to pay the amount of £1.18. 4. which was over in your cash into Surplus Cash.

Trading I was pleased to learn that the abolition of town trading has now given you and your staff more time to attend to the office work and also give station clients a better service.

Office Equipment The safe, filing cabinet and counter are to be cleaned out and painted by one of the staff. Shelving has been ordered for the office to enable files and pamphlets to be kept in an orderly manner, and shelving has been ordered for display purposes. This will be going forward shortly.

Motor Vehicles A new Bedford 4/5 ton truck will be forwarded to you as soon as space can be obtained on one of the ships. You will be instructed later regarding the disposal of the old truck.

Accounts With the credit that has been extended to main road employees, casual workers and mining concerns, it was not surprising to learn that quite a number of bad debts will be incurred. In future before extending credit to any of the foregoing you are to make careful enquiries as to their financial position and, if in doubt, insist on cash. In cases where financial standing appears sound you must make it clear that our trading is on a 30 days basis. With our trading now being restricted to stations we look forward to seeing all these small accounts disappearing.

Merchandise Should you not be able to dispose of the shoes and shearing tables now that they have been written down, you can write them down still further prior to the end of the year, as it is advisable to get rid of this dead stock as quickly as possible because with capital tied up you are paying unnecessary interest.

In future you are to see that no merchandise is stored in the bachelors' quarters as this is not necessary and it is not covered by insurance.

Premises:      Main Store & Office      The repairs necessary here have been dealt with by you in your letter of the 19th. instant and when a quote is received please pass it on to us and we will then let you have our decision.

Bulk Store      A quote is to be obtained for repairing the foundation of this building and also replacing the two downpipes. In addition we require a quote for repairing the pipe rack and placing doors on either end as already explained to you.

Additional Storage      It is realised that additional storage space is required but owing to the building programme with which we are faced it will probably be next year before we can consider putting another store at Hedland. Enquiries are being made as to the cost of a pre-fabricated steel structure and we will write to you further on this matter later.

Bachelors' Quarters      You must keep a close watch on these quarters and see that they are kept clean and tidy as this is part of your duty.

Manager's Residence      I have approved of a stainless steel sink for your kitchen and am also agreeable to meeting half the cost of the linoleum for the kitchen, dining room and bedroom. The former has been ordered by us and I leave it to you to place an order for the linoleum.

The work which the health authorities have instructed is to be carried out should not have been commenced without first obtaining our confirmation and if the plumber has not started the work you can tell him that it is to be left until he receives further instructions from us. This expenditure has been referred to the General Manager and although we will have no alternative but to comply with the requirements of the Health Department, it is customary to advise the General Manager before the work is commenced.


All the rubbish and grass around the premises is to be cleaned up and carted away and you are to advise me when this has been done.

Vacuum Oil Company Pty.Ltd.      Should you receive a credit note prior to the 30th June for the 160 empty drums which are over, this is to be held until July as there is the possibility that clients may make a claim for drums delivered to the depot and for which they have not been credited.

Staff :            P.J. Andersen    This officer's request for a transfer from Port Hedland next year is being considered and you will be advised later on this matter.    I am pleased to learn that he is doing a good job.

D.G. Stapledon    Now that you have been successful in securing the services of a man to drive the truck and do the store work you are to see that Mr. Stapledon receives more training on the office side as he will be the one to take over the duties of Mr. Andersen when he is transferred.

Miss J. Sharman    Although only young appears to be settling in well and it is to be hoped that she keeps up the good work.

  
Manager.



The Manager,

RECORDS

6th June, 1958.

PORT HEDLAND.

Confidential.

STAFF - P.J. ANDERSEN.

I am in receipt of your letter of the 4th instant and it will be in order for this young man to visit Perth in August, provided it is at his own expense.

It will be in order to pay him for the days he is absent, and will you please ask him to call and see us when he is down here.

  
Manager.

RECORDS

The Manager,  
Messrs. Dalgety and Company Limited



PORT HEDLAND,

W.A.

4th June, 1958.

~~P E R T H .~~

Staff: P.J.Andersen.

This officer has requested special leave to attend the wedding of a friend, at which he has been asked to officiate as Best Man.

He would like to travel to Perth by air on August 21st or 22nd, and return by air on August 24th.

We recommend that this leave be granted, and look forward to your advice.

*Derek Lawley*  
Sub-Branch Manager.

The Manager,

28th May, 1958.

PORT HEDLAND.

Confidential

STAFF - MRS. E. HAWLEY

We are in receipt of your letter of the 26th instant and the pay sheet to the 17th instant is returned.

This is not a duplication but it would appear that confusion has been caused by showing the incorrect date on the previous week's pay sheet which should have been shown as the 10th May instead of the 17th May. Will you please check this up with the salary card and make the necessary alteration.

It will be in order to pay Mrs. Hawley the net amount of £5.15..3d., to the 17th instant.

*Law*

  
Manager.

The Manager,  
Messrs. Dalgety and Company Limited

P E R T H.



26th May, 1958.

Confidential.

Dear Sirs,

Staff: Mrs. E. Hawley.

We have received a further salary slip for the above officer but as we advised previously Mrs. Hawley ceased duties on the 12th instant. As it has been duplicated we now return salary slip which is attached.

*E. Hawley*  
Sub-Branch Manager.

The Manager,

RECORDS

PORT HEDLAND.

21st. May, 1958.

Confidential.

STAFF - MRS. E. HAWLEY

We are in receipt of your letter of the 19th. instant and the arrangement you have made regarding this officer is satisfactory.

Although you wrote on the 12th. instant regarding this officer ceasing duties, the letter did not reach us until the 15th. instant with the result that her salary had been forwarded prior to receipt of your letter.

  
Pro Manager.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

Dear Sirs,



PORT HEDLAND  
W.A.

19th May, 1958.

RECORDS  
Confidential.

Staff: Mrs. E. Hawley.

We have now received entries for Mrs. Hawley's salary to the 17th instant, whereas we advised in our letter of the 12th instant that she was ceasing duties on the 12th May.

Mrs. Hawley has now been paid this money and will work the necessary extra time, but once that has been done, her duties will definitely cease.

*Peter J. Lawley*  
Sub-Branch Manager.

*Good*

The Manager,

Messrs. Dalgety and Company Limited

PERTH.



**PORT HEDLAND,**

**W.A.**

12th May, 1958.

Confidential.

RECORDS

Staff: Miss J. Sharman.

We wish to advise that Miss Sharman commenced duties at this Sub-Branch today as arranged by you.

*Peter J. Lawley*  
Sub-branch Manager.

*sent*



**PORT HEDLAND,**  
W.A.

The Manager,  
Messrs. Dalgety and Company Limited

12th May, 1958.

PERTH.

Confidential.

RECORDS

Staff: Mrs. E. Hawley.

We wish to advise that Mrs. Hawley ceased  
duties here today.

*Peter J. Lavelly*  
Sub-Branch Manager.

RECORDS

The Manager,

PORT HEDLAND.

5th. May, 1958.

Confidential.

We attach copy of letter of introduction handed to Miss Sharman and we wish you to confirm that she commences duty on the morning of the 12th. instant.



Manager.



The Manager,

RECORDS

PORT HEDLAND.

1st. May, 1958.

Confidential.

STAFF - MRS. E. HAWLEY

We are in receipt of your letter of the 27th. ultimo and we have fixed the date of Mrs. Hawley commencing duties as the 9th April 1958.

Your advices regarding her illness are noted and it will not be necessary for us to have a doctor's certificate.

  
Manager.

Ord ✓

Confidential

Mr. [unclear] Manager  
Perth



Port Hedland  
27th April 1958  
RECORDS

Staff: Mrs E. Hawley

We acknowledge receipt of your letter of the 23rd inst concerning above.

The reason for suggesting salary only be paid from 9th April is that Mrs Hawley, although commencing duties on 26th March, only worked for approximately 2 weeks. Due to a severe attack of sandfly bites, with resulting blood poisoning, she could not work after 10th April and only commenced duties again on 24th April.

As local doctor could not be induced to take interest in this sickness, a certificate is not available. Therefore it is suggested that the date of commencement of duties be fixed as 9th April as per small particulars form thus adjusting time lost and avoiding any complications.

Trusting this is satisfactory

Peter J Hawley  
SUB-BRANCH MANAGER

The Manager,

RECORDS

PORT HEDLAND.

23rd. April, 1958.

Confidential.

STAFF - MRS. E. HAWLEY

We are in receipt of your letter of the 22nd. instant together with small particulars and agreement forms.

Your letter states that Mrs. Hawley commenced duty from the time Mrs. Pepper left, although the small particulars form states the 9th. April and if she has been working 16 hours per week from the 26th. March, then she must be paid for that time. Please let us have your confirmation by return mail.

Mrs. Hawley's salary will be £5. 6. 5. per week plus hardship allowance of 3/- per week.

Pro Manager.

Confidential

4

The manager

Perth



PORT HEDLAND.

22/4/58.

RECORDS

Staff.

We acknowledge receipt of your letter of the 21st instant and are pleased to note that you have engaged Miss J. Sherman to take a position in this office as shorthand typist. She sounds quite satisfactory and the fact that she can find private accommodation is a great help.

For the meantime, as suggested by you in your letter of the 15th instant, Miss Hawley has been carrying out certain duties, and we enclose completed agreement and small particulars forms as requested.

We trust it will be in order for her to continue duties until Miss Sherman has taken over.

Mrs Hawley actually commenced working part time here from the time Mrs Pepper left (principally to assist the writer) but for your <sup>salary</sup> records please see small particulars form. Mrs Hawley is working only 16 hours per week.

Peter J. Hawley

SUB-BRANCH MANAGER

The Manager,

RECORDS

PORT HEDLAND.

21st. April, 1958.

Confidential.

We have engaged Miss Jacqueline Sharman to take a position in your office as a shorthand typiste and she will be leaving here by plane on the 10th. May and will report to you for duty on the 12th. May.

This young lady is 17 years of age and her salary will be £396.11. 8. per annum, plus £13. a year Hardship Allowance. She has had about two years experience with the W.A.Trustee Executor & Agency Company and should therefore be of considerable help to you.

Miss Sharman advises that her sister is the wife of one of the D.C.A. officers in Port Hedland and that she will be living with her.

  
Pro Manager.

The Manager,

RECORDS

15th April, 1958.  
HCL/JH.

PORT HEDLAND.

Confidential.

S T A F F.

We are in receipt of your letter of the 10th instant and approve of your employing Mrs. Hawley to assist in the office. It will be necessary for you to nominate the number of hours which she intends to work each week so that we can arrange payment of her salary. Please let us know what you decide.

Attached is an agreement form with small particulars form, which please have completed by Mrs. Hawley and returned to us.



Manager.

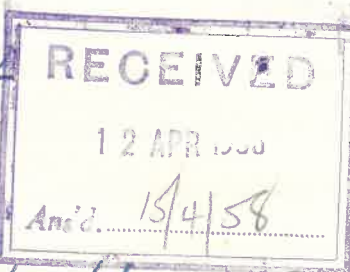


Confidential

RECORDS

Nº 63

The manager



PORT HEDLAND.

10/4/58

Perth

Staff

Until such time as the staff position here is back to normal, I ask your permission to employ my wife Mrs B. Hawley in the office from time to time.

Although Mrs Hawley does not type there are numerous time taking routine duties that she could undertake. These would involve supervision of dropery, calling of shore chits, filing correspondence and various other duties.

I doubt whether these various duties would involve more than 6 to 8 hours per week, but the assistance would be appreciated.

Our family is quite young, other wise my wife could work full time, but in the meantime she is quite eager to assist for a few hours each week. If permissible, please advise rate of pay applicable.

Allen J Hawley  
Sub Branch manager

Confidential

Nº 71

The manager



11/4/58

Durth

Staff.

Card /  
We acknowledge receipt of your letter of the 10<sup>th</sup> instant and are pleased to learn that you are investigating the possibility of there being a suitable young officer available for transfer to this Sub-Branch.

Further advice in due course would be appreciated.

In the meantime we are continuing our enquiries locally for a Stowman/Truckdriver.

Robert Stanley  
SUB-BRANCH MANAGER

The Manager,

10th April, 1958.

HCL/RB.

Confidential.

PORT HEDLAND.

STAFF.

We are in receipt of your letter of the 7th instant and appreciate the difficulties you are experiencing with the shortage in staff and we are looking into the position to ascertain if there is a suitable young officer available for transfer to Port Hedland and will write you later in this connection.

It would be as well for you to continue your enquiries for a truck driver or storeman and if successful please let us know promptly.



Manager.



The manager

RECEIVED

Confidential

Nº

49

9 APR 1958

PORT HEDLAND.

ANS. 10/4/58

7/4/1958.

Perth

Staff.

We are in receipt of your letter of the 28<sup>th</sup> ultimo and thank you for your advice.

The matter of staff here is most certainly a problem, and the writer has given it considerable thought over the last few weeks.

From what you say, you cannot assist with a female clerk-typist from your end, and in any case, our efforts to secure private board at this end have been unsuccessful.

Another suggestion, from this end, is that we put on a young man in lieu of a typist.

Letters can be hand written, as can the various returns you require and this should be satisfactory providing care and neatness are exercised. With a staff of four, cheques could be typed. No doubt slowly for a start but speedier typing would no doubt develop with practice.

(continued)

We must point out at this juncture, that we have investigated any possible persons in Port Hedland as regards a clerk-typist; also a shoremans position, without luck. The young lady that recently applied for the typist position cannot supply even a character reference and for certain reasons will not be in the position to take employment now anyway.

If a young man could be transferred here by you, we would have hatchcoars accommodation for him for a start. He would, unlike a female, be able to roll and load drums of fuel, make up orders, load trucks etc like the rest of the staff have to, sometimes to the detriment of clerical work.

A young man such as Super-onse or Ward-Tughes of Geraldton office would, in our opinion, be very suitable. He must be strong and active.

A good deal has been written here, and the writer sincerely

bursts that out of it all, you can find good for thought.

RECORDS  
Finally, Mr Anderson has been here for approximately 5 years and it is possible that he may wish to be transferred south in the next year or so.

Whichever way you approach the matter, another young man on the staff here would probably be more satisfactory in the long run.

In closing, it is regretted that we cannot obtain the necessary staff here, the only persons being available from time to time for casual store work in between working as bumpers on the local wharf.

Your views on the proposed going would be appreciated.

Peter J Lawley

Sub-Branch Manager

The Manager

Perth

Confidential



Nº 42

PORT HEDLAND.

17/4/1958

copy

Rental - Residence RECORDS

I acknowledge receipt of your letter of the 2nd instant concerning the above and as requested enclose my signed order to deduct rental from salary.

Peter J. Lawley  
Sub. Branch Manager

The Manager,

**RECORDS**

2nd April, 1958.

HCL/RB.

Confidential.

PORT HEDLAND.

RENTAL - RESIDENCE.

The rental on the residence occupied by you has been fixed at £80 per annum and we attach an order to deduct £3. 1. 7. from your salary each fortnight to cover the rental which please sign and return to us by an early mail.

There will not be any deduction made from the salary due to be paid this week, but the deduction will be made from the salary payment due on the 18th instant.



Assistant Manager.



The manager

Perth

Confidential

RECORDS

Nº

12

PORT HEDLAND.

27/3/1958

Residence Aask.....

RDS

As requested by you in your letter of the 11th instant we advise that Mr Duppen vacated the residence p.m. 26/3/58 and the writer entered into possession from AM 27/3/58.

Robert Lawley  
Sub-Branch manager.

The manager  
Perth

Confidential

RECORDS

Nº

15

PORT HEDLAND.

27/3/1958

Staff.



We acknowledge receipt of your letter of the 26th inst and wish to advise that Mrs Pepper continued duties until 26th instant.

Information concerning residence is contained in an earlier letter of today's date.

Robert Lawley  
Sub Branch manager

The Manager,

PORT HEDLAND.

23th March, 1958.

HCL/RB.


Confidential.

S T A F F.

We are in receipt of your letter of the 26th ultimo but cannot agree with the statement in the second part of your letter that if private accommodation is available ~~xxxx~~ we should find it possible to send a suitable typiste from Perth as it is doubtful if a girl would be prepared to go north for any length of time especially if a position was available in the metropolitan area, so we strongly advise you to continue your endeavours to obtain someone locally.

are  
We appreciate the difficulties you/faced with with the present shortage of staff, and to assist you we will have the debit and credit schedules typed in Perth, but this is only on the understanding that this work will have to be carried out at your Sub-Branch when your staff difficulties are overcome.

We do not favour cheques being hand written and feel that to have these typed would not present any great difficulty but if this cannot be done then we approve of their being written with a biro but this must be dark and not light blue but here again this must not be taken as a permanent arrangement., and typing must be reverted to as soon as possible.

  
Assistant Manager.



The manager.

Perth Office



Nº 8

PORT HEDLAND.

26/3/58

Staff

*put in order*

Further to our recent correspondence, we advise that we have not yet been able to locate a typist to replace Mrs Pepper.

The writer is investigating the possibility of obtaining private board in the town and if this can be arranged you should find it possible to employ a suitable typist at your end. A mature person would be essential.

Mrs Pepper has not only handled all typing here, but has done a good deal of the clerical work as well.

At present, Mr Stapleton is on leave and does not return until mid April thus leaving 50% of the usual staff to carry on, including packing of station store orders, there not being a storeman here.

You will no doubt appreciate this, and we trust that until the staff position improves here, we can turn to your good offices for assistance from time to time.

Initially we would apprec.

take it if you could arrange to have our debit & credit schedules typed at your end. You will have noticed that the schedules with our 25<sup>th</sup> march pack have been hand written, occupying some considerable valuable time.

Cheques: will have to be drawn by hand. If biro ink is inevitable would you kindly arrange for us a good fountain type pen, or similar, strong enough to enable us to obtain clear carbon copies.

Debenj. Lawley  
sub-branch manager

The Manager,

PORT HEDLAND.

26th March, 1958.  
HCL/RB.  
Confidential.

S T A F F.

RECORDS

We have not received any advice from you as to when Mrs Pepper ceased duties, so please let us have this information so that we can complete our records.

You were also to let us know the date that Mr. Pepper vacated the residence and the date it was taken over by Mr. Hawley, but this information is not to hand.

Please send your reply by return mail.

  
Pro Manager.

The Manager,

RECORDS

PORT HEDLAND

14th March, 1958

CONFIDENTIAL

STAFF - D. G. STAPLEDON

For your confidential information a cheque drawn by the above member of your staff for £27.13. 0. on the 28th ultimo in reduction of his staff account has been returned by the bank with the answer "Present again". The cheque was drawn on the Bank of New South Wales, Perth and will be presented again. In the event of it being returned again by the bank you will be advised.

*Leeds*

  
Assistant Manager.

The Manager,

RECORDS

PORT HEDDLAND.

10th March, 1958.

HCL/RB.


Confidential.

STAFF - P.J. HAWLEY.


This officer will be leaving with his family by 'plane tomorrow to take over the management of Port Hedland Sub-Branch from you and we require you to give him all the help and advice you possibly can during the fortnight prior to your departure for Perth.

Last June it was reported that your store chits were not checked or filed for some months and these are to be brought up-to-date and all other work must also be up-to-date prior to your handing over to Mr. Hawley.

Please let us have your assurance that this will be done.



Assistant Manager.



The Manager,

RECORDS

13th February, 1958.

PORT HEDLAND.

Confidential.

I am in receipt of your letter of the 11th instant.

Mr. Hawley's furniture will be sent up in "Koojarra" that arrives in your town somewhere around the 7th March. I have asked him about the furniture packing but if you require to know further will you write to him direct.

  
Manager.

*Handwritten signature*



The Manager,  
Messrs. Dalgety and Company Limited

11th. February, 1958.

PERTH. CONFIDENTIAL.

I am in receipt of your letter of the 7th. instant, and regret that I did not reply to your letter of the 20th. January.

The arrangements and dates mentioned would be quite suitable but I would like to know if Mr. Hawley's furniture will be coming up on a vessel prior to the one down on the 26th. March. The reason I am asking is because our furniture will have to be packed into something to ship away.

When I was transferred to this Branch our furniture came up in furniture boxes and as we unloaded it we packed Mr. Hamiltons.

At the present time we do not know what furniture we will be taking away with us as some of it will not stand the trip down.

Would you please arrange to book Mrs. Pepper and myself on the 'Koojarra' on the 26th. March.

*Handwritten initials*

*Handwritten signature*

.....  
Sub-Branch Manager.

*Koojarra due Port Hedland northbound 7th March approx.*

The Manager,

RECORDS

2

7th February, 1958.

PORT HEDLAND.

Confidential.

Further to my letter of the 20th ultimo which so far you have not acknowledged, I wish to advise that Mr. Hawley will be travelling to Port Hedland by 'plane on the 12th March. There is a ship going through on the 26th, which he suggests you could arrange for your furniture to come down on and possibly you and your family, but you may wish to travel in another way. That will give Mr. Hawley a fortnight with you before you leave and he may take his family up early and live at the hotel, but I assume you would vacate the house a day or so before and let them move in.

Will you please let me know if all this is suitable and confirm the dates.

  
Manager.

The Manager,

20th January, 1958.

Confidential.

PORT HEDLAND.

I wish to advise that it has been arranged that you will be transferred from Port Hedland Sub-Branch to take a position in the Merchandise Department, Perth. This transfer should take place some time in March, but I will let you have specific dates later on.

Mr. Hawley of Geraldton Sub-Branch will succeed you and I should like you to remain with him a fortnight to take over, but here again I will let you have more information later.



Manager.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.



PORT HEDLAND,  
W.A.

30th. December, 1957.

CONFIDENTIAL.

The staff of this Sub-Branch and myself wish to thank you for the very generous salary increase and bonuses granted to us for Christmas.

Our efforts will not be spared this coming year to improve the Company's business where ever possible.

.....  
Sub-Branch Manager.

The Manager,

RECORDS

23rd. December, 1957.

PORT HEDLAND.

Confidential

RESERVES AND PROVISIONS

In reply to our letter to the General Manager dealing with the above he has made the following remark :-

"I have previously drawn attention to the foolishness of giving credit at Port Hedland to casual workers in the district. Most of the provisions now necessary have arisen through giving credit to such people as miners, mine employees, truck drivers and the like. I trust there will be no likelihood of similar cases arising in the future."

I have informed the General Manager that I am in full agreement with his views, and I must again draw your notice to the too liberal credit you have given in the past. I do trust that you have taken cognizance of these instructions and that I will have no further trouble in this regard.

  
Manager.

The Manager,

# RECORDS

19th December, 1957.  
HCL/JH.

PORT HEDLAND.

Confidential.

## STAFF - D.C. STAPLEDON.

We are in receipt of your letter of the 22nd ultimo and this officer is due for six weeks' annual leave. It is noted that he wishes to commence on the 3rd March, 1958 and to this we agree, but the finishing date is 13th April and not the 20th as mentioned in your letter. There are, however, three public holidays occurring during Mr. Stapledon's period of leave which must be added on, so this will mean his returning to work on the 17th April.

  
Pro Manager.

The Manager,

Messrs. Dalgety and Company Limited

PERTH.

22nd. November, 1957.

RECEIVED  
25 NOV 1957  
19/12/57

ANNUAL LEAVE.

We are in receipt of your letter of the 20th. instant, and wish to advise that Mr. D.G. Stapledon advises that when he was transferred to this Branch in December, 1956, he was due for leave the March following. He will therefore be due for his holidays in March 1958 and wishes to take same from 3/3/58 to 20/4/58.

*Yes - 6 wks.*

*3/3/58 to 13/4/57*

*1 Day Labor Day*

*2 Days Easter Commence 17/4/57*

.....  
Sub-Branch Manager.

The Manager,  
Messrs. Dalgety and Company Limited



PORT HEDLAND

W.A.

28th. November, 1957.

PERTH.

STRICTLY CONFIDENTIAL.

Dear Sirs,

I am in receipt of your letter of the 26th. instant, and am very concerned about it indeed.

My disassociating myself with the decision of cutting down retail trade I cannot quite follow. After receiving your instructions to get rid of all our small customers and cease cash over the counter, retail trading and town deliveries we carried out these instructions.

The townspeople were advised that as we could not cope with all the necessary work and staff were hard to get we had no alternative than to cease trading as we had done in the past. At the same time we advised the station people that by doing this it would allow us more time to concentrate on their requirements and also carry additional stocks to save them sending away to Perth for them and also that we would now have the opportunity of making periodical trips throughout the whole district as we would not be tied up with small town clients.

As I mentioned above I am very concerned and upset over this and would very much like to know the full details of all the faults which Mr. MacLean found with this Branch.

I can assure you that all I have done at this Branch is in Dalgety's interest and at all times I have put Dalgety and Company Limited before myself and have not left a stone unturned to retain and gain business.

*not very helpful  
nor does he answer  
my specific questions*

.....  
Sub-Branch Manager.

The Manager,

PORT HEDLAND.

29th. November, 1957.

Confidential.

The Account Committee has made the following comment in regard to the report on your sub-branch for the year ended June last.

"PORT HEDLAND SUB-BRANCH - Net Profit £A.12,653. This was another excellent result."

This is to be quoted and answered when opening your report for the current financial year.

  
Manager.



The Manager,

RECORDS

C

26th. November, 1957.

PORT HEDLAND.

Strictly Confidential

I have received a letter from Mr. MacLean the Auditor from Roebourne setting out a number of instances where you are not carrying out your duties as you should. I do not wish to enumerate them at the present time as I am reviewing the position vis-a-vis Port Hedland Sub-Branch altogether, but there is one issue I must take up with you straightway and that is that Mr. MacLean states that you are disassociating yourself with the decision of cutting down retail trade. Please let me have your confirmation or otherwise of this statement as if it is so I shall have to take remedial action at once. Please give the matter your urgent attention.

  
Manager.

RECORDS

PORT HEDLAND,  
W.A.

The Manager,  
Messrs. Dalgety and Company Limited

21st. November, 1957.

RECEIVED  
23 NOV 1957



PERTH.

CONFIDENTIAL.

STORE STAFF.

We attach hereto Application for Employment Form together with agreement and small particulars form and regret our lateness in attending to this matter.

.....  
Sub-Branch Manager.

**PORT HEDLAND,**

W.A.

1st. October, 1957.

The Manager,  
Messrs. Dalgety and Company Limited



CONFIDENTIAL.

STAFF - D.G. STAPLEDON.

I am in receipt of your letter of the 30th. September,  
and wish leave granted to the above with pay. He will call and  
see you whilst he is down.

*Mr Lawson*  
*gal*

*R. Keppe*  
.....  
Sub-Branch Manager.

19-27/10/57

The Manager,

RECORDS

30th. September, 1957.

PORT HEDLAND.

Confidential

STAFF - D. G. STAPLEDON

I am in receipt of your letter of the 25th. instant applying for leave for the above officer, but you do not state whether you wish it granted with or without pay. I am agreeable to it being with pay if you think that this young man has done a good job. Will you please confirm or otherwise, and in any event ask him to call to see us whilst he is down.

  
Manager.

**PORT HEDLAND,**

W.A.

25th. September, 1957.

*[Handwritten signature]*  
The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

CONFIDENTIAL.



D.G. STAPLEDON.

The above Officer has been selected to represent the Port Hedland Rifle Club in the Queens Cup Competition shoot on the Swanbourne Rifle Range and has asked for time off from the 19th. October until the 27th. October.

Please advise if you are agreeable to this.

I recommend that this be granted.

*Ray*  
*yes*  
*[Signature]*

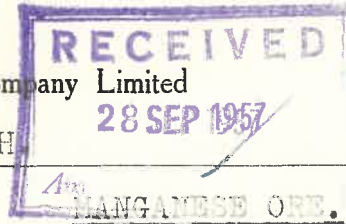
*[Handwritten signature]*  
.....  
Sub-Branch Manager.

**PORT HEDLAND,**

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

26th. September, 1957



CONFIDENTIAL.

We thank you for your letter of the 24th. instant and note your remarks re the Manager of the State Shipping Service.

The only reason we can see why Mr. Williams appointed Mr. Hannah to represent him in Port Hedland is due to the fact that Mr. Hannah forced himself on Mr. Williams, each time he came here loaning him his motor car and taking him fishing and to tennis during the day etc.

Mr. Hannah, knowing what the agency was worth has then evidently asked Mr. Williams to give it to him and from all we know the two of them may be benefiting by Mr. Hannah handling it. We agree that Mr. Williams' logical choice would be ourselves as up to now we have handled every ton of ore which has come into or has been shipped from this port.

.....  
Sub-Branch Manager.

The Manager,

PORT HEDLAND.

23rd. September 1957.

Confidential.

K. G. WESTGAGE - MARBLE BAR

This debtor has had a summons issued against him by Messrs. Westralian Farmers Co-operative Limited for £24.14.7. for goods supplied.

According to your ledger, he is indebted to us for £63.13. 8. and you must press for prompt payment and we also wish you to let us know if you desire us to take any action. In future this debtor's trading is to be on a cash basis.



Assistant Manager.



Memo Mr. Clairs.

EXTRACT FROM WRIT & SUMMONS LIST - W/E 12/9/57. PT. HEDLAND. LEDGER.

DEFENDANT.

PLAINTIFF.

WESTGATE, K.G; MARBLE BAR. (Our address PT. HEDLAND) - W.A. Farmers. Co-op

Summons - £24.14.7. Goods. Our Debt. £63.13.8. A/c K.

  
SECURITIES.

Perth.

20/9/57.

DW.

RECORDS

PORT HEDLAND,

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

16th. September, 1957.

RECEIVED  
18 SEP 1957  
Ans.....

PERTH.

CONFIDENTIAL.

STAFF - D.G. STAPLEDON.

We attach hereto form "B" which has been ratified  
by the above.

*Roeppel*  
.....  
Sub-Branch Manager.

The Manager,

RECORDS

12th September, 1957.  
/JH.

PORT HEDLAND.

Confidential.

STAFF - D.G. STAPLEDON.

Please have the enclosed form "B" ratified by this young man in the space provided, now that he has attained the age of 21 years, and return it to us by an early mail.

  
Pro Manager.

The Manager,

RECORDS

11th September, 1957

PORT HEDLAND

CONFIDENTIAL

STAFF

We are in receipt of your letter of the 4th instant and in view of your advices one week's salary is being included in the next pay sheet for the following officers :-

P. J. Andersen	...	...	£16.10. 0. gross
Mrs. B.L. Pepper	...	...	£13. 0. 0. "
D. G. Stapledon	...	...	£12. 9.10. "

  
  
Manager.

*Accountant*

RECORDS PORT HEDLAND,

W.A.

4th. September, 1957.

The Manager,  
Messrs. Dalgety and Company Limited



CONFIDENTIAL.

*ack  
go*

STAFF.

In your letter of the 30th. of May last, under the above heading you asked to be notified if any of the salaried staff worked overtime in excess of 40 hours during the twelve months ended the 31st. August.

We now wish to advise that all the salaried staff worked overtime in excess of 40 hours during the above period.

<i>P. J. Anderson</i>	<i>£16.10.0</i>
<i>Mrs. B. L. Pepper</i>	<i>£13.0.0</i>
<i>D. G. Stapleton</i>	<i>£12.9.10</i>

*[Signature]*  
.....  
Sub-Branch Manager.

The Manager,

2nd. September, 1957.

Confidential

PORT HEDLAND.

I am in receipt of your letter of the 28th. ultimo, and I quite appreciate that by cutting out all your town and retail trade over the counter your figures will show a considerable drop, but I am prepared to accept this position. It is much better to face this than to lose valuable stock and wool business, and another factor is the difficult staff position and bad debts and other features which are not entirely satisfactory.

I do not agree with your suggestion of leaving the matter until you are transferred as that would have the dual effect of the figures dropping as soon as a new Manager went there and also he would be blamed for the alteration in business and it would not be his doing. You must admit that you have caused this position to arise, and it is up to you to put it in order. You will receive further instructions when the General Manager and I have had time to peruse Mr. Sharp's report.

  
Manager.

PORT HEDLAND

W.A.

28th. August, 1957.

The Manager,  
Messrs. Dalgety and Company Limited

RECEIVED

29 AUG 1957

2/9/57

PERTH.


CONFIDENTIAL.

Dear Sirs,

I am in receipt of your letter of the 26th. instant, and regret that I did not write to you after Mr. Sharp's visit. My reason for not writing was as you suggested.

Mr. Sharp and I discussed very fully all the activities at this Branch. We agreed on practically everything but he advises that we had to let the town trade go and concentrate on the business from the stations and the Vacuum Oil Company, although he agreed with me that by cutting out all the town trade and retail trade over the counter our figures would show a considerable drop.

I advised him that we were cutting out as much as we could of the town trade now which includes cash sales over the counter and suggested that as I would be transferred from this Branch early in the New Year it would be better to leave the dispensing with all the town trade until then.

  
.....  
Sub-Branch Manager.

The Manager,

26th. August, 1957.

PORT HEDLAND.

Confidential

I had been expecting to hear from you subsequent upon Mr. Sharp's visit, but perhaps you thought it would be better to wait until I had read his report. No doubt you discussed everything with him and you either agreed or disagreed with his views. If you were both of the one mind when he left it would be easy to put his report into effect, but it would have been of help to me if you had let me know. He will be back in Perth this week so perhaps it would be as well if you give me your ideas now.

  
Manager.

The Manager,

30th. July, 1957.

PORT HEDLAND.

Confidential

Further to my previous advices and acting on instructions received from the General Manager Mr. Sharp will be proceeding to inspect your Sub-Branch as well as Carnarvon and Roebourne Sub-Branches, and his scope will be on the merchandise side with particular attention to retail trade, town trade, Vacuum agency and purchases.

His itinerary at present is to leave for Port Hedland on Tuesday, 6th. August, depart from there on Monday the 12th. for Roebourne and leaving there on the 15th. for Carnarvon. It is expected that he will be at Carnarvon for at least two weeks but it may be longer.

Will you please arrange to meet Mr. Sharp at the aerodrome and make the necessary hotel reservation.

Needless to say while he is at Port Hedland he must have your personal attention as much as practicable. He will discuss everything with you, particularly the report which he will be submitting to me and which in turn will go forward to the General Manager. If after discussion with him you are in disagreement on any points you may let me have your views in writing.

As Mr. Sharp will be devoting his time entirely to the office work please do not broadcast his visit to clients etc.

A copy of this letter has been handed to Mr. Sharp.

  
Manager.

The Manager,

28th. June, 1957.

PORT HEDLAND.

Strictly Confidential

I have received further correspondence from the General Manager dealing with the Vacuum shortage at your Sub-Branch, and he is very disturbed to learn that we must provide £1800 for the loss of distillate.

Both he and I are most concerned about the merchandise activities of the three North West Sub-Branches, particularly town trading and the Vacuum agency, so much so that he has instructed me to send Mr. Sharp to make a complete investigation. The latter will be leaving here in early August, and I will let you have his itinerary in due course. You have already been instructed that you must not allow the town trading to interfere with the ordinary running of your business, such as wool clients etc., and Mr. Sharp will deal with this aspect when he is with you.

  
Manager.

DUPLICATE The Manager,

From DALGETY AND COMPANY LIMITED, PERTH

28th. June, 1957.

PORT HEDLAND.

Strictly Confidential

I have received further correspondence from the General Manager dealing with the Vacuum shortage at your Sub-Branch, and he is very disturbed to learn that we must provide £1800 for the loss of distillate.

Both he and I are most concerned about the merchandise activities of the three North West Sub-Branches, particularly town trading and the Vacuum agency, so much so that he has instructed me to send Mr. Sharp to make a complete investigation. The latter will be leaving here in early August, and I will let you have his itinerary in due course. You have already been instructed that you must not allow the town trading to interfere with the ordinary running of your business, such as wool clients etc., and Mr. Sharp will deal with this aspect when he is with you.

Manager.

The Manager,

# RECORDS

30th May, 1957.

PORT HEDLAND.

Confidential.

This will confirm the various matters discussed with you by the Premises Officer during his recent visit to your Sub-Branch:-

PREMISES.

Office & Store. The office is to be swept and dusted every morning and kept in a tidy condition.

The following will be forwarded for the office:-

✓ 5 ft. of steel shelving on which you can keep all your files, invoice books etc.

✓ 4 waste paper baskets.

✓ 1 table 5' x 3'.

✓ 1 stool.

✓ As the fire extinguisher at present in the store is useless we will be sending two new ones with full instructions as to how they are to be charged, and they must then be placed in an accessible position in the store.

✓ The downpipe at the north-east corner of the store is to be connected so as to empty on to the cement apron.

✓ Residence. You are to arrange to have quarter round fitted around the skirting of the kitchen and we wish you to obtain a quote for having a ceiling placed in the second bedroom and also the bathroom.

✓ A new refrigerator is to be placed in the residence and the old one transferred to the bachelors' quarters, debiting the cost of the new one to "Plant Account".

Bachelors' Quarters. The contractor - Mr. Robertson - was instructed to have the roof battened and shutters made for the windows, so please see that he carries out this work at an early date, also the adjustments made to the new lavatory.

When the work has been completed you are to obtain a final account and forward it to us.

Plans and specifications are being drawn up for extensions to the bulk store and these will be forwarded to you to obtain quotes. When we know what the cost will be, a submission will be made to the General Manager seeking his approval for the work.

The representative of Messrs. W.A. Flick Pty.Ltd. was instructed to make an inspection of all the premises for white ants and pests and when he has carried this out a full report will be submitted to us and we will let you know details later.

STAFF. You are to organise your staff better so that some of the responsibility can be passed on without your having to take it all and from the report handed to me I am sure that if you do this you will find that the working of the office will be much easier.

If any of your salaried staff work overtime in excess of 40 hours during the twelve months and are within the scope of the Award, they are entitled to one week's salary each twelve months. The period commences on the 1st September each year and ends on the 31st August the following year, and you must advise us at the expiration of the period if the amount of overtime mentioned has been worked and we will attend to the payment.

You are to endeavour to secure a truck driver and make Mr. Bennett your storeman as he is keen on this side of the work and you are satisfied that he would be of considerable help in this direction.

TOWN TRADING. As was pointed out to you I am satisfied that a considerable amount of the trade from the townspeople is a losing proposition and you are to get rid of all your small customers as you must realise that it is better to do this and concentrate more on other aspects of the Company's business such as the valuable Vacuum agency. Town deliveries are to be limited to one per week and customers are to be advised that they are to buy in one dozen lots or more.

VACUUM AGENCY. The position of this is causing me much concern and after further investigations have been made at this end we will endeavour to come to some arrangements with the Vacuum Company regarding writing off portion of the loss.

In future the following instructions are to be rigidly adhered to :-

1. When a vessel arrives with bulk distillate you must, in conjunction with one of the ship's officers, dip the ship's tank before and after discharge, as well as making a dip of the shore tank prior to the fuel being pumped into it and after completion of discharge from the vessel. No receipt is to be given to the vessel concerned until you are satisfied that the full quantity has been received.

The Oil Company's engineer is firmly of the opinion that the water in the tank should be sufficiently settled after a few hours to make an accurate dip, but to make certain there has been no loss, you should make a dip 24 hours after the tank has been filled and again after running off the water. In the event of a serious difference between

the quantity which the ship states has been discharged and that which you receive into the shore tank, this should be recorded on the receipt given to the ship and the Oil Company advised immediately.

2. A book or stock card must be kept for recording all distillate receipts or deliveries and in addition you are to show the bulk and drums separately. When any drumming off is done the date must be shown in the book and the quantity deducted from bulk and added on to the drums. A reconciliation must be made every week and you are to forward us a copy of this showing the book count and the actual stock count, and if any discrepancies occur you can then explain the reason so that we can take it up with the Vacuum Company and have the matter adjusted.
3. The responsibility of keeping this record is to be placed in the hands of Mr. Andersen, who is to advise you the position weekly.
4. A careful check is to be kept of any working loss such as that which might occur during the run off of the salt water and in the drumming off, and a V 422 immediately made up and forwarded to the Oil Company.
5. As an added protection against loss when filling drums, each drum must be dipped to see that no overfilling occurs.
6. Petrol Bowser. The recording of all petrol decanted into the underground tanks and deliveries to customers is to be the responsibility of Mr. Stapledon, who is to dip the tank every morning and evening as it was pointed out to you that a certain evaporation must occur and a V 422 for any loss from this source must be forwarded to the Vacuum Company once a week.

Please confirm that all the foregoing will have your attention.

  
Manager.

The Manager,

24th May, 1957.

PORT HEDLAND.

Confidential.

RECORDS

The Auditor has advised me that he is seriously worried about the Vacuum position at your Sub-Branch and he has informed me that there may be shortages of Vacuum products running into four figures. This of course has caused me considerable concern and I have wired Mr. Lawson as follows this morning :-

"PLEASE REMAIN HEDLAND UNTIL THOROUGHLY INVESTIGATED  
VACUUM POSITION ADVISE PEPPER"

and no doubt he has already shown you his copy.

I have instructed him to remain at Hedland until he has sufficient information and details to take up the matter direct with the Vacuum Company at this end.

The Auditor has pointed out to me that you have dealt with matters of policy direct with the Vacuum Oil Company which should have been sent on to me for my decision and also for taking up direct with the executive of the Vacuum Company. Should this be correct, and I expect it would be in view of the Auditor's disclosure, I would instruct you in future to keep me advised of these important matters.

Mr. Lawson will report on his return and in order that he may be aware of what has taken place I have sent him a copy of this letter.

The thought also obtrudes that you may be neglecting this valuable agency by seeking too much of the town trade in stores, a policy which has often had my warning as to its *lack of* soundness and economic value in the working of the Sub-Branch.



Manager.


The Manager,

3rd. April, 1957.  
HCL/JEB

PORT HEDLAND.

ConfidentialSTAFF - E. TRELOAR

We are in receipt of your letter of the 1st. instant and we have spoken to this officer regarding the amount of £8/18/- for laundry and he will forward you a cheque for this amount in settlement. This was a mistake on his part prior to going to Port Hedland as he was under the impression that the Company would pay his laundry account.

  
Assistant Manager.

RECORDS

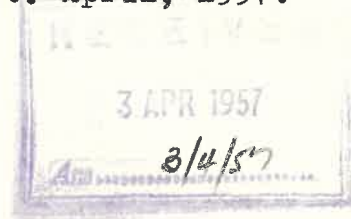
PORT HEDLAND,

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

1st. April, 1957.

PERTH.



An amount of £8.18.0 has been debited to Travelling Expenses account in our books for Laundry for Mr. Treloar when he was relieving at this Sub-Branch.

Please advise if this is in order.

*[Handwritten Signature]*  
.....  
Sub-Branch Manager.

The Manager,

# RECORDS

2nd April, 1957.  
HCL/JH.

PORT HEDLAND.

Confidential.

When the flats are completed and Mr. Stapledon takes over one of the rooms, the allowance of £4. 4. 0. per week which we now make to him will cease and he will be called upon to pay a rental of £1. 0. 0. per week which we consider is quite reasonable.

We are not aware what arrangements you intend to make to ensure that the bachelors' quarters will be well looked after and kept in a tidy condition, but we will expect Mr. Stapledon to do everything possible to carry this out, but suggest that you employ a cleaner - preferably a woman - for an hour or so each week. Please let us know what you do.

We have placed an order for the following furniture to be shipped by first available steamer :-

2 combination wardrobes  
2 bedroom chairs  
2 kitchen chairs  
1 kitchen table  
2 bedsteads with springs and mattresses  
Linoleum sufficient for 4 rooms and passage.

Please take a note and let us know when this arrives.



Assistant Manager.



The Manager,

5th. March, 1957.

PORT HEDLAND.

Confidential

I am in receipt of your letter of the 1st. instant, and providing it was not gross carelessness on the part of Mr. Andersen I am prepared to debit the cost of the windscreen replacement to Store Expenses. Please let me know what you do.

  
Manager.

The Manager  
Messrs. Dalgety and Company Limited

PERTH



PORT HEDLAND,

W.A.

1st. March 1957

During this past week we took delivery of a 'Willys Jeep' on behalf of Wallal Downs Pastoral Company.

Whilst preparing the vehicle for use Mr. Andersen was unfortunate in breaking the windscreen by allowing it to fall on some tools.

Immediate arrangements were made to have a replacement airfreighted from Perth and the windscreen has now been replaced at a cost of approximately £13.

Mr. Andersen is fully prepared to meet all costs and I have not intimated that the situation could be otherwise. Could some consideration be given however, to assisting this Officer in meeting the costs involved, even though negligence is admitted.

Mr. King will be informed of the mishap when he calls to take delivery.

*Stone  
eschewer*

*E. Nelson*  
.....  
Pro. Sub-Branch Manager

The Manager,

RECORDS PORT HEDLAND.

26th. February, 1957.

Confidential.

I am in receipt of your letter of the 22nd. instant and thank you for your advices of the damage and rainfall resulting from the recent cyclone.

I also acknowledge your report of Messrs. Andersen and Stapledon and it is gratifying to learn that both are doing good work.

The barbecue held last week was a success and was thoroughly enjoyed by all.

  
Manager.

RECORDS



Post Hedland  
Friday 22<sup>nd</sup> Feb 57.

Post Paid  
Hedland  
at Hedland

RECEIVED  
25 FEB 1957  
26/2/57

The Manager.

Dear Sir,

Since the passing of the cyclone, which we were fortunate enough to miss, I have gathered a few reports from some of the stations which were situated in the path.

The figures I am quoting are by no means official of course, being estimates only, but I am submitting them with the thought that they may be of interest to you.

Unfortunately Beby seems to have suffered extensive losses, but generally the widespread rains appear to have been most beneficial. Although many roads, including the Washle Bas road, are still closed most are expected to re-open for light traffic within the next few days.

I have not been able to raise the King at Wallal Downs but think everything must be normal as an order for stones, dated yesterday, was delivered this morning by. m.m.A. Keith have I been able to contact Pardos as their telephone line is down and they apparently radio through Derby.

I have set out hereunder  
some information which I have been able to obtain.

### De Grey River Station.

The Manager, Mr W. Blank, estimates his stock loss at between 7000 and 10,000 sheep. It can only be hoped that this figure will be considerably reduced after a more thorough inspection of the Station. Damage to the homestead and outbuildings was fairly heavy and most of the property is still under water.

Actual rainfall was 832 points, 700 of which fell in one night.

### Castindie Station.

Mr Mc Gregor reports damage very slight. His stock loss between 300 and 500 sheep. Rainfall 961 points.

### Lalle Rookh

Mr White reports no damage, no stock loss. Rainfall 733 points.

### Wallawarra

Mr Hall reports no damage, no stock loss. Rainfall 464 points.

Warravagine Station.

The Johnson reports no damage,  
no stock loss. Rainfall 287 points.

Mardosa Station.

The Bosheth reports no damage,  
no stock loss. Rainfall 830 points. X

Having completed three weeks of my stay in Post Hedland I feel that I have gained a lot of very valuable experience — even in such a short period. Coming fresh from Perth office one is amazed at the many, and varied activities of our company, whilst I am particularly impressed with the reputation we enjoy for service in this area. I would like to mention here, if I may, what an excellent job Anderson is doing. This office is held in high esteem and is an asset to the Sub-Branch.

Stapledon is finding his feet and shows every promise of becoming an efficient member of the Sub-Branch Staff.

There is no employment of any kind available at the moment and the town is full of men; some looking for work, others not caring

if they never find it. I have had an average of two a day in looking for Station work but can do nothing for them. Some appear to be genuine types who really want work, but I am afraid that most of them are drifters who would never be any use anywhere.

I would like to take this opportunity, Sir, to thank you for giving me this chance to broaden my knowledge of our company. I know that on my return to Perth I will have a fuller understanding of the conditions and problems which are ever confronting our South West representatives.

In conclusion I express the hope that the barbecue on Saturday night has been added to the list of "Palmy Successes", which I have no doubt it was.

My very best wishes,

yours faithfully,

E. L. Looe.

The Manager,

RECORDS

30th. January, 1957.

PORT HEDLAND.

Confidential

I am in receipt of your letter of the 25th.  
instant.

I have arranged for Mr. Treloar to leave by Saturday's plane to take over your Branch during your absence. Will you please inform Mr. Andersen that Mr. Treloar is a senior officer and therefore he will be acting Manager, but this is in no way an indication that we have not complete confidence in Mr. Andersen.

I must say that I do not like the tone of your letter, and I have already indicated this to you before but you keep on persisting. I will discuss it with you when you are in Perth, and would say this now that I will not put up with it any longer.

  
Manager.

RECEIVED  
23 JAN 1957  
20/1/57  
Ans.....

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited  
PERTH.

25th. January, 1957.

RECORDS

CONFIDENTIAL.

Dear Sirs,


I am in receipt of your letter of the 23rd. instant, and note that you do not intend to send an officer to relieve me during my absence on annual leave as you consider Mr. Andersen should be capable of carrying on.

Whether Mr. Andersen is capable of doing the work or not it means that he (with an officer who has been here for a fortnight) is expected to keep the work up to date. At the present time with four of us doing the clerical work we are well behind and I am working night after night and weekends too to try and get ahead with the work before we go on leave.

I have always endeavoured to thoroughly educate staff sent to this Branch and I am always willing to help and explain anything they want to know, therefore if they want to learn it is up to them. However there are certain sections of the work which it is impossible to do during the daytime owing to increased business and they have to be done at night and if an officer is willing to come back and see what is to be done he will be shown.

If it was possible to employ a male or female locally it would help but there is definitely no one available.

To go on holidays knowing that when I return there will be a lot of back work to pick up is not very encouraging. Therefore I do not feel a bit happy to go on leave until assistance arrives.

  
.....  
Sub-Branch Manager.

The Manager,

# RECORDS

23rd. January, 1957.

HCL/JEB

PORT HEDLAND.



Confidential.

We are in receipt of your letter of the 21st.  
instant.

It is not our intention to send an officer to Port Hedland to relieve you during your absence on annual leave as we consider that Mr. Anderson should be capable of carrying on. This young man was transferred to Port Hedland in July, 1953, so has had ample time to become fully acquainted with the Company's set-up at your centre. You have been instructed on various occasions to educate your staff in all matters pertaining to your Sub-Branch, and if this has been done Mr. Anderson should be able to relieve.

We approve of your engaging a girl to carry on Mrs. Pepper's work if you consider this necessary. Please let us know what you do.

  
Manager.

RECORDS

PORT HEDLAND,  
W.A.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

RECEIVED  
22 JAN 1957  
Ans..... 23/1/57

21st, January, 1957.

I would like to leave here for holidays during the last week of this month and would be pleased if you will advise when a relief officer will be coming up to take my place.

With two of us away at the same time the remaining staff could not cope with the work and also there are certain sections of the work which they are not familiar with.

There is also a possibility of another overseas ship calling in here about the 20th. February to load Manganese.



.....  
Sub-Branch Manager.

The Manager  
Messrs. Dalgety and Company Limited



PORT HEDLAND,  
W.A.

15th. January, 1957.

*gal*

I am in receipt of your letter of the 24th. December,  
and wish to thank you for the merit bonuses and increase in my  
salary and trust that business will show a further increase during  
1957.

✓  
Receipts are attached.

*Lees*

*R. J. ...*  
.....  
Sub-Branch Manager.

# RECORDS

The Manager,

14th January, 1957.  
HCL/JH.

PORT HEDLAND.

Confidential.

STAFF - D.G. STAPLEDON.

Approval has been received from the General Manager to pay this young man a living allowance of £4. 4. 0. per week, which will be reviewed on completion of the bachelors' quarters and again in September next when he reaches the age of 21 years.

Please advise him that this amount will be paid to his bank account with his salary.



Assistant Manager.



The Manager,

RECORDS

11th January, 1957.  
HCL/JH.

PORT HEDLAND.

Confidential.

STAFF - D.G. STAPLEDON.

We attach copy of letter of introduction handed  
to this young man.

Enc.

  
Assistant Manager.



RECORDS

The Manager,

8th January, 1957.  
HCL/JH.

PORT HEDLAND.

Confidential.

S T A F F.

To replace Mr. Mickle we intend transferring Mr. Stapledon to Port Hedland and he has been booked to leave here by 'plane on the 13th instant. Please arrange accommodation for this young man at one of the hotels and his first week's board is to be paid by your Sub-Branch.

Mr. Stapledon is 20 years of age and his salary is £624.17.7. per annum, and as he will be called upon to pay in the vicinity of £8. 8. 0. per week at the hotel, we have asked the General Manager for approval to assist him to the extent of £3. 3. 0. per week until he attains the age of 21 years, when the position will be reviewed.

This young man joined the Company on the 3rd March, 1952 and apart from seven months in the General and Accounts departments he has been attached to the Merchandise Department, and should prove an asset to your Sub-Branch.

Please take a note to let us know in two months' time how he is progressing.

*[Handwritten initials]*

*[Handwritten signature]*  
Manager.

MEMO - MANAGER.

PORT HEDLAND SUB-BRANCH

It is submitted for your approval that Mr. Stapledon be transferred to Port Hedland to replace Mr. Mickle who resigned on the 28th December last.

Particulars of Mr. Stapledon are as under :-

Full name David Gordon STAPLEDON

Born 8th September, 1936

Joined Company 3rd March, 1952

Present Salary £624.17. 7.p.a.

After serving seven months in the General and Accounts Departments this young man was transferred to the Merchandise Department where he has been ever since, and Mr. Sharp gives him a good recommendation.

Should he be transferred to Port Hedland he will be called on to pay about £8. 8. 0. per week for his board and lodging until such time as the bachelors' quarters are completed, and it is recommended that a submission be made to the General Manager asking that we assist him with his board to the extent of £3. 3. 0. per week. He advises he is paying £3. per week at home.

HCL/JH.  
3/1/1957.

*Handwritten signature*

*Q*

**PORT HEDLAND,**

**W.A.**

27th. December, 1956.

The Manager,

Messrs. Dalgety and Company Limited

**RECEIVED**  
28 DEC 1956  
PERTH 4723

CONFIDENTIAL.

*al*

STAFF - P.D. HICKLE.

We are in receipt of your letter of the 20th. instant,  
and return herewith the signed receipt forms.

*Lewis*

.....  
Sub-Branch Manager.

**PORT HEDLAND,**

W.A.

The Manager,

27th. December, 1956.

Messrs. Dalgety and Company Limited

PERTH.

CONFIDENTIAL.

---

STAFF - P.D. MICKLE.

We are in receipt of your letter of the 20th. instant,  
and return herewith the signed receipt forms.

  
.....  
Sub-Branch Manager.

The Manager,

RECORDS

11th December, 1956.  
HCL/JH.

PORT HEDLAND.

Confidential.

STAFF - P.D. MICKLE.

We are in receipt of your letter of the 6th instant advising the reason for this young man's resignation.

We hope to send you a replacement, but it may be early in the New Year before we can do so.

Would you please see that all letters pertaining to staff or premises are forwarded in duplicate. We only recently reminded you of this - in our letter of the 28th ultimo.

  
Assistant Manager.

PORT HEDLAND

W.A.

*gail*  
The Manager,  
Messrs. Dalgety and Company Limited

6th. December, 1956.

PERTH.

CONFIDENTIAL.

Dear Sirs,

RECORDS  
STAFF -- P. D. MICKLE.



I am in receipt of your letter of the 5th. December, and regret that I did not give you the reason why the above was resigning.

He advises he is leaving for Melbourne early in the New Year to enter a school for Hairdressing. It appears that his Father made all arrangements and then wrote and told him he considered it would be the best thing he could do. His Father has a Hairdressing business at Bunbury.

It would be appreciated if you could find a suitable substitute at your earliest as the above is not much help and business is very brisk.

*R. Pepper*  
.....  
Sub-Branch Manager.

The Manager,

PORT HEDLAND.

7th. December, 1956.

Confidential.

The Account Committee has made the following comment in regard to the report on your sub-branch for the year ended June last.

"PORT HEDLAND SUB-BRANCH - Net Profit £14,14.

encouraging increase in turnover."

An excellent result, and an

This is to be quoted and answered when opening your report for the current financial year.

  
Manager.



The Manager,

PORT HEDLAND.

5th. December, 1956.

RECORDS

Confidential

STAFF - P. D. MICKLE

I am in receipt of your letter of the 3rd. instant enclosing resignation from the above officer.

I do wish you would be a little more helpful to me and give me more information about staff matters. I presume you asked him his reason for his resignation, and I shall be interested to hear why he is leaving and what he intends to do. I have to supply this information each 12 months and cannot give it unless I obtain the necessary information from the Sub-Branches. Although you say you regret to advise that he wishes to resign, from his attitude to me on my recent visit I don't think he would be any great loss. I take it that you require another young officer as a substitute, and I am looking into the position and will advise you shortly.

I return his resignation which I leave you to answer.



Manager.

Encl.

**PORT HEDLAND,**

**W.A.**

The Manager,  
Messrs. Dalgety and Company Limited

3rd. December, 1956.



CONFIDENTIAL.

STAFF - P. D. NICKLE.

**RECORDS**

I regret to advise that the above officer wishes to resign from our staff. His resignation is attached.

.....  
Sub-Branch Manager.

The Manager,

DNC/BJH

PORT HEDLAND.

28th. November, 1956.

Confidential.

STAFF - P. D. MICKLE

RECORDS

On reviewing this officer's request for further financial assistance on account of accommodation, I find that when he was transferred on the 15th. May -

his salary was	£600. 1.10
hardship allowance	£13. 0. 0.
allowance for board at £3. 7. 0 p.w.	£174. 4. 0.
	<u>£787. 5.10.</u>

his present salary is	£754. 0. 0.
hardship allowance	£ 26. 0. 0.
allowance for board	£ 75. 0. 0.
	<u>£855. 0. 0.</u>

It was clearly understood that when Mr. Mickle accepted the position at Port Hedland the amount allowed for board would be reduced after he turned 21 years of age and received a substantial increase in salary.

In making the present allowance of £75 I consider the Company is treating him quite fairly, taking into consideration his salary increase, and his net position is £67.14. 2. per annum better than when he was first transferred.

It should not be long before the bachelors' quarters are completed which will make the position much easier for him and in the meantime will you tell him that I cannot make any further allowance.

  
Manager.



PORT HEDLAND,

W.A.

26th. November, 1956.

The Manager,  
Messrs. Dalgety and Company Limited



CONFIDENTIAL.

STAFF .. P.D. MICKLE.

We are in receipt of your letter of the 22nd. instant,  
and attach hereto Form B which has been signed as requested.

*R. J. ...*  
.....  
Sub-Branch Manager.

The Manager,

# RECORDS

22nd November, 1956.  
/JH.

PORT HEDLAND.

Confidential.

STAFF - P.D. MICKLE.

Now that the above officer has attained the age of 21 it will be necessary for him to ratify Form 'B'.

Please have this attended to and the form returned to us at an early date.



Assistant Manager.

The Manager,

DNC/BJH

PORT HEDLAND.

15th. November, 1956.

Strictly Confidential.

We refer to our letter of yesterday's date and enclose duplicate of letter from F. R. Strange Pty. Limited handed to us by Mr. Bickerton of Eric Newham (Wallerawang) Pty. Ltd.

He stated that it is their intention to hold the auction sale on the 23rd. and 24th. January. This means that the sale and the work involved as far as you are concerned would be over before you are due to take your annual leave. On the estimated realisation the earning to your sub-branch at 2½% would be a valuable contribution for little expense and we hope that you will be able to undertake the proposition.

We told Mr. Bickerton that we would not be prepared to accept the del credere risk. At the same time, you would be able to assist at the sale with your knowledge of the financial standing of some of the prospective buyers. In this regard, you would have to exercise care because if you told the auctioneer that a buyer was sound the Company would have to be prepared to accept the responsibility

You already have a list of the goods and some of these you might be able to arrange to take over at your own figure should you consider they would be suitable quick-moving lines for your sub-branch.

Before making any remittance of money, the balance of Eric Newham's account with us will have to be collected, plus of course the Company's share of commission on the sale.

Enc.

  
Assistant Manager.

P.S. From previous warnings we have issued you would of course not vouch for the financial stability of any mining concerns. There may be some buyers among our own station clients whom you could recommend.



DUPLICATE  
The Manager,

From DALGETY AND COMPANY LIMITED, PERTH

DNC/BJH

PORT HEDLAND.

15th. November, 1956.

Strictly Confidential.

We refer to our letter of yesterday's date and enclose duplicate of letter from P. R. Strange Pty. Limited handed to us by Mr. Bickerton of Eric Newham (Wallerawang) Pty. Ltd.

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You already have a list of the goods and some of these you might be able to arrange to take over at your own figure should you consider they would be suitable quick-moving lines for your sub-branch.

Before making any remittance of money, the balance of Eric Newham's account with us will have to be collected, plus of course the Company's share of commission on the sale.

Enc.

Assistant Manager.

P.S. From previous warnings we have issued you would of course not vouch for the financial stability of any mining concerns. There may be some buyers among our own station clients whom you could recommend.

The Manager,

14th. November, 1956.

PORT HEDLAND.

Strictly Confidential

I enclose copy of letter received today from the General Manager, and no doubt you have heard direct from the Company concerned.

I have replied to the General Manager to the effect that Marble Bar is some distance out and also that you would probably be taking your holidays towards the end of January, but I have left the decision to yourself. Please let me know what you intend to reply to Messrs. F.R.Strange Pty.Ltd. letter so that I can advise the General Manager.

  
Manager.

Encl.

The Manager,

RECORDS

8th. November, 1956.

PORT HEDLAND.

Confidential

STAFF - P. D. MICKLE

I am in receipt of your letter of the 7th.  
instant.

This matter has been left in abeyance until such  
time as the Christmas increases and/or bonuses are decided.

  
Manager.

PORT HEDLAND,

W.A.

7th. November, 1956.

The Manager,  
Messrs. Dalgety and Company Limited

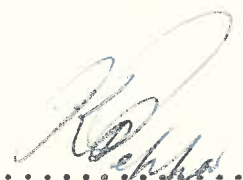
PERTH.



CONFIDENTIAL.

STAFF - P.J. NICKLE.

The above officer wishes to know if anything further has been done re his salary which was discussed during your recent visit.

  
.....  
Sub-Branch Manager.

F.K. Pepper. Esq.,

C/o.

1st October, 1956.

PORT HEDLAND.

RECORDS

Dear Pepper,

I am in receipt of your letter of the 28th ultimo and am pleased to learn that you are prepared to stay on at Hedland for a further twelve months subsequent upon your having your leave early next year.

I am pleased that you have made this decision and in a letter from the General Manager which I received this morning he also hoped that you would remain on for a further twelve months.

I look forward to seeing you and your wife when you are down on leave.



Manager.

**PORT HEDLAND,**

W.A.

The Manager,  
Messrs. Dalgety and Company Limited



23th. September, 1956.

PERTH.

I am in receipt of your letter of the 25th. instant and was pleased to read that you enjoyed yourself at the Carnarvon Races and that you looked after Alan White and his wife. They arrived back here late last Saturday night looking very tired after a trip of blow outs and having their petrol tank holed twice by flying stones.

I am pleased to advise that I am prepared to stay on here for a further twelve months after I return from my holidays early next year.

*Koeppe*  
.....  
Sub-Branch Manager.

The Manager,

RECORDS

27th. September, 1956.

PORT HEDLAND.

Confidential

I wish to refer to my recent inspection of your Sub-Branch, and I was pleased to find that in the main everything was going along smoothly.

The question of your transfer was discussed and I have written to you under separate cover in this direction.

It was found that you and your staff were overworked and I gave you permission to secure the services of another wages hand and also a junior. The latter you have since secured and we have written for further information.

STAFF. Mr. Mickle mentioned his salary and I am looking into this position.

Mr. Andersen. It is to be hoped that he does not do much more night work with Mr. Dempster with the result that he can do better work in the day time.

Mrs. Pepper is working full time and doing a good job.

Will you please let me know when you have a suitable storeman engaged.

DUNLOP TYRES. I passed on your message to the Manager and he is sending a representative of his Company around the North West interviewing all Managers and dispelling any doubts about his Company's products. If possible I would like to see sales made on their behalf as well as of other makes of course.

I was pleased to hear that the Race Party was a successful function.

It was arranged that Mr. Way would visit you next autumn to assist in the wool canvass.

It was agreed that Mr. Costigan could work with the M.M.A. on Saturday morning.

You were to look into the position for a ramp for the bulk store. Please forward quotes.

LIQUOR ROOM. The enlargement of this was deferred for the time being.

FORD THAMES TRUCK. Was in good order, and permission was given for you to drive the Holden Utility to Perth on your next holidays and

we would decide what is to be done about it then.

VACUUM AGENCY. Will you please let me know what you require in the way of commission and I will take it up with the Vacuum Oil Company. From memory I think you require an extra 2/9d. per drum.

You assured me that the bowser petrol records were reconciled each month, and that you were reconciling merchants' statements.

A representative of the Vacuum Oil Company was to visit you shortly to deal with shortages of fuel oil. Please let me know the result of your investigation.

CASH. This was counted and found to be correct.

PREMISES. You advised that the repairs and painting to the premises was carried out to your satisfaction.

BACHELOR QUARTERS. When the contractor has recovered from his illness will you please hurry this matter along.

  
Manager.

25th. September, 1956.

Dear Pepper,

It was very kind of your wife and yourself to look after us so well whilst we were in Port Hedland, and I did appreciate it.

I left my wife in Roebourne and she came down in the plane on Sunday and we were here to meet her. We had a good time at the Carnarvon Races and looked after Alan White and his wife by introducing them around a bit. We were glad to see his horse and also Jack Stove's have a win.

You will let me know as soon as you can whether you are prepared to stay on at Port Hedland for a further period, it of course being understood that you can be transferred when you wish.

I will be writing to you officially in the course of a day or so, and in the meantime I send kindest regards to your wife and yourself and the other members of the staff.

I also hope to hear in the near future that you have secured extra help so that there will not be so much night and weekend work.

Yours sincerely,



F. K. Pepper Esq.,  
Messrs. Dalgety and Company Limited,  
PORT HEDLAND.

COADS

*[Handwritten signature]*

**PORT HEDLAND,**

W.A.

24th. August, 1956.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

*[Red circular stamp]*

CONFIDENTIAL.

RECEIVED  
27 AUG 1956  
*[Handwritten signature]*

STAFF -- P.D. MICKLE.

We are in receipt of your letter of the 21st. instant,  
and the above has been advised accordingly.

The allowance of £3.7.0 per week was paid to this  
officer up to the 21st. instant.

*[Handwritten signature]*

.....  
Sub-Branch Manager.

# RECORDS

The Manager,

23rd. August, 1956.

PORT HEDLAND.

Confidential

I refer to your letter of the 8th. and my reply of the 9th. instant, and would ask you to let me know what your decision is if you have arrived at one. If I don't hear from you I will assume you will leave it until I visit your Sub-Branch about the middle of September.

  
Manager.

The Manager,

RECORDS

21st August, 1956.  
HCL/JH.

PORT HEDLAND.

Confidential.

STAFF - P.D. MICKLE.

When this young man was transferred to Port Hedland it was agreed that in view of the expense he would be put to in living away from home, an allowance of £3. 7. 0. per week would be made to him, being the difference between what he was paying in Perth and what he would be called upon to pay at the hotel in your town.

On the 18th instant he attained the age of 21 years and received an increase in salary of £129. 2. 5. and hardship allowance of £13. per annum, and as it is felt that he should receive some benefit from the increase we have decided to pay him a living away from home allowance of £75. per annum, which will be reviewed when he receives his next salary increase.

Please advise Mr. Mickle of the above, and no doubt he will be appreciative of the Company's generous action.

In future we will make payment of this allowance with Mr. Mickle's salary each fortnight, so please let us know up to what date you have paid the allowance.



Manager.

The Manager,

RECORDS

9th. August, 1956.

Confidential

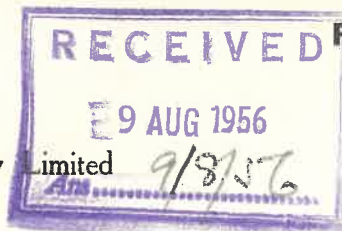
PORT HEDLAND.

I am in receipt of your letter of the 8th. instant, and must admit that it is a very brief one; in fact it could be described as rather blunt. I assume from it that you wish to be transferred and so as to be sure on the point will you please let me know if this is correct or not. If it is your wish then I will make arrangements to have you relieved as soon as I can do so.

  
Manager.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.



**PORT HEDLAND,**

W.A.

8th. August, 1956.

RECORDS

CONFIDENTIAL.

Please advise when I am to be transferred from this  
Sub-Branch.

.....  
Sub-Branch Manager.

The Manager,  
Messrs. Dalgety and Company Limited

RECEIVED  
18 JUL 1956  
PERTH Ans.....

PORT HEDLAND,  
W.A.

18th. July, 1956.

RECORDS

CONFIDENTIAL.

*gud*

STAFF. P.J. MICKLE.

The above officer has been at this Sub-Branch for two months and is carrying out his duties satisfactorily.

*R. J. Mickle*

.....  
Sub-Branch Manager.

The Manager,

RECORDS


22nd June, 1956.  
HCL/JH.

PORT HEDLAND.

Confidential.

PROPOSED BACHELORS' QUARTERS.

Several tenders have been received for this work and the lowest is from Mr. Robertson. We wish you to let us know by an early mail if the work that he has been doing at Port Hedland is of a satisfactory standard, and if you recommend him to do our job.

  
Pro Manager.

F. K. Pepper Esq.,

18th. June, 1956.

PORT HEDLAND.

Dear Pepper,

I received advice from the General Manager that he would like my wife and I to go up the North West in September, and I will let you know later on when you may expect me but it should be round about the middle of September.

With kind regards,

Yours sincerely,

A handwritten signature consisting of a stylized, circular scribble with a vertical line extending downwards from the center.

The Manager,

PORT HEDLAND.

18th. June, 1956.

Confidential

This morning the General Manager returned our Reserves and Provisions list and the only jarring note was that in respect of your Sub-Branch. The General Manager has made the following comments :-

" I was surprised to note the credit given by Port Hedland Sub-Branch to men of no particular consequence who were more or less casually employed or operating on their own account in the town. Action such as this can only be described as foolish and a far tighter control over credit must be exercised in future. I hope the losses made this year will be an ever present warning against similar action in future."

It is a pity that he has had to use such a strong word as 'foolish', and he knows that it is not through lack of warning on our part as you have been told on numerous occasions not to extend credit so lavishly. Will you please let me have your confirmation that credit will have your close supervision from now on.

STOREMAN. So far I have not heard from you in respect of your obtaining a new storeman, and I would ask you to let me know what you have done in this direction.

  
Manager.

PORT HEDLAND.

18th. June, 1956.

Confidential

This morning the General Manager returned our Reserves and Provisions list and the only jarring note was that in respect of your Sub-Branch. The General Manager has made the following comments :-

" I was surprised to note the credit given by Port Hedland Sub-Branch to men of no particular consequence who were more or less casually employed or operating on their own account in the town. Action such as this can only be described as foolish and a far tighter control over credit must be exercised in future. I hope the losses made this year will be an ever present warning against similar action in future."

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STOREMAN.

So far I have not heard from you in respect of your obtaining a new storeman, and I would ask you to let me know what you have done in this direction.

Manager.

I was surprised to note the credit given by Pt. Hedland Sub-Branch to men of no particular consequence who were more or less casually employed or operating on their own account in the town. Action such as this can only be described as foolish and a far tighter control over credit must be exercised in future. I hope the losses made this year will be an ever present warning against similar action in future.

F. K. Pepper Esq.,

12th. June, 1956.

PORT HEDLAND.

Dear Pepper,

My delay for a week was caused through the illness of my wife and I am pleased to say she is getting along well now. However, this morning I was served with a summons to serve on the Jury next week and the Registrar will not give me leave of absence. This will mean that my trip will be delayed some time and I will try to come up early in September, but I will let you know about this in the course of a few days.

Will you please cancel my accommodation and also that of Reg Spaven and tell the publican how sorry I am and explain to him that it was beyond my control.

With kind regards,

Yours sincerely,

A handwritten signature in blue ink, appearing to be a stylized 'S' or 'P' with a flourish.

F. K. Pepper Esq.,

11th. June, 1956.

PORT HEDLAND.

Dear Pepper,

My trip had to be postponed for one week and I now expect to arrive with Mr. Spaven at Port Hedland on the 29th. instant and leave on the 1st. July. Will you kindly alter the accommodation to the 29th. and 30th.

With kind regards,

Yours sincerely,

A handwritten signature, possibly 'P', written in dark ink. It consists of a large, stylized loop with a vertical line extending downwards from the bottom of the loop.

F. K. Pepper Esq.,

6th. June, 1956.

PORT HEDLAND.

Dear Pepper,

In company with Mr. Spaven I will be leaving for the North West on Friday morning next and I hope to arrive at Port Hedland <sup>by sea</sup> on the evening of the 22nd. I will be returning by plane on the 24th. at mid-day, and I shall be glad if you will book Mr. Spaven and myself in at which ever hotel you consider the better for the nights of the 22nd. and 23rd.

I am looking forward to seeing you all again.

With kind regards,

Yours sincerely,



The Manager,

21st May, 1956.

Confidential.

PORT HEDLAND.

I am in receipt of your letter of the 18th instant advising that you are unable to locate a suitable storeman at present and that you will have to carry on as you are.

Will you please make every effort to secure the services of a suitable man and let me know when you have done so.

  
Manager.

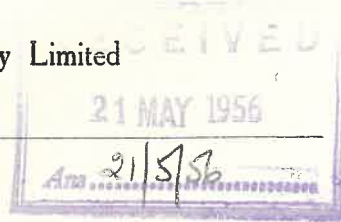
**PORT HEDLAND,**

W.A.

18th. May, 1956.

The Manager,  
Messrs. Dalgety and Company Limited


PERTH.



CONFIDENTIAL.

I am in receipt of your letter of the 14th. instant, and feel sure that if we could obtain a suitable storeman it would be the answer to a lot of our problems.

At present I am unable to locate a suitable man and until I can we shall have to carry on as we are.

  
.....  
Sub-Branch Manager.

The Manager,

14th May, 1956.

PORT HEDLAND.

Confidential.

The Auditor in his report to the General Manager, a copy of which he has handed me, has mentioned that you give the appearance of being overworked. I have been aware of this and on occasions have warned you not to overdo things and if you cannot cope with all the business you must be prepared to allow some to go past you.

The Auditor has also mentioned that the storeman spends practically his whole time dealing with aviation ~~and~~ gasoline and consequently it is left to you and your staff to carry out all the store work. I am writing to ask you if the answer to all this would not be that you secure the services of a storeman.

Will you please let me have your advices in this direction and if you can obtain a suitable man, send down your recommendation. If none is available will you let me know what you consider would be the best arrangement to make.

  
Manager.

The Manager,

PORT HEDLAND.

4th. May. 1956.

Strictly Confidential

VACUUM AGENCY

ultimo.

I am in receipt of your letter of the 30th.

I am afraid you are a little too persistent in your claims that you are always over-worked, and that you have no time for ordinary office procedure. You must readily recognize that Auditors are part of our machinery the same as accounts, and instructions received from the Board must be carried out. I am well aware that you have had staff difficulties, and we at this end have done everything possible to assist you. It has been indicated to you before that you must carry out these instructions, and if it means that you have to let a little business go by you just have to put up with it. It has been explained before that everybody has to let some business go by in order to look after the smooth running of their Branch, and I see no reason why you should be made an exception.

I will discuss the various matters with you on my Branch inspection to be made shortly, but I must ask you to please refrain from writing letters in such a strain.



Manager.

PORT HEDLAND.

4th. May, 1956.

Strictly Confidential

VACUUM AGENCY

I am in receipt of your letter of the 30th.  
ultimo.

I am afraid you are a little too persistent in your claims that you are always over-worked, and that you have no time for ordinary office procedure. You must readily recognize that Auditors are part of our machinery the same as accounts, and instructions received from the Board must be carried out. I am well aware that you have had staff difficulties, and we at this end have done everything possible to assist you. It has been indicated to you before that you must carry out these instructions, and if it means that you have to let a little business go by you just have to put up with it. It has been explained before that everybody has to let some business go by in order to look after the smooth running of their Branch, and I see no reason why you should be made an exception.

I will discuss the various matters with you on my Branch inspection to be made shortly, but I must ask you to please refrain from writing letters in such a strain.

Manager.

PORT HEDLAND

W.A.

30th. April, 1956.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.



Dear Sirs,

VACUUM AGENCY.

We are in receipt of your letters (2) of the 18th. and 24th. instant re the above.

The Auditor was here when your letter dated the 18th. was received so we discussed it with him. We told him that with the present staff we have we are unable to carry out all the instructions detailed in the letter. Whether or not he agreed we do not know but we do know what work is entailed when the Petrol and Oils turnover has increased from £18,132 for twelve months to £43,839 for only 9 months and the Commission from £2,195 to £4,470.

The volume of work at the Branch is still increasing but not the staff and it is expecting too much to ask our present staff to cope with it.

All this was pointed out to Mr. MacLean but he seems to think that we have time on our hands.

The time taken by Mr. MacLean and the undersigned to count our Vacuum Stocks was well over a day, this means that two of our staff will have to spend this time and more each month to count the stock. Also where are the trained staff to carry out this work, the undersigned counted all the stocks with Mr. MacLean (on a Saturday afternoon too) but it appears that the Manager of Carnarvon does not, the man in charge of the Petrol & Oils does. We havent a Petrol & Oil man but we would like to know the quantities handled at Carnarvon and Port Hedland and also the commission earned.

No one appreciates the fact more than we do that stocks must be checked as frequently as possible to eliminate errors etc., but we cannot give stock the necessary attention with our present staff and the only alternative we can see is to pass business by as to increase it only makes more work and worries.

.....  
Sub-Branch Manager.

The Manager,

# RECORDS

2nd May, 1956.  
HCL/JH.

PORT HEDLAND.

Confidential.

STAFF - P.D. MICKLE.

We are in receipt of your letter of the 30th ultimo.

The aviation company have promised that should a cancellation occur prior to the 15th May they will allot the seat to Mr. Mickle, in which event we will advise you.

In view of your remarks regarding the hotels, you can book Mr. Mickle in at the Esplanade.



Manager.



RECORDS

PORT HEDLAND  
W.A.

The Manager,  
Messrs. Dalgety and Company Limited

30th. April, 1956.



PERTH.

CONFIDENTIAL.

Dear Sirs,

STAFF - PETER DARREL MICKLE.

We are in receipt of your letter of the 27th. instant, re the above and note that he will not be arriving here until the 15th. May, cannot something be done about this and some strings pulled.

Your letter dated the 9th. instant, stated that you were hopeful of sending a replacement for Mr. Douglas prior to his leaving but by the time the above arrives we will have been without a man for approximately 4 weeks. Our work is getting further behind each day and at the present rate we will not be in very good shape by stocktaking which is not very far off.

You have asked us to book accommodation at one of the hotels but why preferably the Pier? This hotel does not give us any business whatever whereas the Esplanade does and the tarrif at the Pier is £8.8.0 per week.

The Esplanade Hotel has greatly improved over the last six months and the tarrif is £7.7.0 per week.

.....  
Sub-Branch Manager.

The Manager,

# RECORDS

PORT HEDLAND.

27th April, 1956.  
HCL/JH.

Confidential.

STAFF - Peter Darrel MICKLE.

We will be sending Mr. Mickle to your Sub-Branch to fill the vacancy caused by the resignation of Mr. Douglas and he will leave here by 'plane on Tuesday, 15th May, there not being a seat available before that date. Please book accommodation for this young man at one of the hotels, preferably the Pier.

Mr. Mickle is 20 years of age and his salary is £600.1.10.p.a and as he will be called upon to pay £7. 7. 0. per week at the hotel we asked the General Manager for approval to assist him until such time as he attains the age of 21 years. It has been agreed to contribute £3. 7. 0. per week towards his board, which is the difference between what he is paying in Perth and the hotel tariff at Port Hedland, and this is to be debited to "Travelling Expenses" in your books. When Mr. Mickle attains the age of 21 years the position will be reviewed and it may be necessary to continue making an allowance, but on a smaller scale.

This young man joined the Company on 9th February, 1953 and has had experience in the Merchandise Department and also in two of the smaller Sub-Branched, so should prove an asset to your Sub-Branch.

Please take a note to let us know, say in two months' time, how he is progressing.

As regards the bachelor quarters, a suitable plan is being prepared and tenders called. The matter will then have to be placed before the Managing Director for a decision and you will be advised in this direction in due course.



Manager.



PORT HEDLAND

W.A.

*Handwritten signature*

13th. April, 1956.



The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

CONFIDENTIAL.

Dear Sirs,

STAFF.

We are in receipt of your letter of the 11th. instant, re private accommodation or the possibility of securing a room for a young man aged 20 years.

Although enquiries have been made no private accommodation or spare rooms are available, 16 new houses are to be erected before the end of this year, this will give you some idea of the accommodation problems in this town.

The cheapest hotel tariff is £7.7.0 per week for permanent boarders and as you are aware this does not include any extras such as washing etc.

May we suggest that to overcome the problem of accommodation for future single staff that a room with bathroom combination one end and a bedroom the other be built on the land at the rear of the bulk store. A rental could be charged for this which would help to offset the original cost.

RECORDS

*Recommend  
to GM. 9  
18/4/56.*

*Handwritten signature*

.....  
Sub-Branch Manager.

The Manager,

11th April, 1956.  
HCL/JH.

PORT HEDLAND.

Confidential.

S T A F F.

We have a young man aged 20 years whom we consider would be a suitable replacement for Mr. Douglas, but we would like you to let us know if it is possible for private accommodation to be obtained for him, if not can he secure a room and have his meals at the hotel? When replying please let us know what the tariff would be in each case, also the full hotel tariff.

Please treat this matter as urgent and let us have a prompt reply.

  
Manager.

DUPLICATE  
The Manager,

From DALGETY AND COMPANY LIMITED, PERTH

11th April, 1956.  
HCL/JH.

PORT HEDLAND.

Confidential.

S T A F F.

We have a young man aged 20 years whom we consider would be a suitable replacement for Mr. Douglas, but we would like you to let us know if it is possible for private accommodation to be obtained for him, if not can he secure a room and have his meals at the hotel? When replying please let us know what the tariff would be in each case, also the full hotel tariff.

Please treat this matter as urgent and let us have a prompt reply.

Manager.

The Manager,

# RECORDS

9th April, 1956.  
HCL/JH.

PORT HEDLAND.

Confidential.

STAFF - J.C. DOUGLAS.

We are in receipt of your letter of the 5th instant enclosing resignation from this officer which has been noted by us. Mr. Douglas' letter is returned for you to acknowledge.

We are hopeful of sending you a replacement prior to Mr. Douglas leaving, and will write you later in this connection.

  
Assistant Manager.

*(Copy of Mr Douglas' resignation letter  
is on his Staff File*

RECORDS

RECEIVED  
6 APR 1956  
Ans.....9/4/56.....

PORT HEDLAND  
W.A.

5th. April, 1956.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

CONFIDENTIAL.

Dear Sirs,

STAFF - J.C. DOUGLAS.

We enclose resignation from the above officer which was handed to us this morning.

Mr. Douglas advised that he will be joining the staff of MMA at Port Hedland as they can offer him a house here.

We have been expecting this as practically all his salary is paid out in hotel board. Since just before Christmas he has been living in various houses whilst the owners have been away on leave, but next week he will have to go back to a hotel.

It is to be hoped that you will be able to find someone to take his place immediately as the work at this Branch is still increasing with the additional business we are doing. Also the manganese carting will start again shortly and we will be right up against it.

There is no suitable person in this town to whom we could offer employment.

Owing to the lack of accommodation here it would be preferable to send a single man.

.....  
*R. P. P.*  
.....  
Sub-Branch Manager.

*Is!*  
*Label on*  
*quarters*  
*room*  
*attached }*

The Manager,

HCL/BJH

# RECORDS

PORT HEDLAND.

19th. March, 1956.

Confidential.

STAFF - J.C. DOUGLAS.

We are in receipt of your letter of the 14th. instant enclosing completed medical report. Form "C" is now attached which please have signed by Mr. Douglas and return to us together with his birth certificate or an extract therefrom.

Please advise Mr. Douglas he has been appointed to the Permanent staff as from the 1st April 1956 from which date his contributions to the Staff Pension Fund will commence.

Enc.

Pro Manager.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.



PORT HEDLAND,

W.A.


14th. March, 1956.

RECORDS

CONFIDENTIAL.

STAFF -- J.C.DOUGLAS.

We are returning herewith the medical report which has now been completed.

  
.....  
Sub-Branch Manager.

The Manager,

RECORDS

HCL/BJH

PORT HEDLAND.

14th. March, 1956.

Confidential.

STAFF - J.C. DOUGLAS.

We are in receipt of the 27th. ultimo giving an explanation regarding the delay in having this officer medically examined.

The medical report form reached us late in February but was not signed by the doctor. This was returned to you under date of our letter of the 28th. February asking that the omission be rectified, but the form has not been returned. We must point out to you that matters relating to staff are urgent and through not having the completed medical form Mr. Douglas is losing service under the Staff Pension Fund, so please see that the form is forwarded to us by return mail.

  
Assistant Manager.

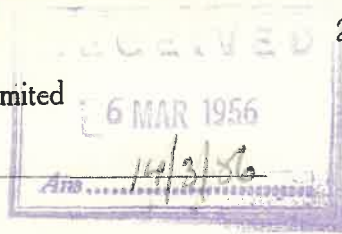
PORT HEDLAND,

W.A.

27th. February, 1956.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.



RECORDS

CONFIDENTIAL.

STAFF - J.C. DOUGLAS.


We are in receipt of your letter of the 21st. instant, and was rather surprised to read that the above has not yet been examined by our local practitioner.

When he was handed the medical report form he was advised to ring the doctor and make an appointment which he did.

On receipt of your letter we asked him re this and he advised that he made an appointment with the doctor but he forgot to keep it and since then he has forgotten all about it.

That is a big fault with the staff today they forget too much.

The completed Report has been posted direct to you.

  
.....  
Sub-Branch Manager.

The Manager,

# RECORDS

28th February, 1956.  
HCL/JH.

PORT HEDLAND.

Confidential.

STAFF - J.C. DOUGLAS.

The medical report form which you forwarded to us for Mr. Douglas is incomplete as the doctor did not answer the important question as to whether he considers this officer suitable for admission to the Company's service, with the right to participation under the Staff Pension Fund.

In view of the examination we feel that the doctor's decision will be favourable, but please get him to write this in.

  
Assistant Manager.





The Manager,

# RECORDS

21st February, 1956.  
HCL/JH.

PORT HEDLAND.

Confidential.

STAFF - J.C. DOUGLAS.

Under date of the 16th ultimo we wrote to you enclosing medical report form and asking for you to arrange with your local practitioner to examine Mr. Douglas for admission to the Permanent Staff with a right to participate in the Staff Pension Fund.

No reply has been received, so please see that our previous instruction is carried out without further delay and that the medical report form is returned by an early mail.



Assistant Manager.



The Manager,

31st. January, 1956.

PORT HEDLAND.

Confidential

STAFF - P. J. ANDERSEN

RECORDS

This young man called to see me this morning and told me he is to be married at Port Hedland on Saturday.

As most of us only get married once in a life time I think it would be a good idea to give him two or three days off if you can spare him. This suggestion did not come from him but from me. I feel sure that if you can spare him for 2 or 3 days it would be to your advantage later on, but I leave the decision to you. I would like you to let me know what you do decide.



Manager.

The Manager,

RECORDS

25th. January, 1956.

PORT HEDLAND.

Confidential

STAFF - P. J. ANDERSEN

I am in receipt of your letter of the 23rd. instant and am agreeable to this young man coming to Perth for the days set out in your letter.

I assume that he is being married in Port Hedland, and if he has time to call in we would like to see him, but if not will you wish him every happiness in his future life.

  
Manager.

PORT HEDLAND,

W.A.

23rd. January, 1956.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

RECEIVED

JAN 1956

25/1/56

CONFIDENTIAL.

P.J. Andersen.

The above officer has asked if he can have next Tuesday, Wednesday and Thursday off as he wishes to travel to Perth by plane on Saturday the 28th. and return on Thursday the 2nd.

His reason is that he is being married on the 4th. Feb., and wishes to visit his people with his fiancée before that date.

I am agreeable to him having the time off.

Please advise if you are agreeable.

.....  
Sub-Branch Manager.

The Manager,

16th January, 1956.  
HCL/JH.

PORT HEDLAND.

Confidential.

STAFF - J.C. DOUGLAS.

RECORDE

We are in receipt of your letter of the 9th instant, from which we are pleased to learn that Mr. Douglas is carrying out his duties in a satisfactory manner, and in view of this we are prepared to appoint him to the Permanent Staff subject to a successful medical examination. A medical report form is enclosed and we wish you to arrange with your local practitioner to carry out the examination and after he has completed the form please return it to us.

In future, when an officer attached to your Sub-Branch has completed the three months' probationary period, please advise us as to how he is carrying out his duties and also let us have your recommendation, which will obviate unnecessary correspondence and permit us to give consideration to his appointment to the Permanent Staff.



Assistant Manager.



RECORDS

PORT HEDLAND,

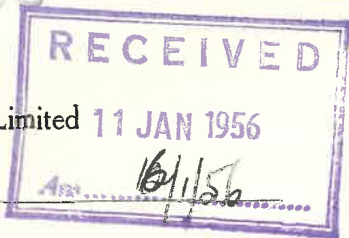
W.A.

The Manager,

Messrs. Dalgety and Company Limited 11 JAN 1956

9th. January, 1956.

PERTH.



CONFIDENTIAL.

STAFF - J.C.DOUGLAS.

We are in receipt of your letter of the 5th. instant, and wish to advise that the above is carrying out his duties satisfactory.

*No recommendation?*  
*ML*

*[Handwritten Signature]*  
.....  
Sub-Branch Manager.

The Manager,

RECORDS

5th January, 1956.  
HCL/JH.

PORT HEDLAND.

Confidential.

STAFF - J.C. DOUGLAS.

This officer has now completed his three months' probationary period so please let us know if he is carrying out his duties in a capable and efficient manner so that we may give consideration to his appointment to the Permanent Staff.

Please take a note for future guidance that when an officer is engaged for your Sub-Branch you must, on completion of three months' probationary service, advise us as to how he is performing his duties, which will obviate our writing to you for the information.

*[Handwritten initials]*

*[Handwritten signature]*  
Assistant Manager,

The Manager,

RECORDS

30th. December, 1955.

PORT HEDLAND.

Strictly Confidential

I am in receipt of your letter of the 28th. instant and am glad to have such a good report on Mrs. Pepper's work.

I know it is always disappointing for those that do not receive some recognition at the end of the year, but in your case it is slightly different. It has always been difficult to staff the North West Branches and to do so we have to assist the younger men. You yourself received an excellent bonus I think and also an increase, which I can confidentially tell you were very few and far between. Only a few special girls on the staff received bonuses but at the same time I am glad to have your report on Mrs. Pepper, and will you please inform her that I am pleased to learn it.

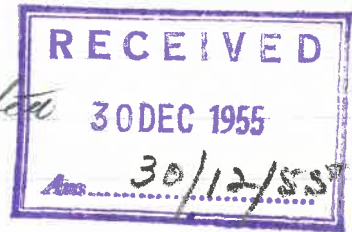
I do not know where you got your information in regard to the salary paid to Mrs. Cook in comparison with that of Mrs. Pepper because what you have stated is not true.

  
Manager.

P Hedland

28<sup>th</sup> December 1955

The Managers,  
Messrs Dalgety and Company Limited  
Perth



CONFIDENTIAL

I am in receipt of your letter of the 21<sup>st</sup> inst advising the increases and for merit bonuses & wish to thank you for the increase & bonus which I received

In my recommendations I included Mrs Pepper but no notice was taken of this, instead the amount I recommended for Mr Andersen was increased by £10

Mrs Pepper is very upset over this & considers that it is very unfair to have left her out & I fully agree, not because she is Mrs Pepper but because she shows so much interest in the Branch

It is very hard for me to keep the peace when things like this occur & it would have been better to have reduced my bonus & given it to her. She has more & shows more interest in the workings of this Branch than the rest of the Staff put together & I consider her work just as responsible as Mr Andersen's & she does just as much work as the others & more efficiently

To receive a bonus you state the participant has given the Company something to deserve it surely then Mrs Pepper comes under this category as well as others

(2)

I fully realise the difference between male & female staff members but in a small Branch such as this things are entirely different

Whilst on this subject would you please advise why Mrs Cook at Roebourne Office who has only been working a short period is receiving a higher wages than Mrs Pepper who has been employed for over 4 years?

Pepper  
Sub-Branch Manager

The Manager,

DNC/BJH

PORT HEDLAND.

16th. November, 1955.

Confidential.

The Account Committee has made the following comment in regard to the report on your sub-branch for the year ended June last.

"Port Hedland Sub-Branch - Net Profit £A.13,273. A record and good result, despite the disappointing turnover in sheep. This is not explained, but was presumably due to clients stocking up in a good season. "

This is to be quoted and answered when opening your report for the current financial year.

  
Manager.



The Manager,

RECORDS

28th October, 1955.  
HCL/JH.

PORT HEDLAND.

Confidential.

STAFF - J.C. DOUGLAS.

We are in receipt of your letter of the 26th instant advising the difficulty that this officer is having in finding accommodation.

Prior to engaging Mr. Douglas we informed him that accommodation was acute in Port Hedland and that he would in all probability have to reside in one of the hotels, but he was prepared to accept these conditions as he felt sure that an opportunity would eventually present itself whereby he could secure a house.

We trust that his efforts will shortly bear fruit and in the meantime we are agreeable to pay a fortnight's accommodation for both Mr. Douglas and his wife. You can pay him £29. 8. 0. and debit "Travelling Expenses".

  
Manager.

PORT HEDLAND,

W.A.

26th. October, 1955.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.



RECORDS  
CONFIDENTIAL.

STAFF - J.C. DOUGLAS.

The above officer receives £34.2.0 net for the fortnight out of which he has to pay £29.8.0 for board at the hotel. This leaves him with £4.14.0 per fortnight of which he has to pay for the laundry for his wife and himself.

I have tried to find accommodation elsewhere in the town but have not been successful. Mr. Douglas has also made enquiries but the prospects are very dull.

I feel certain that if the above was offered a position in this town with accommodation he would not hesitate to accept it.

Owing to the foregoing would you please advise if any assistance can be given to Mr. Douglas until such times as he is able to find other accommodation.

I also take this opportunity of advising that Mrs. Douglas is due to have a child in February next.

.....  
Sub-Branch Manager.

RECORDS

The Manager,  
Messrs. Dalgety and Company Limited

PERTH



PORT HEDLAND,

W.A.


29th. September, 1955.

CONFIDENTIAL.

We are in receipt of your letter of the 23rd. instant,  
re Mr. Douglas.

Hotel accommodation is very acute and we are unable to  
book Mr. & Mrs. Douglas in at the Pier so we have arranged with  
the Esplanade Hotel to accommodate them.

The tariff at the Esplanade is 7 guineas each per week  
and at the Pier it is £3 per week.

  
.....  
Sub-Branch Manager.

The Manager,

RECORDS

23rd September, 1955.  
HCL/JH.

PORT HEDLAND.

Confidential.

We have engaged Mr. Douglas for a position in your Sub-Branch and he will commence duties on the usual terms, i.e., three months on the temporary probationary staff, and if at the end of that period he has ~~has~~ carried out his duties in a satisfactory manner consideration will be given to his appointment to the permanent staff subject to a successful medical examination. We will give you full particulars later.

He will be leaving by 'plane on the 4th October accompanied by his wife, so please arrange accommodation for Mr. and Mrs. Douglas at one of the local hotels.



Assistant Manager.



The Manager,

# RECORDS

HCL/BJH

PORT HEDLAND.

19th. September, 1955.

Confidential.

We are in receipt of your letter of the 16th. instant.

Staff

An advertisement was placed in the paper for an officer for your sub-branch and we received an application from Mr. Douglas who has had 5 years experience in Darwin in the Civil Aviation Department. He is 29 years of age, married, and will be calling on us on the 21st. instant for a further interview. If his references are satisfactory, we will arrange for him to leave for Port Hedland at an early date.

At the time Mr. Kain resigned, you were of the opinion that it would not be difficult to secure a replacement and as it is now over 4 weeks since Kain left you have not advised us what you have done regarding a storeman, so please let us know the position by first mail.

Accounting

It is essential that your packs are forwarded regularly so that all book work can be kept up to date, and you must see that this is given priority so that there will not be any hold-up in clients receiving their statements at the end of each month.



Manager.

PORT HEDLAND

W.A.

16th. September, 1955.

The Accountant,

Messrs. Dalgety and Company Limited

PERTH.

Dear Sirs,

DAILY PACKS.

RECORDS

RECEIVED

MR.

19 SEP 1955

Ans. 19/9/55

We are in receipt of your letter of the 15th. instant re the above and wish to advise that we have been unable to forward a pack since the 7th. instant owing to the following--

STAFF. We have not the staff to handle the volume of work at this Branch and business is still on the up-grade.

A ship arrived here on the 6th. instant to load Manganese, loading started on the 7th. and continued until 5.30 pm on the 14th. Loading started at 8 am each day until midnight and during this period we had to be at the weigh bridge from 1 pm until midnight everyday including Saturday.

We were also agents for this vessel which gave us additional work.

We realise quite well that an even flow of packs is the best for us as well as yourselves but until we obtain more staff we regret that we will be late with all our work.

.....  
Sub-Branch Manager.

The Manager,

RECORDS


14th September, 1955.  
HCL/JH.

PORT HEDLAND.

Confidential

We have received an enquiry from Mr. Douglas, aged 29 years, for a position at Port Hedland, and as he was in Darwin for five years with the Department of Civil Aviation he would no doubt settle down better than someone who is not conversant with the North-West.

Mr. Douglas is married and naturally requires a house, so please let us know if there is any possibility of him securing one should he decide to go to Port Hedland.

  
Pro Manager.

The Manager,

RECORDS

PORT HEDLAND.

10th. August, 1955.

Confidential

STAFF - E. N. EVANS

I am in receipt of your letter of the 7th. instant enclosing resignation from the above officer. You do not say whether you have replied to it or not, but if not please do so.

You are quite wrong in the attitude you have adopted because it is not necessary for anybody to give their reason for leaving the Company. We are a free people and if we like to leave the Company we can do so without giving any reason. I am surprised that you did not know this. In our Agreements for employment we have a clause whereby a month's notice is to be given but this is hardly ever observed today. Quite a number of employees at this Branch, and particularly girls, leave within a week and we cannot stop them. The only action we can take at law is to sue the person for damages for loss of use of their services, and I can hardly imagine any Court awarding us damages these days, particularly in view of the poor staff position. In any event you say that Mr. Evans was not a good officer, and, therefore, we are better without him.

I am looking into the position of a replacement and will let you know in the course of a few days.

Mr. Evans' letter is enclosed and you are to acknowledge it if you have not already done so. The letter, I think, is quite a reasonable one, and I would suggest that you accept the resignation with regret and that it will be in order for him to leave on the 16th. instant.

  
Manager.

RECORDS

R Hedland  
7th August 1955



Confidential

The Manager,  
Messrs Dalgety and Company Limited  
Perth.

Staff - E. N. Evans

Dear Sir,

I attach hereto resignation handed to me by the above office on the 3rd inst.

On receipt of this I explained that it was necessary for a reason to be given, also that he was expected to give one month's notice, so I handed his resignation back to him to have same altered.

As I had not received this by Saturday morning I asked him where it was & he stated that he did not have to give a reason & come what may he was leaving on the 16th, he then handed me back his original resignation.

I am not sorry that he is resigning as he is still an 8 to 5 man, very careless & shows no interest in his work whatsoever.

He advised me that he has accepted an office position with Mac Robertson Mells Aviation Co in this town.

Please advise what steps are to be taken with this office. A suitable replacement is not available in this town.  
Yours faithfully  
R. Peffer


F. K. Pepper Esq.,

C  
9th. August, 1955.

PORT HEDLAND.

Dear Pepper,

In a discussion with Mr. Alston recently he told me you were a great help to him on his recent trip through the North West. This news I was pleased to have, and I told Mr. Alston I would drop you a line. No doubt he will also write to you.

  
Manager.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.



PORT HEDLAND,


W.A.

26th. July, 1955.

CONFIDENTIAL.

I am in receipt of your letter of the 6th. instant,  
and regret my delay in writing to thank you for the very  
generous increase in my salary which I very much appreciate.

All other members of this staff also appreciate  
their increases.

  
.....  
Sub-Branch Manager.

The Manager,

# RECORDS

DNC/BJH

PORT HEDLAND.

26th. May, 1955.

Confidential.

STAFF - P.J. ANDERSEN

We are in receipt of your letter of the 25th. instant and in view of this young man's family troubles, we will arrange a transfer to Perth as soon as possible. This may take some little time owing to difficulties confronting us in securing suitable staff.

  
Manager.



RECORDS PORT HEDLAND,

W.A.

25th. May, 1955.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.



CONFIDENTIAL.

STAFF. P.J. ANDERSON

The above officer has asked if he can be transferred back to Perth after we have finished our June balance work.

The reason he wishes this transfer is because his father has suffered several heart attacks over recent months and he feels that he should be home with his mother as they are alone.

He advised that whilst he was on leave he talked this matter over with his mother.

I am agreeable to this provided a trained officer is available to take his place.

*See what we can do*

..... *R. P. [Signature]* .....  
Sub-Branch Manager.

The Manager,

RECORDS

HCL/LN.

PORT HEDLAND

23rd March, 1955.

Confidential.

STAFF.

We are in receipt of your letter of the 21st instant regarding Mr. Andersen going on leave and we also wish you to arrange for Mr. Arnold to return to Perth not later than the 26th instant. You can inform Mr. Arnold that his leave is rostered to commence on the 25th April and that it will be in order for him to adhere to this date.

  
Manager.





*GW*

The Manager,

*Q*



PORT HEDLAND,  
W.A.

RECORDS

Messrs. Dalgety and Company Limited

21st March 1955.

PERTH.

STAFF.

We wish to advise that Mr P.J.Andersen is due to commence leave on the 28th instant and has arranged to leave by air on Saturday the 26th instant.

Would you please advise if it will be in order for this officer to proceed on leave as arranged.

*23/4/55*

*Amends  
come back  
now that  
Pettus has  
returned Q*

*H. H. Howard*

Acting Sub Branch Manager.

The Manager,

RECORDS

EW/BJH

PORT HEDLAND.

24th. January, 1955.

Confidential.

We are in receipt of your letter of the 22nd. instant and advise that Mr. Arnold will arrive in Port Hedland by Airlines plane at approximately mid-day on Tuesday, the 1st. proximo.

Will you please arrange to meet this officer at the aerodrome and in regard to his accommodation arrangements, Mr. Arnold will be writing you direct.

Assistant Manager.

*Two*

*Red circular stamp*

RECEIVED  
24 JAN 1955  
Ans.....24/1/55.....

PORT HEDLAND,  
W.A.

The Manager,  
Messrs. Dalgety and Company Limited

22nd. January, 1955.

PERTH.

CONFIDENTIAL.

I am in receipt of your letter of the 17th. instant, and note that you are endeavouring to arrange for Mr. Arnold to relieve me whilst I am on holidays. I sincerely hope this can be arranged.

The Kabbarli is now due to leave here at 7 pm on the 3rd. of February instead of the 7th. as previously advised.

*Handwritten signature*

.....  
Sub-Branch Manager.

*Monday work*

*Plan Tuesday - to 1st. Annie Hedland Monday Tuesday*

*Handwritten initials*

The Manager,

RECORDS

EW/BJH

PORT HEDLAND.

17th. January, 1955.

Confidential.

We are in receipt of your letter of the 15th. instant from which we realise that it is necessary to send a relief officer for the period you and Mrs. Pepper are away on leave. Your letter of the 5th. January advises that you leave in the "Kabbarli" on the 7th. February, so we will endeavour to arrange for a relieving officer to arrive there a day or two before, and in this regard will write you again. The last time you took leave Mr. Arnold took over the Sub-Branch and we hope to make a similar arrangement this time.



Assistant Manager.



*g/b*

PORT HEDLAND,

13th. January, 1955.

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

RECEIVED  
17 JAN 1955  
Ans. 17/1/55.

RECORDS

CONFIDENTIAL.

PERTH.

Dear Sirs,

I am in receipt of your letter of the 11th. instant and wish to advise that unless a relief is sent I am not prepared to take my holidays. By suggesting that the work of five can be carried on by three for six weeks, it is evidently not realised or appreciated the amount that is to be done at this Sub-Branch.

The rest of the staff could not cope with the volume of work and they are not familiar with a lot of the work that has to be done. I am always willing to show them if they wish to learn and would only be too pleased to pass some of my worries on. Please also do not forget that they would be without a typiste clerk as well.

Since I have been here I have worked back an average of two hours every night and also spend quite a considerable time in the office and store during the week-ends and never seem to catch up on the work.

If it is necessary for me to work as mentioned above you can quite see what I would have to come back to and I am afraid it could not be done as I am practically at the end of my tether now.

I fully realise that the expense of sending a relief is a debit against this branch but I am the first one to watch the expense angle and cut down wherever possible.

.....  
Sub-Branch Manager.

The Manager,

# RECORDS

10th January, 1955.  
/JH.

PORT HEDLAND.

Confidential.

## STAFF - ANNUAL LEAVE.

We are in receipt of your letter of the 5th instant and your assumption that Mr. Anderson will only be entitled to four weeks' leave in March is correct.

His leave is rostered to commence on 28th March, 1955 and he should return to duty on 28th April - the extra days being granted in lieu of Good Friday, Easter Monday and Anzac Day.



Assistant Manager.

PORT HEDLAND,

W.A.

5th. January, 1954

— RECEIVED —

7 JAN 1954

*AB*  
The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

*Ackd*

*10/1/55*

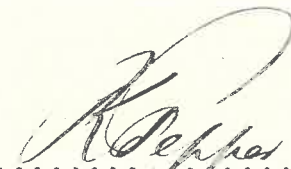
CONFIDENTIAL.

STAFF - ANNUAL LEAVE.

RECORDS

— We are in receipt of your letter re Mr. Evan's leave and have altered our records accordingly, it is also noted that he is only entitled to four weeks leave.

As Mr. Anderson has not had 5 years clerical experience we understand he also will only be entitled to 4 weeks leave when he has his holidays this March.



.....  
Sub-Branch Manager.

The Manager,

RECORDS

4th. January, 1955.

PORT HEDLAND.

Strictly Confidential

STAFF - E. N. EVANS

I am in receipt of your letter of the 29th. ultimo and regret to learn that this young man is still not satisfactory, and it would appear that he will shortly resign.

I don't think anything more can be done until you come down in February, and we can discuss the matter then.

In the meantime it would be as well to persevere with him until you have had your holiday.

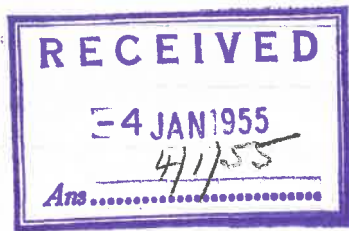


Manager.

✓

RECORDS

P. Hedland  
29th Dec 1954



The Manager  
Dalgety and Company Limited  
Dunedin.

Staff - E. N. Evans

I am in receipt of your letter of the 22nd inst & regret that I had not replied to your letter of the 30th November.

I have had cause to speak to this officer on several occasions re his lack of interest in his work.

Although he lives at the hotel & must have ample spare time on his hands he never starts work either in the mornings or at lunch time before he has to & at 5 P.M. he is always off on the mark except on very rare occasions. I have asked him to work back a few nights & each time he has asked why? which to me indicates lack of interest in his work or any other work at this Branch.

Just prior to receiving your letter I had a long talk to him & told him that I was not satisfied & that he would have to back up if he wished to remain here. The matter of working back was discussed & he advised me that he was studying. I did not ask what but have

since heard that he is endeavouring to become a pilot  
with M.M.A. Company

I hope to be down in Perth early in February on  
leave & will be able to give you a further report on this  
affair

R. Pepper  
Sub. Branch Manager

The Manager,

RECORDS

22nd. December, 1954.

PORT HEDLAND.

Confidential

STAFF - E. N. EVANS

I refer to my letter of the 30th. ultimo to which I have not received a reply. In case it has gone astray in the post I send you a copy.

Will you please deal with the matter promptly and let me have your report and recommendation.



Manager.

The Manager,

RECORDS

22nd December, 1954.  
HCL/JH.

PORT HEDIAND.

Confidential.

STAFF - ANNUAL LEAVE

We are in receipt of your letter of the 21st instant and your request for Mr. Evans to take his leave in October, 1955 is approved, but you mention the 1st October as the commencing date which is a Saturday, and we have amended this to the 3rd October.

According to our records this officer will have only had  $4\frac{1}{2}$  years' clerical experience by the time his leave becomes due, and will therefore only be entitled to four weeks, which is made up of two weeks annually.

Assistant Manager.

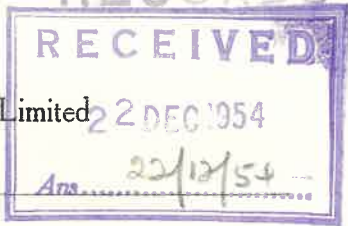


*to Pearson*



RECORDS PORT HEDLAND,

W.A.



21st. December, 1954.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

We are in receipt of your letter of the 11th. instant and wish to advise that Mr. Evans requires his leave from the 1st. October, 1955.

*[Signature]*  
.....  
Sub-Branch Manager.

*3/10/54 30/10/54*

The Manager,

PORT HEDLAND

16th. December, 1954.

Confidential.

The Account Committee has made the following comment in respect of your Sub-Branch for the twelve months ended June last, and I commend it to your attention.

"PORT HEDLAND SUB-BRANCH - Net Profit £11,104. This is an excellent result on which the Committee congratulates all concerned."

  
Manager.

The Manager,

30th. November, 1954.

PORT HEDLAND.

Confidential

STAFF

E. N. EVANS

RECORDS

I am sorry to learn that your report on this officer is so poor, and I am wondering whether it is worth while persevering with him or not. I shall appreciate your advices in this regard, and even if you do wish to retain his services I think you should warn him that his work must improve in the next month or two, otherwise we will be compelled to look for somebody else.

 Manager.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

PORT HEDLAND,

W.A.

1st. November, 1954.



SALARIES AND/OR BONUSES RECOMMENDATIONS  
DECEMBER 1954.

I am in receipt of your letter of the 27th. October,  
and as requested return herewith one copy of the above,  
together with a confidential report on each officer.

  
.....  
Sub-Branch Manager.

F. A. Pepper Esq.,

PORT HEDLAND.

21st. September, 1954.

Confidential

Mr. Frank Thompson called to see me the other day but I was away and he saw Mr. Hall. He informed Mr. Hall that the "Pardoo" clip was going to Goldsbrough Mort & Co. Ltd. for the reason that Port Hedland Office had neglected his wool shipment to London. Mr. Hall pointed out that he thought it was because he was a Director of Goldsbrough Mort & Co. Ltd. and that he did not think he had any reason to transfer his wool on account of the Port Hedland episode. I agree with this view myself, and I am letting you know the position but in any case please treat this as strictly confidential and don't discuss it with anybody. It is only natural that Mr. Thompson would like to put it where he is a Director, and this incident provided his excuse.

If he wishes to continue with us in Merchandise we will be pleased to do business with him.

  
Manager.

**— RECEIVED —**  
13 SEP 1954  
*Aokd*

**PORT HEDLAND,**

W.A.

11th. September, 1954.

*20*  
The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

CONFIDENTIAL.

RECORDS

STAFF — P.J. ANDERSEN.

We return herewith Form B, which has been signed by  
the above.

*R. Papper*  
.....  
Sub-Branch Manager.

The Manager,

RECORDS

6th September, 1954.  
HCL/JH.

PORT HEDLAND.

Confidential.

STAFF - P.J. ANDERSEN.

We are enclosing Form "B" which is to be signed by Mr. Andersen as he has now attained the age of 21 years, and then have it returned to us.



Manager.



✓

*EW*

RECORDS

PORT HEDLAND,  
W.A.

The Manager,  
Messrs. Dalgety and Company Limited

2nd. September, 1954.

*RECEIVED*  
SEP 1954  
PERTH

CONFIDENTIAL.

W. KAIN.

In reply to your letter of the 30th. August, I wish to advise that the above assures me that he has no interest in any of the horses and that he is not paid for his work other than travelling and living expenses.

He also advises that as his teeth need attention he will be able to have this done whilst he is in Carnarvon.

*[Signature]*  
.....  
Sub-Branch Manager.

The Manager,

RECORDS

30th. August, 1954.

PORT HEDLAND.

Confidential

W. KAIN

I am in receipt of your letter of the 27th. instant, and am agreeable to allow the above storeman to take leave of absence from the 18th. September to the 2nd. October.

You mention that "he is looking after horses for Mr. Stove", and I shall be glad if you will amplify these remarks. I take it that Mr. Kain has no interest in any of the horses and that he is not paid for his work other than travelling and living expenses.

If the position is contrary to the above I must alter my decision and not allow him to proceed to Carnarvon. Will you please let me know.



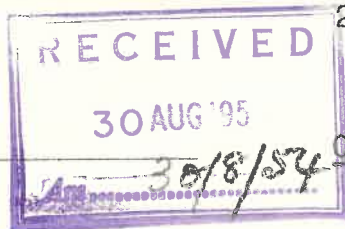
Manager.

RECORDS PORT HEDLAND,  
W.A.

The Manager,  
Messrs. Dalgety and Company Limited

27th. August, 1954.

PERTH.



CONFIDENTIAL.

W. KAIN.

The above storeman has asked for time off without pay from the 18th. September until the 2nd. October as he wishes to attend the Carnarvon Race Meeting. He is looking after horses for Mr. T. Stove of Roebourne.

I am agreeable to this but it may be necessary during his absence to employ casual labour at certain times.

Please advise if you are agreeable to Kain having this time off.

.....  
*R. P. P.*  
Sub-Branch Manager.

The Manager,

RECORDS

HCL/RB.

PORT HEDLAND.

12th August, 1954.

Confidential.

STAFF - P.J. ANDERSEN.

We advised you under date of the 23rd February 1954, that this officer had been granted an allowance of £2. per week to assist towards his accommodation at the hotel until he attained the age of 21 years. He reached this age on the 2nd instant from which date his salary was increased by £138.18.0. per annum, so the allowance has been cancelled and you can inform him to this effect.

  
Manager.

Ebs



**- RECEIVED -**  
**24 JUL 1954**

**PORT HEDLAND,**  
W.A.

22nd. July, 1954.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

CONFIDENTIAL.

STAFF BONUS.

I am in receipt of your letter of the 21st. instant and on behalf of the salaried staff of this Sub-Branch and myself wish to express our appreciation of the Company's generosity.

You can rest assured that all at this Sub-Branch will do their utmost to enhance earnings during the ensuring year and a close supervision will be kept on all out-goings.

  
.....  
Sub-Branch Manager.

✓

*7/5*

The Manager  
Messrs. Dalgety and Company Limited

**— RECEIVED —**  
19 JUN 1954

PORT HEDLAND,  
17th. June, 1954. <sup>W.A.</sup>  
RECORDS

PERTH.

CONFIDENTIAL.

I am in receipt of your letter of the 16th. instant and regret to advise that it would not be convenient to release Mr. Evans as it is still necessary for me to work long hours to cope with the work at this Branch and at this time of the year additional work is necessary with the Annual Balance.

Also at present approximately 600 tons of Manganese is being received in here each week, 25 trucks are engaged in the carting and each one has to be weighed etc., on arrival and if I was to realise one of my staff it would make us short staffed here.



.....  
Sub-Branch Manager.

The Manager,

RECORDS

PORT HEDLAND.

16th. June, 1954.

Confidential

Mr. Williamson of Roebourne Sub-Branch has resigned and will be leaving on the 26th. instant. For some time I have been endeavouring to replace him and at last I have secured the services of Mr. R. J. Wainwright.

Unfortunately he cannot get away until towards the end of July, and as Roebourne Sub-Branch will be short staffed I am asking you to release Mr. Evans for 2 or 3 weeks - say from the 1st. to 20th. July. Will you please let me know as soon as possible whether it will be convenient or not. The Company will pay any additional expense to which he is put in regard to board and travelling.

  
Manager.

PORT HEDLAND,

W.A.

27th May, 1954.



*Edo*  
The Manager,  
Messrs. Dalgety and Company Limited

29 MAY 1954

DEPT.

CONFIDENTIAL

E.N. EVANS - STAFF.

We return herewith Form C, which has been signed  
by the above.

.....  
Sub-Branch Manager.

The Manager,

26th May, 1954.  
HCL/JH.

PORT HEDLAND.

RECORDS

Confidential.

STAFF - E.N. EVANS.

We are in receipt of your letter of the 24th instant enclosing Medical Report Form, and as the examination was successful we have decided to appoint Mr. Evans to the Permanent Staff as from the 1st June, 1954, on which date his subscriptions to the Staff Pension Fund will commence.

We enclose Form "C" which please have signed by Mr. Evans and returned to us by an early mail.

  
Pro Manager.

*gb*

RECORDS

26 MAY 1954  
26/5/54

PORT HEDLAND,

W.A.

24th. May, 1954.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH

CONFIDENTIAL.

STAFF E.N.EVANS.

We attach hereto Medical Certificate received from the local doctor in connection with the above officer.

.....  
Sub-Branch Manager.

*Go*

**PORT HEDLAND,**

**W.A.**

The Manager,  
Messrs. Dalgety and Company Limited



13th. May, 1954.

PERTH.

CONFIDENTIAL.

STAFF. E.N.EVANS.

In reply to your letter of the 7th. instant we wish to advise that the above officer has had the medical examination and the Doctor advises that he will be forwarding the report direct to you.

.....  
Sub-Branch Manager.

The Manager,

/BJH

PORT HEDLAND.

7th. May, 1954.

Confidential.

STAFF - E.N. EVANS

RECORDED

With reference to our letter to you of the 30th. March regarding the above officer, will you please advise if the medical examination has been carried out and, if so, please return the Medical Report form to us immediately.

pp  
Manager.

The Manager.

29th April, 1954.

PORT HEDLAND.

Confidential.

D.E. WILLIAMS.

I am in receipt of your letter of the 27th instant and am afraid what has actually happened in your Sub-Branch has not been within the scope of our business. We are not to act as bankers for our clients, and if anybody has a credit balance he should be paid it in full, thus squaring the account. Nobody has the right, nor should they ask us to allow money to remain with us to be drawn at their convenience. It is quite wrong for Mr. Anderson to make cash advances, and this procedure must cease.

There is no reason why any credit should not be set off against a debt. Where there is money owing to any of our clients it must be paid to him, just the same as when he owes us money he must pay his account. This would not, of course, apply to our Current Accounts who have order books from which they are entitled to draw cash.

  
Manager.

PORT HEDLAND,

W.A.

27th. April, 1954.

RECEIVED

28 APR 1954

29/4/54

The Manager,  
Messrs. Dalgety and Company Limited

PERTH

CONFIDENTIAL.

Dear Sirs,

D.E. WILLIAMS, DR. £52.10.9.

I am in receipt of your letter of the 13th. instant, and the following is a full explanation in connection with the above debit.

As mentioned in my letter of the 8th. instant the above client had a credit balance of £22.12.9 at the 10th. November last. He came into town about the 15th. of November and from then until the 18th. November Anderson gave him the following cash advances £10. £15. £20. £20.

I noticed this when signing the entries for the cash pack dated the 19th. November and called the above officers attention to it, I also saw Williams and advised him that he had been paid monies far in excess of what his credit balance was and he said he would send us money in each week until his account was square.

This client had dealings with us before when he worked on Wallal and paid his account when due.

The only time we would make cash advances to clients would be when they have a credit balance or to Current account clients when they require a few pounds.

Matters such as above have been brought before the notice of all concerned.

*We should not hold credits for people to work on. They should be paid in full.*



.....  
Sub-Branch Manager.

The Manager,

RECORDS

HCL/RB.

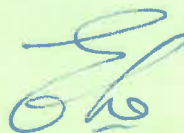
PORT HEDLAND.

5th April, 1954.

Confidential.

STAFF - P.J. ANDERSEN.

We are in receipt of your letter of the 31st ultimo and the amount of £2. per week which has been granted to this officer to assist towards his accommodation will be included in his salary payments in future.



Assistant Manager.



*GB*

**PORT HEDLAND,**

W.A.

31st. March, 1954.

The Manager,  
Messrs. Dalgety and Company

**RECEIVED**  
2 APR '54  
Ans.....5/4/54.....

PERTH.

**RECORDS**  
CONFIDENTIAL.

STAFF - P.J.ANDERSEN.

On the 23rd. February you advised that approval had been received to grant the above officer £2 per week towards his accommodation at the hotel.

Todate this amount has not been shown on the wages sheet, therefore would you please have same attended to.

.....

Sub-Branch Manager.

*h*

The Manager,

1st. April, 1954.

PORT HEDLAND.

Confidential

NATIONAL BANK OF AUSTRALASIA LTD.

I am in receipt of your letter of the 31st. ultimo and after discussion with the Auditor and Accountant I will let you have my advices.

You must understand of course that the Company's regulations are to be carried out and whether it means more work for your staff or not is of no major importance. I am of the opinion that some of the things you have said are gross overstatements, and from your final sentence it would appear that you are instructing me to deal with the matter which of course I naturally resent. Will you please write letters in more milder terms when addressing me in future.

  
Manager.

The Manager,

HCL/RB.

RECORDS

PORT HEDLAND.


30th March, 1954.

Confidential.


STAFF - E.N. EVANS.

We are in receipt of your letter of the 26th instant and in view of your recommendation we are agreeable to appointing Mr. Evans to the Permanent Staff subject to being able to pass a Medical Examination.

We are enclosing Medical Report Form and we wish you to arrange for your local Practitioner to carry out the examination and after he has completed the form please have it returned to us.



Assistant Manager.



RECORDS

PORT HEDLAND,

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

26th. March, 1954.

RECEIVED  
30 MAR 1954  
30/3/54

PERTH.

CONFIDENTIAL.

STAFF E.N. EVANS.

In reply to your letter of the 23rd. instant I wish to report that the above has carried out his work quite satisfactorily and I therefore recommend his appointment to the Permanent staff.

*[Signature]*  
.....  
Sub-Branch Manager.

The Manager,

# RECORDS

HGL/RB.

PORT HEDLAND.

23rd March, 1954.

Confidential.

STAFF - E.N. EVANS.

This young man has now completed his Probationary Period of three months and consideration will have to be given to placing him on the Permanent Staff, so please let us have a report by an early mail as to how he has carried out his work during the time he has been with you and if you recommend his appointment to the Permanent Staff.

Assistant Manager.

The Manager,

# RECORDS

23rd. February, 1954.

PORT HEDLAND.

Confidential

STAFF - P. J. ANDERSEN

We have received approval from the Superintendent to grant the above officer £2. per week towards his accommodation at the hotel until he reaches the age of 21 years.

We trust Mr. Andersen will endeavour to seek cheaper accommodation and if his efforts are successful please let us know.



Assistant Manager.

The Manager,

17th. February, 1954.

PORT HEDLAND.

Confidential

STAFF - P. J. ANDERSEN

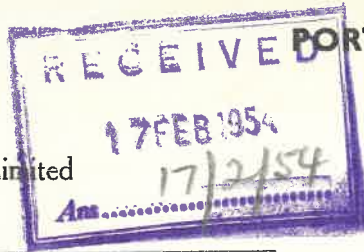
RECORDS

I am in receipt of your letter of the 15th. instant, and in view of what you have said I have recommended it to the Superintendent and will let you know his decision in due course.

  
Manager.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.



PORT HEDLAND,

W.A.

15th. February, 1954.

CONFIDENTIAL.

RECORDS

STAFF - P.J.ANDERSEN.

I am in receipt of your letter of the 11th. instant and wish to advise that the basic board the above is paying at the hotel is £6.6.0 per week.

.....  
Sub-Branch Manager.

Present salary £552/10/- pa. plus £13. pa. hardship  
allce.

21 on 2/8/54 salary inc. to £691/8/- pa plus  
hardship allce.  
£26 pa.

The Manager,

11th. February, 1954.

PORT HEDLAND.

Confidential

STAFF

RECORDS

P. J. ANDERSEN

I am in receipt of your letter of the 9th. instant advising that this young man has moved to the hotel.

You have asked that he be granted an extra £2. per week but this must be placed before the Superintendent. He will require a lot more detail and I can supply most of it from the records at this end but will you let me know what is the basic board he is paying at the hotel.



Manager.

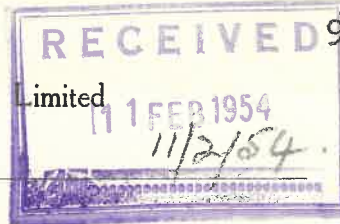
PORT HEDLAND,

W.A.

9th. February, 1954.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.



CONFIDENTIAL.

STAFF. P.J.ANDERSEN.

RECORDS

When our two children came home for their Christmas holidays the above officer shifted to the Pier Hotel.

Whilst he was boarding with us we found it very inconvenient in many ways, therefore all I can suggest is that until he reaches the age of 21 years his board at the hotel be subsidised at the rate of £2. per week.

I trust this can be arranged to help this officer.

.....  
Sub-Branch Manager.

The Manager,

PORT HEDLAND.

3rd. February, 1954.

Confidential

NORTHERN MINERAL SYNDICATE

I am in receipt of your letter of the 2nd.  
instant.

Mr. Skibsted was told by us that we would much prefer him to seek other agents in respect of the ship, and as it belongs to a Chinese Company you can imagine what trouble might be ahead.

Insofar as the above syndicate is concerned they have always expressed their satisfaction with your Sub-Branch and, therefore, I shall be glad if you will amplify the remarks in your final paragraph. What reason or what information have you that a change will be made in respect of this agency ?

  
Manager.

PORT HEDLAND

W.A.

2nd. February, 1954.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

Dear Sirs,

NORTHERN MINERAL SYNDICATE.



We are in receipt of your letter of the 29th. January and thank you for your advices.

We were not surprised to read that in all probability Mr. Skibsted will seek agents other than ourselves for the next shipment of Manganese. No doubt this means Elder, Smith and Company will be the agents and any stores etc., required will be purchased from them.

After the next shipment has been completed we would not be surprised to learn that the Agency for the above Syndicate has also been terminated although we hope not as we have given them every assistance possible at this end.

.....  
Sub-Branch Manager.

PORT HEDLAND,

W.A.

29th. January, 1954.

*Ed*  
The Manager,  
Messrs. Dalgety and Company Limited

PERTH.



CONFIDENTIAL.

STAFF W. KAIN.

As no holiday pay has been received for the above storeman who is going on leave tomorrow he will call into your office for same.

*R. P. Jones*  
.....  
Sub-Branch Manager.

The Manager,

RECORDS

HCL/RB.

PORT HEDLAND.


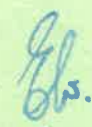
6th January, 1954.

Confidential.

STAFF - P.J. ANDERSEN.

We have received a letter from Mr. Andersen advising that some time ago he made an application to join the Police Department but after reconsidering the matter he decided to withdraw his application and has advised the Department to this effect.

You can inform him that we had received advice that he made application for admission to the Police Department and although he should have informed us of his action we are, on this occasion, prepared to overlook the matter.

  
Manager.

GB

RECORDS

PORT HEDLAND,

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

th. January, 1954.

RECEIVED  
- 6 JAN 1954

PERTH.

CONFIDENTIAL.

STORE STAFF - W. KAIN.

I am in receipt of your letter of the 23rd. December,  
and the points mentioned therein were passed on to the above.

He is quite satisfied with the explanation re joining  
the Permanent Staff and appreciates your efforts on his behalf.

He was pleased to learn that on your recommendation  
he is to be granted 3 weeks holiday leave annually and the fares  
for himself and family paid by the Company.

Re his account he advises that this will be paid in full  
before he goes on leave.

.....  
Sub-Branch Manager.

*gas*

The Manager,  
Messrs. Dalgety and Company Limited

28 DEC 1953

PORT HEDLAND,

W.A.

24th. December, 1953.

PERTH.

ACKND

CONFIDENTIAL.

STAFF -- E. N. EVANS.

We acknowledge receipt of Birth Certificate etc., on account of the above.

These have been handed to Mr. Evans.

.....  
Sub-Branch Manager.

The Manager,

PORT HEDLAND.

23rd. December, 1953.

STORE STAFF - W. KAIN

You will remember I promised to take up with the Superintendent the question of the above storeman joining the Permanent Staff, but he has pointed out that this is not a case where he could feel justified in agreeing. Mr. Kain's principal duties are not of a clerical nature, and it was not intended that such employees should be given the benefit of becoming subscribers to the Staff Pension Fund. On my recommendation, however, he has agreed that Mr. Kain be granted 3 weeks holiday leave annually, which in the case of your Sub-Branch can be six weeks every 2 years, and I think Mr. Kain should be satisfied with this generous gesture on the Superintendent's part. As well as this he was granted the fares for himself and family so I think he has been well treated.

In one of your recent letters you reported that you were having trouble in having his account collected, and you can inform him from me that he must pay regularly, otherwise we will have to take strong action.

Will you please let me know Mr. Kain's reaction to all the above points.



Manager.

The Manager,

# RECORDS

HCL/RB.

PORT HEDLAND.

23rd December, 1953.

Confidential.

STAFF - E.N. EVANS.

We enclose the undermentioned on account of Mr. Evans -

Birth Certificate  
Original references from P.G. Hampshire and Lunt Bros.  
Army Discharge  
School Certificate

all of which are to be handed to Mr. Evans.

Kindly acknowledge receipt.



Assistant Manager.

The Manager,

RECORDS


PORT HEDLAND.

22nd December, 1953.

EW/JE

E. N. EVANS

We enclose copy of Letter of Introduction  
handed to the above, which is self-explanatory.

  
Manager.



Enc.

The Manager,

RECORDS

HCL/RB.

PORT HEDLAND.

18th December, 1953.

Confidential.

STAFF - MRS. B.L. PEPPER.

We attach Extract from Birth Entry which has been recorded by us and this is to be handed to Mrs. Pepper.

  
Pro Manager.

The Manager,

PORT HEDLAND.

17th December, 1953.

EW/JE

Confidential

STAFF - E. N. EVANS

We have to advise that the above will leave here by 'plane on Wednesday next the 23rd instant. Will you please book hotel accommodation for this officer and arrange for him to be met.

As advised in previous correspondence this officer has had little Office experience but has served for three years with Qantas Empire Airways Ltd as a Traffic Officer, 2½ years of his term with them being spent at Darwin.

After Mr Evans has settled down, please forward a report on his work and we trust that he proves the help you need at your Sub-Branch.

The salary of this officer will be £750 per annum, plus the usual hardship allowance of £26 per annum.



Assistant Manager.

The Manager,

RECORDS

HCL/RB.

PORT HEDLAND.

15th December, 1953.

Confidential.

S T A F F.

We are in receipt of your telegram of the 11th instant reading -

"REFERENCE YOUR LETTER 10TH REQUIRE MR. EVANS"

We are awaiting a reference from Qantas Empire Airways Ltd. regarding Mr. Evans and providing this is satisfactory we will arrange for him to proceed to Port Hedland at an early date.



Manager.

6/13



T.G.42

This Telegram has been received subject to the Post and Telegraph Act and Regulations. The time received at this office is shown at the end of the message

COMMONWEALTH OF AUSTRALIA  
POSTMASTER-GENERAL'S DEPARTMENT

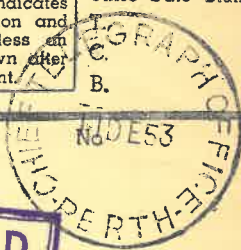
The date stamp indicates the date of reception and lodgment also, unless an earlier date is shown after the time of lodgment.

Office Date Stamp

**TELEGRAM**

Sch. C.6776-9/52

B.



Office of Origin

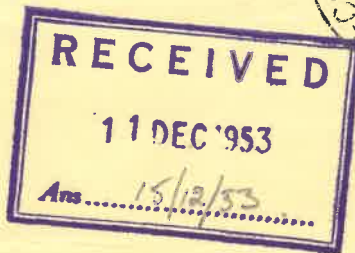
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Time of Lodgment

2 PT HEDLAND 13 3-30P

*Handwritten red scribble*

MANAGER DALGETY AND CO  
PERTH



REFERENCE YOUR LETTER 10TH REQUIRE MR EVANS

DALGETY

3-35 P TY

PORT HEDLAND,

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

RECEIVED

14th. December, 1953.

14 DEC 1953

PERTH.

CONFIDENTIAL.

Ans.....

STAFF - MRS B.L. PEPPER.

We regret the delay in returning to you Form "C" with an Extract from Birth Entry.

Although this was sent down for weeks ago, it has only just been received. An airmail stamp was enclosed for the extract to be sent back but it was posted boat mail.

  
.....  
Sub-Branch Manager.

PORT HEDLAND.

10th. December, 1953.

Confidential

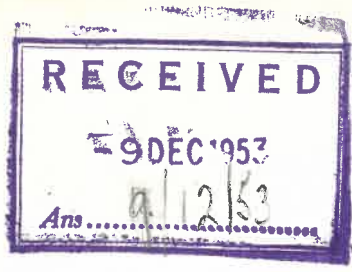
I am in receipt of your letter of the 6th. instant, and apart from what Elder Smith & Co. Ltd. may or may not do and whatever the position is at Roebourne Office, I have realized for some time that you and your staff have been over-worked. I have always been most helpful in endeavouring to assist you but you must realize that you must play your part as well. I cannot insist on your taking staff because you have your own Branch to run and you are responsible for the annual figures. You of course have realized that it is difficult to get anybody from here to go to Port Hedland, and we have spent considerable time in endeavouring to secure some one for you. At the same time we realize that we may in our effort to help you do the reverse because only you on the spot can judge what will be of help to you. For instance, if we send a senior man will the others be satisfied? One has to bear in mind what Mr. Kain might do.

In the last page of your letter you mention that you really need a storeman/clerk, and from that I gather he would be a storeman similar to Mr. Kain and help in the office when he did not have store work to do. This would not apply to Mr. Evans whom we are prepared to send you on condition that he satisfies us with his bona fides as he would be a clerk who would help in the store when needed, which is quite a different proposition, and I want you to consider whether this is what you want or whether you still insist on having a storeman paid under the Wages Permanent Hands and he to help in the office when needed. Mr. Evans has been engaged at a salary of £750 p.a., plus hardship allowance of £26 p.a., but if you do not require him we shall arrange to send him elsewhere.

I quite understand the position about the hotel accommodation and suitable arrangements will have to be made in this regard. This would preclude our sending any young man as he would have to be paid sufficient to live at the Hotel, and it is by no means easy to get the right type of senior man.

Please consider all angles and wire me immediately if (1) you require Mr. Evans, or (2) you want a storeman and if the latter is there any chance of your obtaining anybody locally.

  
Manager.



P. Hedland  
6th Dec 1953

The Manager,  
Messrs Dalgety and Company Ltd  
Dunedin

I am in receipt of your letter of the 3rd inst & have noted all you have written re another office for this sub-branch.

I have been trying to find time since I received the final September ledger statements to write to you & give you a full picture of the workings at this Branch as I felt that without extra staff I shall not be able to carry on much longer.

Our business here has increased considerably & it can still be increased further but with our small staff the work is getting beyond us.

The following figures are for the first three months of each financial year since I came to this Branch in 1951

Sales	3 months to 30/9/51	£124704
"	" " " 30/9/52	£17291
"	" " " 30/9/53	£31540

The turnover for the 3 months to 30/9/53 is only £14643

Short of the total turnover for 1951. Earnings other than Merchandise have also increased.

It can be seen from the above figures that the work must have increased with the increase in sales. Another fact not to be overlooked is that the above figures do not include sales of Petrol & Oils to all Government Departments & Main Rds Depts etc., Deliveries of Vacuum products to these people entails just as much work as for the other sales. Sales & Commission earnings were advised you in our letter of the 30th October.

As mentioned previously there is further business to be had but I am not in the same position as my equal in the main opposition firm, Elder Smith Co.

They carry a staff of 14 & their manager is able to chase business & the work goes on whether he is there or not but in my position I am handicapped.

No junior office male or female is employed by Elder Smith Co & we have to compete against them with their staff of 14.

I have no complaints to make against our present staff who are all overworked & are doing their best to cope with the increased work but I do consider that the

Accountant here should be an older man & one who can keep an eye on things should I be absent for a half day or so, thank goodness Mrs Pepper had years of office training.

As it is at present Mr. Andersen has no time to learn about the actual workings of this Branch as all his time is taken up mainly on invoices & making up packs. During September 1112 debit entries & 274 credit entries were put through which is a big increase on previous months.

This Office works a lot of overtime to put these packs through & is doing an excellent job, but it must be remembered that he is only a junior & was only in Path Office for approximately one year prior to coming to this Branch therefore had to start from scratch as the work here is entirely different, this he agrees to.

There are a lot of knotty problems cropping up from time to time & also certain things to be watched & jobs to be done which he is not familiar with as he has no time to learn about them therefore Mrs Pepper or myself have to delve into them.

A big problem we are also up against is the supplying of orders received. I do not mean orders from small clients

but from stations like Wallal, Mandora, Pardoo, Danawaguna etc, Orders are received from these people & we are chasing all over the town to procure goods which we do not stock, this takes up time, far more than it would if we carried these lines & also less worry on the invoicing side as we first write out an order for the goods, then they have to be picked up & once again we have to chase after these invoices to enable us to complete our invoicing.

I have gradually increased our lines, but now the problem arises of suitable places to keep them, this again increases our work & slows up our efficiency.

Clients are coming our way as they advise that service from us is better & also they never have to complain re our accounts. This speaks well for the staff here but with the increase in business we may not be able to hold this efficiency with the present staff.

Roebourne Office turnover for the 3 months to Sept 30<sup>th</sup> was approximately half what ours was & they have the same staff of which three are seniors.

It is very hard to know what to do as no doubt some of the extra work is brought about by retail sales in & out of the town but in reference to our cash sales over the last 5 months it will show that they have increased out of

all proportion & with them there is less work & less worry over outstanding accounts

Prior to my coming to this Branch retail sales were not very numerous yet as agents for the Vacuum Oil Co we supply about 75% of all the kerosene requirements of this town & the bulk of this in 4 Gal tins has to be delivered.

On a 4 Gal tin of Kero our earning is 8<sup>¢</sup>, there are not all cash transactions, whereas if a client called in & for instance asked for a tin of fam. which would be a cash sale our profit would be between 8<sup>¢</sup> & 11<sup>¢</sup>, & a lot less effort & work entailed.

The only other alternative would be to carry less lines & only supply stations but the problem still arises when these stations send orders to us for goods we are not stocking, we still have to buy them in, we cannot very well pass the order on to say Elders to supply. This then is why I have increased the lines carried & whilst we have them we may as well sell them to all buyers.

One thing I don't like to see here is the opposition forging ahead. I am afraid it is not in me to be contented to just go along & see good business go elsewhere, I want to be in the swim too.

Your letter of the 3<sup>rd</sup> inst asked if I am prepared to accept an apparent "raw recruit." If you consider he has the makings of a good officer for the Company I would accept him.

As our Storeman is away from the store most of the week what is really needed is a Storeman-Clerk, that is when no orders are to be packed etc., this officer could help out with the other work of the Branch. As it is now when Kain is away carting petrol & Oils etc. the remainder of the staff including myself are chasing here & there procuring goods & packing them which means that the office work is at a standstill.

Accommodation at either hotel is £6-6-0 per week, this of course does not include any washing, private accommodation is not available anywhere

I fully realise that the salary bill at this Sub-Branch will be affected to the extent of approximately £800 & incidentals a further £100 but I am confident that the extra expense will be covered by increased business

I trust that you will be able to find a suitable officer for this Sub-Branch to help us out as at the present momentum cannot be kept up much longer.

  
Sub-Branch Manager

The Manager,

RECORDS

HCL/RB.

PORT HEDLAND.

9th December, 1953.

-Confidential.

STAFF - MRS. B.L. PEPPER.

On the 18th September last we forwarded to you Form "C" which was to be signed by Mrs. Pepper and returned to us with her Birth Certificate or an extract therefrom. As the form and Birth Certificate were not forwarded we wrote to you again on the 26th October asking that you attend to this matter but up to the time of writing we have not heard from you and must ask you to give this matter your prompt attention and let us have the documents by return mail.

*Elb*

Assistant Manager.

PORT HEDLAND.

3rd December, 1953.

EW/JE

Confidential.

As you know, we have been endeavouring to obtain the services of another officer for your Sub-Branch and today interviewed a young man 27 years of age who is at present attached to Qantas Empire Airways Ltd in Sydney and at the moment he is in this State on leave and is anxious to remain here. He considers his prospects in Qantas are none too bright and is considering making application for a position with us and has been informed that there may be one available in Port Hedland.

This young man is calling again on Monday next advising if he means to go on with the application and we are writing you meantime to know if you consider this applicant will serve your purpose. He has had little Office experience and prior to being stationed in Sydney was 2½ years with Qantas at Port Darwin and so has some knowledge of living conditions in the north. Prior to that he had some Army experience in the East.

He is an Englishman keen to adapt himself to Australian conditions and we feel may provide the assistance you require.

Would you please let us know by return if you are prepared to accept this apparent 'raw recruit' should he advise us next week of his willingness to go. Life and conditions there have been explained to him and if he shows any aptitude for the work, should satisfy your requirements.

If your reply is in the affirmative we will endeavour to engage him subject to references we will obtain being satisfactory.

Any information such as price of hotel accommodation, etc. may be of assistance in discussing matters with this applicant.

Aspects that you will need to take into consideration are that the salary bill of your Sub-Branch will be affected to the extent of approximately £800 and incidentals of a further £100. Again, we trust that, if such an appointment eventuates, it will not adversely affect your assistant by bringing someone in senior to him.

*EJS*

 Manager.

The Manager,

1st December, 1953.

PORT HEDLAND.

Confidential.

The Account Committee has made the following comment in respect of your Sub-Branch for the twelve months ended June last, and I commend it to your attention.

In case you do not know, this comment comes from the General Manager in London and it is to be quoted and replied to on the front page of your next June Report. At the same time should you wish to make any comment to me now, please do so.

"PORT HEDLAND SUB-BRANCH - Net Profit £6,024. The Committee is glad to note the greatly improved result."

Els

  
Manager.

The Manager,

RECORDS

PORT HEDLAND.

28th. October, 1953.

Confidential

MAJOR RUBIN

I am in receipt of your letter of the 27th. instant and can sympathize with you in respect of the trying time you have had with this client. I am well aware of his idiosyncrasies and he had quite a number of us at his hotel late at night and we were forced to give a lot of our time up to him. Still this happens in the way of business and not all clients are like Major Rubin.

I am glad that he once again said that we will get the "Malyie" and "Ettrick" clips, and this information he gave me just prior to his leaving Perth.

  
Manager.

PORT HEDLAND

RECEIVED  
28 OCT 1953  
ACKNO 28/10/53

W.A.

27th. October, 1953.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

RECORDED

CONFIDENTIAL.

Dear Sirs,

MAJOR RUBIN.

During the above client's visit to this area, I saw him on two occasions and also had several conversations with him over the telephone.

One has to be a Quiz Kid to keep up with him but I do not think he had any cause for complaint with this Branch.

The time of day or night does not seem to worry him and one instance of this was on Friday last when the "Gorgon" called to lift the De Grey wethers for Singapore.

I started the day at 4 am by going out to the other end of the causeways to see the sheep over and prior to the vessel berthing at 11 am the above phoned me from De Grey station and told me to meet him at 7 pm that night at the Esplanade Hotel.

It took us from 12 noon until 6 pm, without any breaks, to load the sheep as they would not run. At the appointed time I was waiting at the Esplanade Hotel, but it was not until 7.30 that the Major appeared and when he did I explained that as we were agents for the "Gorgon" I had certain jobs to attend to and would not be free until she sailed at 10.30 pm, so the appointment was altered until then. At 11 pm we came into the office here and left it at exactly 3 am.

This gruelling 4 hours after a long and hard day was not easy to take but still I managed to keep awake and alert.

At the end of his interrogation he advised me that we would be handling the Mulyie and Ettrick Wool Clips and that I could advise you accordingly, for this I thanked him and at the same time mentioned that I hoped we would soon be his sole agents at this Port and supply his petrol and oil requirements etc.

At 6.15 am he left here to catch the plane for Derby.

.....  
Sub-Branch Manager.

The Manager,

HCL/RB.

PORT HEDLAND.

26th October, 1953.

Confidential.

STAFF - MRS. B.L. PEPPER.

On the 18th September last we forwarded to you Form 'C' which was to be signed by Mrs. Pepper and returned to us together with her Birth Certificate or an extract therefrom.

This form has not been sent back by you, so please let us have it together with the Birth Certificate by an early mail.



Manager.

The Manager,

PORT HEDLAND.

28th. September, 1953.

Confidential

J. A. JOHNSTON & SONS

Attached are copies of correspondence with these clients which is self explanatory. Please let us know what actually takes place.

  
Manager.

Encl.

✓

The Manager,

# RECORDS

HCL/RB.

PORT HEDLAND.

18th September, 1953.

Confidential.

STAFF - MRS. B.L. PEPPER.

We received the Medical Report Formdily completed and as the examination was successful, Mrs. Pepper has been appointed to the Permanent Staff as from the 1st October, 1953 and her contributions to the Staff Pension Fund will commence as from that date.

We are enclosing Form "C" which please have signed and returned to us together with Birth Certificate or an Extract therefrom.

  
Pro Manager.

*2/15*  
*W.A.*  
RECORDS

PORT HEDLAND

W.A.

10th. September, 1953.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

CONFIDENTIAL.

STAFF MRS. B.L. PEPPER.

We regret the time it has taken for us to attend to the medical examination of the above, but this has now been attended to and the local Doctor advised that he would post the medical form to you.

*B.L. Pepper*  
.....  
Sub-Branch Manager.

The Manager,

PORT HEDLAND.

RECORDS

HCL/RB.

1st September, 1953.

Confidential.

STAFF - MRS. B.L. PEPPER.

Under date of the 2nd July we forwarded to you a Medical Form with a request that you arrange for Mrs. Pepper to be examined by your local doctor as we had decided to place her on the Permanent Staff. As no reply was received, we wrote to you again on the 10th August but still you have not replied, and we must ask you to give this matter your prompt attention and forward the Medical Form duly completed by return mail.



Manager.



The Manager,

RECORDS

PORT HEDLAND

29th August 1953.

Confidential.

STAFF - P.J. ANDERSEN.

I am in receipt of your letter of the 27th instant and approve of this young man coming to Perth on the 12th and returning to Port Hedland on the 14th.

It is noted that he will call at the office some time during Monday and I shall be glad if you will ask him to call on the undersigned.

  
Manager.

PORT HEDLAND

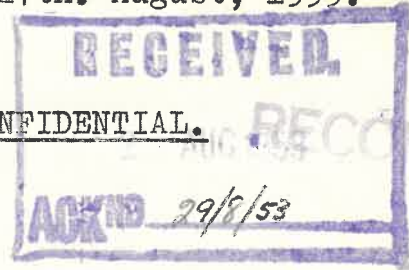
W.A.

27th. August, 1953.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

CONFIDENTIAL.




Dear Sirs,

STAFF. P.J. ANDERSEN.

We are in receipt of your letter of the 21st. instant, re the above officer travelling to Perth on the 5th. and returning here on the 7th.

As we find that the above dates are now not suitable, please advise if this can be altered to a week later, that is from the 12th. to the 14th.

This officer has been advised to call into Perth Office sometime on the Monday.

  
.....  
Sub-Branch Manager.

The Manager,

PORT HEDLAND.

27th. August, 1953.

Confidential

J. A. JOHNSTON & SONS

I am concerned to find that apparently my instructions have not been carried out in regard to the above debtors. When I inspected your Sub-Branch in June it was agreed that they would pay £1,000 immediately, pay for their current needs each month and pay off the balance owing of £1,800 by regular instalments and you were to fix what would be considered a fair figure to be paid each month. Instead of the account being reduced as it should have been I now find that it has reached £3,176. This is most unsatisfactory and I am afraid I have to censure you for having allowed it to reach this figure.

You have already received instructions that further credit cannot be allowed and I have informed the Superintendent that you are to collect £1,000 immediately and arrange for the balance to be paid in monthly instalments so that the whole debt is liquidated by the end of December. Will you please see that this is carried out and let me know when you have received the first cheque of £1,000 and what arrangements you have made for collecting the balance in monthly instalments up to the end of the year.

As pointed out to you at the time you will readily see that a small Sub-Branch such as yours should not be asked to carry such a huge debt, and in any case it would not be remunerative to your Sub-Branch.

  
Manager.

The Manager,

# RECORDS


PORT HEDLAND.

21st. August, 1953.

Confidential

STAFF - P. J. ANDERSEN

We are in receipt of your letter of the 20th. instant, and it will be in order for the above officer to travel to Perth on the 5th. and return to Port Hedland on the 7th. September.



Assistant Manager.

PORT HEDLAND

W.A.

20th. August, 1953.

200  
The Manager,  
Messrs. Dalgety and Company Limited

21/8/53  
PERTH.


CONFIDENTIAL.

STAFF P.J. ANDERSEN.

The above has asked for permission to travel to Perth by plane on Saturday the 5th. of September, and return by plane on Monday night the 7th. September.

His reason is that he has a sister on her way out from England en route to the Eastern States and he wishes to see her as he has not seen her for some time.

I am agreeable to this as he will only be away for one work day.

  
.....  
Sub-Branch Manager.

The Manager,

RECORDS

HCL/RB.


PORT HEDLAND.

10th August, 1953.

Confidential.

STAFF - MRS. B.L. PEPPER.

Under date of the 2nd July last we forwarded you a Medical Form with a request that you arrange for Mrs. Pepper to be examined by your local Doctor as we had decided to place her on the Permanent Staff, but we have not received a reply. If Mrs. Pepper has not had the Medical Examination, will you please arrange for this at an early date and return the Medical Form to us duly completed.

  
Pro Manager.

The Manager,

RECORDS

PORT HEDLAND.

29th July, 1953.

HCL/RB.

Confidential.

STAFF - I.W. GRAHAM.

We are in receipt of your letter of the 27th instant advising that Mr. Graham will be leaving Port Hedland by 'plane on Friday the 31st instant and you can inform him that he is to report to us on Monday morning the 3rd August.

The reason for the delay in Mr. Graham returning to Perth is noted.

  
Manager.

Els



PORT HEDLAND,

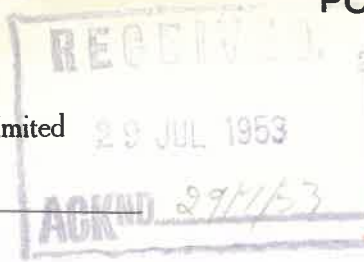
W.A.

27th. July, 1953.

The Manager,

Messrs. Dalgety and Company Limited

PERTH.



CONFIDENTIAL.

Dear Sirs,

STAFF - I.W. GRAHAM.

I am in receipt of your letter of the 24th. instant, and wish to advise that Mr. Graham will be leaving here by plane on Friday, 31st. He has been advised accordingly.

You stated in your letter that as Mr. P.J. Andersen has been here since the 1st. July, you considered that he has had sufficient time to learn his duties. Please bear in mind the fact that Mr. Andersen did not settle down to any work at this Branch until he made up his mind to stay here and that was not until the 21st. of this month. Prior to the 21st. he was in no frame of mind to learn the work and apart from that it was no use wasting time teaching him when he said he did not intend staying here.

.....  
Sup Branch Manager.

The Manager,

PORT HEDLAND.

24th July, 1953.

HCL/RE.

Confidential.

STAFF - I.W. GRAHAM.

We have not received any advice from you as to when this young man will be coming to Perth and as Mr. P.J. Andersen was sent up on the 1st July, it is considered that he has had sufficient time to learn his duties, so please let us know when Mr. Graham will be leaving your centre.



Assistant Manager.



*2/6*

— RECEIVED —  
20 JUL 1953  
Ackd

PORT HEDLAND RECORDS  
W.A.

18th. July, 1953.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

CONFIDENTIAL.

Dear Sirs,

STAFF - P.J. ANDERSEN.

I am in receipt of your letter of the 16th. instant and wish to advise that the above has now decided to continue on here.

He has been writing and receiving many letters since I wrote you and after I received your letter yesterday I had another long talk to him and when he said he would stay, I advised him to wire his parents which he did.

*[Handwritten Signature]*  
.....  
Sub-Branch Manager.

The Manager,

RECORDS

PORT HEDLAND.

18th July, 1953.

EW/JE

Confidential.

P. J. ANDERSEN.

I was advised by the Mother of the above young man to-day that she had heard from her son to the effect that he had decided to remain in Port Hedland.

Please let us know in due course as to his progress and when you consider Mr I.W. Graham can return to Perth.



Assistant Manager.

The Manager,

RECORDS

PORT HEDLAND.

16th. July, 1953.

Confidential

STAFF - P. J. ANDERSEN

We are in receipt of your hand-written letter of the 13th. instant together with enclosure, and the news that the above young man was contemplating returning to Perth came as a surprise.

The signer interviewed his parents in connection with the matter and they have informed their son not to be so foolish as to contemplate coming back. We are satisfied too that the reason for his wish to return to Perth is an 'affair of the heart'.

Mr. Orr on his return this week will be informed of this, and in the meantime we trust that the solicitations of the young man's parents will result in his continuing with you.

This officer's letter that was enclosed with yours confirms that he was very happy with all arrangements at Port Hedland and does not give any concrete reason as to why he should come back.

In the meantime will you please tell him we are most disappointed to hear the news and that he will be wise to alter his decision promptly.

*Eh.*

Assistant Manager.

Confidential

RECORDS



P. Hedland  
13<sup>th</sup> July 1953

The Manager  
Messrs Dalgety and Co Ltd  
Perth

Staff: P. J. Anderson

The above advised me on Sunday night that he wished to be transferred back to Perth Office as soon as possible

When I asked him for a reason he advised that it was personal. I then asked him if he was dissatisfied with the living arrangements etc., & he replied that he was very happy with us & wished he could stay on but the way things were turning out down in Perth he only had one desire & that was to return there

Judging from different things he has mentioned over the last few days I feel certain that his "love affairs" are the cause of his wanting to return

As he did not wish to tell me the reason I asked him to write to you himself & I would enclose his letter with mine, this

he has done.

I advised him that his request would not be met favourably by you & he said he was quite prepared to accept the consequences.

Earlier this evening I had another talk to him to find out if he still felt the same way about things & he replied that nothing would alter his decision.

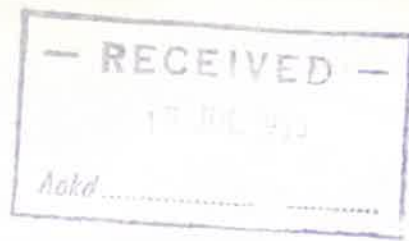
He fitted in very well here & in the house he was excellent & always willing to help & until the last day or so has been very happy & bright.

My Wife told me last Thursday that Peter had been telling her all about his lady love & I am almost certain that this is what has upset him.

He asked me not to mention to Mrs Pepper that he wanted to return to Perth therefore this explains why I have written this letter.

Please advise me what is to be done.

Yours faithfully  
R Pepper



RECORDED

Sir,

I must sincerely apologise for the nature of this request.

The request is that I wish an immediate transfer back to Perth.

I realise this is a very sudden, and unusual thing to do, after showing all keenness and agreement with my transfer, but a week or two ago, to this Country Branch. - Furthermore I hasten to state that this request has nothing whatsoever to do with anything relating to work, accommodation, fellow workers, nor the people or place to which I have recently been brought into contact, with

It is an extremely personal matter relating to circumstances outside of my Dalgety & Co. work and activities. I sincerely regret the necessity

To make such a decision, for I fully  
realise, and have had brought  
to mind, the greatness of my  
action, as far as my future with  
the firm is concerned.

Believe me, my reason is very  
personal and apart from that I  
can say naught but that it is  
very urgent that I be returned,  
come what may with the firm,  
and that I do regret being  
forced to make this very sad,  
(as far as I can see) decision.

Please be so kind as to treat  
the matter as urgent, and I shall  
endeavour to repeat, although I  
may not explain, my sudden and  
seemingly unreasonable change of mind,  
on my return.

—  
Regretfully.

Robt. J. Anderson.

The Manager,

RECORDS

PORT HEDLAND.

2nd July, 1953.

HCL/RB.

Confidential.

STAFF - MRS. B.L. PEPPER.

This officer has now served the usual three months' Probationary Period and we are pleased to advise that it has been decided to place her on the Permanent Staff and for this reason she must undergo a medical examination.

Attached is a medical form and we wish you to arrange with your local doctor to carry out the examination, have the form completed and return it to us.



Assistant Manager.



The Manager,

PORT HEDLAND.

RECORDS

HCL/RB.

24th June, 1953.



Confidential.

STAFF - P.J. ANDERSEN.

We have booked Mr. P.J. Andersen by 'plane to Port Hedland leaving here on the morning of the 1st July and after he has been with you for about a fortnight, please arrange for Mr. Graham to return to Perth.

Mr. Andersen's salary will be £481 per annum plus a hardship allowance of £13 per annum.

After he has had time to settle down, say in three months' time, please let us have a report as to how he is progressing



Manager.

The Manager,

RECORDS

PORT HEDLAND.

24th. June, 1953.

Confidential

I wish to confirm my decisions reached during my recent inspection of your Sub-Branch.

STAFF. I. GRAHAM. It was agreed that this young man was not suitable for your Sub-Branch and he is to be transferred to Perth after such time as his substitute has learned the work.

You have been advised that Mr. Andersen will shortly be proceeding to Port Hedland, and I would ask you to let me know when you are satisfied he can take over and arrange for Mr. Graham to return to Perth.

MRS. PEPPER. Is to be employed full time and I would remind you of my talk to you in regard to this officer.

STOREMAN. W. KAIN. Whilst I was there he resigned, but I have received your letter this morning informing me that on thinking it over he would prefer to stay. When he resigned I did not take particulars of the conditions to which you referred but I assume they are that he has 3 weeks holiday and that he participates in any bonus. You might confirm these in due course and if this is so I will take it up with the Superintendent when he comes over here later on in the year. Even so it will have to go home to the Board, but I should be able to give you a definite answer before the end of the year.

Thank you for your advices about him and I quite agree with what you have written.

I am agreeable for him to stay on and you can let him know to this effect.

You are of course to see that he pays his account regularly and keeps it up to date according to the office regulations.

STORE. The liquor room to be locked and wire-netted at the top - this to be carried out immediately.

It is approved that you purchase a hand barrow for the store.

RESIDENCE. Three new blinds for the house were approved, and you were to arrange to prevent the rain getting in on to the stove. The copper grate was also to be completed.

It was considered necessary to concrete the front path. Will you find out what this will cost and confirm that the Council will pay half and I will then issue instructions.

If Kain is to be fully employed on Petrol and Oils - you were to look into this question - it might be advisable to secure the services of a young man for the store. Will you please look into it and advise.

TYPEWRITER. A new typewriter in place of your old Remington will be forwarded to you shortly.

WIRING OF OFFICE AND STORE. You stated that Mr. Moore was to carry this out later on.

OLD RECORDS. I have asked the Auditor to examine these when he is next visiting your Sub-Branch and to inform you what can be destroyed.

MAIN STORE. You were to look into the question of alterations and advise. This would include 2 perspex sheets for the roof for better lighting.

The question of painting the house was to have your consideration and you are to forward me a quote in due course.

NEW CLIENTS. You mentioned that it might be possible to secure "Indee" business later on when the debt is lower. Please keep this in mind and advise.

REPORT. You were asked to give a summary of the happenings of the Sub-Branch for the 12 months.

ACCOUNTS. These appeared to be in order with the exception of J.A. Johnston & Son who owed you then approximately £2,800. Since then you have received a cheque for £800 and no doubt you obtained their agreement to regular instalments to liquidate this debt. Will you please advise what arrangements were made, and see that they are complied with.

As pointed out to you a debt of round about £3,000 is far too much for your Sub-Branch to carry, and Mr. Johnston should make arrangements to keep his payments up to date.

OFFICE SYSTEMS. These were found to be adhered to and the office work was being carried out efficiently.

  
Manager.

RECORDS

RECEIVED.  
24 JUN 1953  
ACKNO 24/450

PORT HEDLAND,

22nd. June, 1953.

Manager,  
Messrs. Dalgety and Company Limited

PERTH.

W. KAIN.

The above storeman now realises that he was a bit hasty re his decision to resign and wishes to stay on under the conditions which Mr. Orr spoke to him about during his recent visit to this Branch.

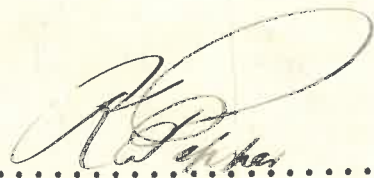
I advised him that I would write and ascertain if you were agreeable.

I also had a long talk to him and made him realise that he was not indispensable, which I feel certain he had not realised before. He seemed to think that I would not be able to obtain anyone locally but I had already approached someone who was quite keen to accept the job.

Since then he has brightened up quite a bit and is doing a better job.

I am agreeable to him staying on until he hears the results of his request and should these not be granted and he decides to leave I feel certain I will be able to obtain someone to take his place.

Please advise if you are agreeable to him staying on.



.....  
Sub-branch Manager.

(Confidential)

The Manager,

24th June, 1953.

PORT HEDLAND.

EW/JE

In telephone conversation with Mr Skibsted this afternoon, he asked me to pass on the following message :- It will be in order for you to buy 100 tons of Beryl ore and you can offer up to £14. 10. 0 per unit, if necessary. Mr Skibsted did not want to pass this information on to you by telegram, hence this letter, which you should receive tomorrow.

The Subscriber took the opportunity of mentioning to Mr Skibsted about Barnards Pty Ltd handling his ore at Fremantle and he was agreeable to the terms stated over the telephone to us this afternoon, namely; - Storage at the rate of 1/- per ton per week, plus inward and outward cartage at ruling Master Carriers Rates and in addition a store handling charge of 5/- per ton. There may be some slight additional charges to those mentioned.

Mr Skibsted instructed us to arrange for the 4 drums of Beryl at present in store at Sumpton's, Fremantle, to be delivered to Barnards. It suits him well that Barnards do not represent either British Metals Corporation or Lempriere & Co. Ltd.

Mr Skibsted mentioned that he is anxious to have forwarded to Fremantle the other Beryl you may have on hand there to make up an initial shipment ex Fremantle of 4 or 5 tons and would thank you to expedite this.

If there is anything further to add to your letter of the 22nd instant, we will again address you.

*Eto*  
Assistant Manager.

DUPLICATE <sup>The</sup> Manager,

(Confidential)

From DALGETY & COMPANY LIMITED, PERTH

24th June, 1953.

PORT HEDLAND.

EW/JE

In telephone conversation with Mr Skibsted this afternoon, he asked me to pass on the following message :- It will be in order for you to buy 100 tons of Beryl ore and you can offer up to £14. 10. 0 per unit, if necessary. Mr Skibsted did not want to pass this information on to you by telegram, hence this letter, which you should receive tomorrow.

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If there is anything further to add to your letter of the 22nd instant, we will again address you.

Assistant Manager.

The Manager,

PORT HEDLAND.

18th. June, 1953.

Confidential

STAFF

P. J. ANDERSEN

We wish to advise that the above young man is at present on leave and will resume duty on Monday, 29th. instant. Upon his return arrangements will be made for him to proceed to Port Hedland by air forthwith. However, in this regard we will inform you of the definite date of his arrival.

He has been informed that you are agreeable to accommodate him, and we feel sure that you will report favourably in due course on this young man.

Mr. Orr when speaking to the subscriber from Carnarvon mentioned that the above would spend about a fortnight with Mr. Graham prior to the latter's departure for Perth.



Assistant Manager.

The Manager,

(Strictly Confidential)

RECORDS

PORT HEDLAND.

13th May, 1953.

EW/JE

STAFF - P.J. ANDERSON

I am in receipt of your letter of the 12th instant and am pleased to know that you are prepared to accommodate the above young man and can assure you that he is the right type because otherwise the suggestion would not have been put to you.

As you know, Mr Orr is at present on leave, but will inspect your Sub-Branch early in June so until then, please leave the matter of the transfer in abeyance.

At the time of Mr Orr's visit you will have the opportunity to reach finality.

NORTHERN MINERALS SYNDICATE

To-day Mr Ives of the above paid a visit and expressed pleasure in the way you are handling their affairs at Port Hedland. He explained how the rain had interfered with operations and said that he would be visiting you again in about a week's time.

*E.L.*

Assistant Manager.

*Elw*

RECEIVED  
13 MAY 1953  
ACKNO. 13/5/53

PORT HEDLAND  
W.A.

RECORDS

12th. May, 1953.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

Strictly Confidential.

Dear Sirs,

I am in receipt of your letter of the 22nd ultimo and regret my delay in replying.

Although I have made several enquiries re suitable private accommodation for Mr. P.J. Anderson, I have been unsuccessful. I have spoken to my wife re accomodating him at the residence with us and she is agreeable provided he is the right type of young man. My wife and I are not hard to get on with in the home and the lad would be well looked after.

As far as his duties at this Branch are concerned if he is willing to work he will get every assistance and a thorough training in all that has to be done.

As you will be here within the next few weeks this matter can be discussed more fully then.

.....  
Sub-Branch Manager.

30th. April, 1953.


Dear Pepper,

As you know I will arrive in Port Hedland on the 2nd. June and will be leaving on the 5th. I want to visit "DeGrey" and I have had a chat with Mr. Spaven who will be up there at the time. My present idea is to leave after lunch on the Tuesday and spend the whole of Wednesday at "DeGrey" and arrive back in Port Hedland early Thursday morning. This will give us ample time to discuss Branch affairs and Mr. Spaven will come in and get me and bring me back to town, but there is no reason why you should not make one of the trips if you should like to and can spare the time. This I will leave to your own judgment, and Mr. Spaven will be ringing you before he gets there so you can tell him what you are prepared to do. Anything you arrange will be quite satisfactory to me, and all I have to arrange is to catch the plane on Friday the 5th.

From this it looks as if I will only require one night at the hotel, i.e., Thursday night, and I leave you to arrange accordingly.

I am looking forward to seeing you again and meeting your wife, and with kindest regards,

Yours sincerely,



F. K. Pepper Esq.,  
Messrs. Dalgety & Co. Ltd.,  
PORT HEDLAND.

The Manager,

RECORDS

PORT HEDLAND.

22nd. April, 1953.

Strictly Confidential

On the return of Mr. Arnold from your Sub-Branch I requested him to put in a report and this I have perused. There is little I have to bring before your notice and some of it has already been discussed with you on your recent visits whilst other matters can await my Branch inspection which will take place in June.

*by plane from Derby*  
I expect to arrive in Port Hedland on Tuesday, 2nd. June at 9 o'clock and will leave on 5th. June at 9.30. Will you please make the necessary hotel reservation, and I wish to go out to "DeGrey" with Mr. Spaven for one night but this can be arranged after my arrival.

Will you please have all matters ready for discussion dealing with your Branch's activities for the past 12 months.

The main purpose of this letter is to make a decision in regard to Mr. Graham. Your reports to me have been rather derogatory and you have asked that he be removed, and this has been confirmed by Mr. Arnold. I told you I was prepared to do it if we could find a suitable substitute and I think this can be arranged. Mr. P. J. Andersen has stated his willingness to go and his parents are agreeable provided suitable accommodation is available. His present salary is £474/10/- p.a. and when he reaches 20 in August he will be paid £540/16/- p.a. He is a particularly keen young man and should do well at your Sub-Branch, but before I can do anything I would like to know about suitable private accommodation. Will you go into this and let me know what you can arrange. Possibly you may be prepared to allot him accommodation in your own home as he is one that I can thoroughly recommend for this purpose to you and your wife. You will readily agree that a young boy of 19 should not be asked to live in a hotel and he would have to have a suitable home to live in and have some influence on his private life. To house an officer in the Manager's residence is not uncommon in other States; in fact Mr. Wainwright had a young man boarding with him for over 5 years. Later on of course this young man could make his own decision when he is sufficiently well paid and reached maturity and can look after himself living on his own.

To sum it all up it means this, that unless you can find some suitable accommodation and I am satisfied with what you suggest, this young man will not go, nor would I attempt to persuade him. Will you please let me know and then I can make

the necessary arrangements for the transfers.

Until such time as I advise you again you need not make any mention of this to Mr. Graham.

  
Manager.

PORT HEDLAND

9th. April, <sup>W.A.</sup> 1953.

*Ed*  
The Manager,  
Messrs. Dalgety and Company Limited  
PERTH.

RECEIVED.  
13 APR 1953  
ACKND  
STAFF.

CONFIDENTIAL.

Dear Sirs,

We return herewith Form "A" duly signed.

*R. Phipps*  
.....  
Sub-Branch Manager.

PORT HEDLAND

W.A.

5th. April, 1953.

P.R. Orr, Esq.,  
Messrs. Dalgety and Company Limited

PERTH.

RECEIVED  
8 APR 1953  
ACKNO.

Strictly Confidential.

Dear Sir,

I am in receipt of your letter of the 1st. April, advising that Mr. Skibsted wishes to see me on the 14th. instant.

I have secured a seat on the plane leaving here on the 12th. instant.

The first plane I will be able to return from Perth on, will be on Thursday the 16th., therefore would you please arrange a booking for me by this plane.

Non-Bush  
attending/

yes

.....  
Sub-branch Manager.

The Manager,

RECORDS

HCL/PC.

PORT HEDLAND.

1st April, 1953.

Confidential.


S T A F F.

We are in receipt of your letter of the 30th ultimo from which we note that you wish to employ Mrs. Pepper on a full time basis and, in view of this, we have decided to appoint her to the "Temporary Probationary" Staff and at a later date, consideration will be given to her appointment to the "Permanent" Staff.

Form "A" is enclosed, which please have signed by her and return to us.

  
Manager.

Encl.



PORT HEDLAND

W.A.

30th. March, 1953.

*W. J. Lawson*  
565  
The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

*1/4/53*

CONFIDENTIAL.

RECORDS

Dear Sirs,

We are in receipt of your letter of the 25th. instant, and attach herewith the completed Agreement form.

✓ As the pressure of work does not look like easing off and as we are endeavouring to increase our business in all directions we wish to employ Mrs Pepper on a full time basis continuously.

*[Signature]*  
.....  
Sub-branch Manager.

The Manager,

RECORDS

HCL/PC.

PORT HEDLAND.

1st April, 1953.

Confidential.


S T A F F.

We are in receipt of your letter of the 30th ultimo from which we note that you wish to employ Mrs. Pepper on a full time basis and, in view of this, we have decided to appoint her to the "Temporary Probationary" Staff and at a later date, consideration will be given to her appointment to the "Permanent" Staff.

Form "A" is enclosed, which please have signed by her and return to us.

  
Manager.

Encl.



The Manager,

RECORDS

PORT HEDLAND.

1st. April, 1953.

Confidential

STAFF - I. GRAHAM

I am in receipt of your letter of the 30th. ultimo enclosing copy of letter received from the Officer in Charge of the Department of Civil Aviation at your centre. I enclose a copy of my reply which is for your files.

Will you please tell Mr. Graham that I take a very serious view of his delinquency and I am annoyed that a complaint has been received. You can add that unless he obeys these rules I shall have to take some remedial action. Although you do not say so I take it that he admits that he disobeyed the regulations after warning, and I shall be glad to know if this is the case. Any recurrence will be severely dealt with at this end, and you might also inform Mr. Graham that I expect him to obey your instructions at all times, and if he has any cause for complaint against them he can appeal to me but he must not disobey you.

  
Manager.

PORT HEDLAND

W.A.

30th. March, 1953.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

CONFIDENTIAL.


Dear Sirs,

I. GRAHAM.

When I returned from leave Mr. Arnold advised me that there had been trouble with the above over his breaking of the Safety Rules at the Aerodrome and attached is a letter received re this.

I have spoken to him re this matter and quitely advised him that when an instruction is given it must be adhered to.

As I have stated before this officer will not be told anything.

  
.....  
Sub-Branch Manager.

COPY.

COMMONWEALTH OF AUSTRALIA.

RECORDS

Department of Civil Aviation,  
Government Aerodrome,  
PORT HEDLAND. W.A.

20/3/53.

Manager,  
Dalgety and Company,  
PORT HEDLAND.

Aircraft Safety

Dear Sir,

Your representative, who handles the aircraft of AWA, has been requested to refrain from driving your utility on the tarmac. Our frequent requests in this matter were ignored.

2. This action endangers the safety of the aircraft, refuelling personnel and your utility as well as your representative.
3. Air Navigation Orders prohibit the approach of an aircraft by a vehicle under these circumstances. Air Navigation Orders are issued under the Air Navigation Act and have the force of law.
4. Would you please ensure that your utility is not driven on to the tarmac, under any circumstances.

K.J.Waldron.

Officer in Charge.

F. K. Pepper Esq.,

PORT HEDLAND.

1st. April, 1953.


Strictly Confidential.

Dear Pepper,

I had a ring from Mr. Skibsted from Sydney today and he is coming over to discuss samples of this ore he is dealing with in Port Hedland. He particularly wants to have a discussion with you and he has asked that you be down here on the 14th. April. He has intimated that he will pay the fare. He particularly stressed that he did not want anybody to know of this meeting and I must ask you to treat your visit to Perth as strictly confidential. If anybody wants to know just tell them you are coming to Perth on Company business.

Will you please let me know by return mail that you can come and that you can book your passage down, and no doubt you would like to stay a day or so and you can make your own accommodation arrangements. If you want to get straight back you can as I do not think he will want you for more than two or three hours.

The only people who know about this is Mr. Skibsted and myself. If you should by any chance meet anybody else connected with this mining venture please disregard them until such time as you have seen me.

  
Manager.

The Manager,

PORT HEDLAND.

25th March, 1953.


HJJE

Confidential.

We are in receipt of your letter of the 19th instant advising that Mrs Pepper commenced duty on Tuesday the 17th instant and will be working full time.

Her salary during the period she works full time will be £555.13. 0 per annum, plus hardship allowance of £19.10.0 per annum but please advise us whether you wish to employ Mrs Pepper on a full time basis continuously, or only until such time as pressure of work eases.

The usual Agreement form is attached, which please have completed and return to us.

  
Manager.

66

PORT HEDLAND

W.A.

19th. March, 1953.

*EB*  
The Manager,  
Messrs. Dalgety and Company Limited

*McLaurin*  
PERTH.

CONFIDENTIAL.

Dear Sirs,

STAFF.

2573/53

We wish to advise that Mrs. Pepper commenced work on Tuesday morning the 17th. instant, and will be working the full day.

*W*  
.....  
Sub-Branch Manager.

The Manager,

HCL/RB.

PORT HEDLAND.

11th March, 1953.

Confidential.

S T A F F.

We are in receipt of your letter of the 9th instant regarding additional Store Staff to cope with the merchandise work.

Mr. Pepper called this morning and we discussed the position with him but he is of the opinion that it is not necessary to have additional storemen as when large quantities of vacuum products arrive, casual labour is engaged to handle the additional work.



Assistant Manager.



DUPLICATE ~~The Manager,~~

From DALGETY & COMPANY LIMITED, PERTH

HCL/RB.

PORT HEDLAND.

11th March, 1953.

Confidential.

S T A F F.

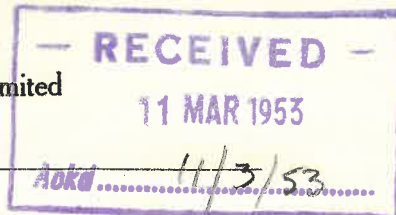
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Mr. Pepper called this morning and we discussed the position with him but he is of the opinion that it is not necessary to have additional storemen as when large quantities of vacuum products arrive, casual labour is engaged to handle the additional work.

Assistant Manager.

PORT HEDLAND  
W.A.

The Manager,  
Messrs. Dalgety and Company Limited  
Perth



9th March 1953,

Dear Sirs,

STAFF

Since I have been here I have Experienced quite a little difficulty in organizing the Store Orders. Kain who is officially Storeman has been wholly engaged in attending to Vacuum products for four days of each week and sometimes on a Friday afternoon as well, consequently Graham and I have not been able to give the necessary attention to ordinary office work. In fact the only time we have had to write up the invoices had been the week-end.

On Mondays either Graham or I am fully occupied in the store preparing orders for the 'Marble Bar Mail Run' while the other attends to customers at the counter and on Saturday no office work is done at all as quite a number of Station owners and those engaged in mining pursuits come to town for their weekly requirements, on the other days one or the other has to attend to customers.

I do not know what the Company's Policy is in regards to this Sub-Branch, but if it is considering extending it's Merchandise activities in Port Hedland I am taking the liberty of placing these matters before you so that the question of the engagement of a Junior storeman may be discussed with Mr. Pepper before he leaves Perth.

I may mention that it has been necessary to engage two casuals today and tomorrow in an endeavour to clear the Rail of all Vacuum products before a further 500 odd drums arrive on thursday and Friday.

*M. A. Arnold*

Actg Sub-Branch Manager.

*Mr Pepper advises admittedly there has been a rush of Vacuum work which is soon to ease + so the addition of another storeman is not necessary. It is realised when large quantities of Vacuum products arrive some casuals should be engaged.*

PORT HEDLAND  
W.A.

*Leas*  
The Assistant Manager,  
Messrs. Dalgety and Company Limited  
PERTH.



5th March 1953.

RECORDS

Dear Sirs,

I am in receipt of your letter of the 26th ultimo and as instructed I will proceed to Roebourne when Mr Pepper returns.

As there is no plane from here to Roebourne on the 15th I had in mind to go by road as far as Whim Creek and arrange for Mr Williamson to meet me there, from enquiries made the coast road is in a very bad state and I have been advised not to attempt the trip.

I will therefore not be able to proceed to Roebourne until Tuesday the 17th March.

Yours faithfully,

*Dr. A. Donald*

The Acting Manager,

PORT HEDLAND.

6th March, 1953.  
HCL/JH.

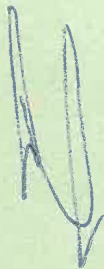
Confidential.

S T A F F.

RECORDS

Mr. Pepper has informed us that he is unable to secure a seat on the aeroplane leaving here on the 13th instant but is booked to travel on Sunday, 15th instant. This will mean that you will be unable to leave for Roebourne on 15th as previously arranged, but as Mr. Pepper should be able to take over from you in one day please arrange to travel to Roebourne by the 'plane which leaves Port Hedland on the morning of the 17th instant.

  
Manager.



The Acting Manager,

HCL/McA.

PORT HEDLAND

26th February, 1953.

RECORDS

Confidential.

We have received advice from Mr. Meares of Roebourne Sub-Branch that he will be commencing his leave on the 6th March, and we have agreed to the request made by him to employ Mrs. Williamson full time for a period of two weeks as Mr. Williamson will be on his own until your arrival in Roebourne.

Mr. Pepper informs us that he will be returning to Port Hedland on the 14th March and considers that you should be able to leave for Roebourne on the 15th, so please make the required arrangements to travel to Roebourne on the latter date where you will take over the management until Mr. Meares returns from holidays.

Assistant Manager.

The Manager,

HCL/McA.

PORT HEDLAND


27th January, 1953.

Confidential.

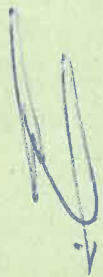
STAFF - W. KAIN.

We are in receipt of your letter of the 24th instant and Mr. Kain's wages have been increased to £16/-/- per week as from the 1st January, 1953.

Instructions have been given that the adjustment is to be made in the next payment forwarded to you by our Accounts Department.



Assistant Manager.



RECEIVED PORT HEDLAND

W.A.

27 JAN 1953

24th. January, 1953.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

ASKED 27/1/53

CONFIDENTIAL.

Dear Sirs,

STAFF W. KAIN.

As we have advised the above that you have agreed to his wages being increased to £16. per week as from the 1st. January, would you please advise when he is to receive this increase.

from 1/1/53.

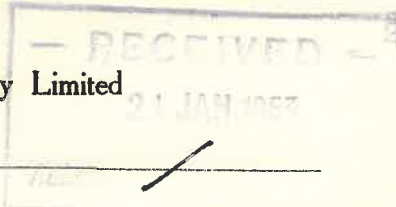
.....  
Sub-Branch Manager.

PORT HEDLAND

W.A.

*Ed*  
The Manager,

Messrs. Dalgety and Company Limited



30th. January, 1953.

PERTH.

CONFIDENTIAL.

Dear Sirs,

STOREMAN W. KAIN.

RECORDS

I am in receipt of your letter of the 15th. instant and confirm my wire of the 17th. instant, reading as follows:-

"OFFER ACCEPTED STILL REQUIRES THREE WEEKS HOLIDAY."

I regret that in my letter of the 3rd. instant I did not make it quite clear that Mr. Kain would rather stay on here provided his wages were increased to £16. per week, and also that he be granted 3 weeks holiday each year.

After receiving your letter I spoke to him again and he is still very firm in the matter of three weeks holiday as this was the period of leave he would receive if he should accept the position with the Harbour and Light Department.



.....  
Sub-Branch Manager.

The Manager,

HCL/RB.

PORT HEDLAND.

19th January, 1953.

Confidential.

S T A F F.

We are in receipt of your letter of the 17th instant regarding your Annual Leave.

Arrangements have been made for Mr. M.A. Arnold to be Acting Sub-Branch Manager during your absence and he will be leaving here by Airlines plane on Tuesday the 27th instant and should arrive at your centre about mid-day. On the expiration of your holidays about the middle of March, he will proceed to Roebourne to manage that Sub-Branch until Mr. Meares returns from his leave.

Please arrange accommodation at either the Pier or Esplanade Hotel for Mr. Arnold.

Assistant Manager.

PORT HEDLAND

W.A.

17th. January, 1953.

— RECEIVED —  
13 JAN 1953  
ackd..... 19/1/53.....  
PERM.

CONFIDENTIAL.

*Jo*  
The Manager,  
Messrs. Dalgety and Company Limited

Dear Sirs,

STAFF.

RECORDS

I am in receipt of your letter of the 14th. instant and note that up to the time of writing you had not heard anything further from me re my holidays. I posted a letter per mail leaving here on Tuesday the 13th., which I trust has now been received by you.

I regret not advising in previous letters that it will definitely be necessary to send a relieving officer to this branch whilst I am away.

*[Signature]*  
.....  
Sub-Branch Manager.

Elo

PORT HEDLAND

W.A.

RECEIVED 13th. January, 1963.

PLEASE  
F. A.

The Manager,  
Messrs. Dalgety and Company Limited



PERTH.

RECEIVED  
13 JAN 1963  
ADM

RECORDS

Dear Sirs,

Please advise if it will be convenient for me to commence my leave as from the 30th. instant.

As I am unable to travel by ship I will have to go by plane.

I have spoken to Mr. Meares and he advised that he wished to commence his holidays from the 4th. March, this being the approximate date the "Koorbarli" is due in Point Sampson on her way South.

.....  
Sub-Branch Manager.

The Manager,

PORT HEDLAND.

19th January, 1953.

Confidential.


W. KAIN.

I am in receipt of your telegram of even date  
reading :-

"OFFER ACCEPTED STILL REQUIRE THREE WEEKS  
HOLIDAY".

Mr. Orr left for Sydney last night and a  
decision regarding the additional week's holiday will have  
to be left in abeyance until his return later in the week.

  
Assistant Manager.



T.G. 42  
Sch. C 6040  
7/1949

This Telegram has been received subject to the Post and Telegraph Act and Regulations. The time received at this office is shown at the end of the message.

COMMONWEALTH OF AUSTRALIA  
POSTMASTER-GENERAL'S DEPARTMENT

**TELEGRAM**

The date stamp indicates the date of reception and lodgment also, unless an earlier date is shown after the time of lodgment.

Office Date Stamp  
T.  
C.  
B.  
TELEGRAPH OFFICE PERTH  
17 JAN 1953

CHL No. Office of Origin. No. of Words. Time of Lodgment. No.

1- PORT HEDLAND 13 11-35AM

RECEIVED  
17 JAN 1953  
No. 17/1/53

492  
MANAGER DALGETY AND CO  
PERTH

OFFER ACCEPTED STILL REQUIRED THREE WEEKS HOLIDAY

DALGETY

11-40AM LY

The Manager,

PORT HEDLAND.

15th. January, 1953.

STOREMAN - W. KAIN

I refer to previous correspondence to the effect that I was prepared to offer Mr. Kain an extra £1. per week, and in view of his claim for an added week's holiday I promised I would take it up with the Superintendent, as one of the rules of the Company lays down that storemen are only entitled to 2 weeks holiday.

I have not received any acknowledgment whether Mr. Kain has accepted the offer, and I shall be glad if you will wire me to this effect as soon as you receive this letter. If he has agreed to stay on for the extra £1. per week does he still insist on the 3 weeks holiday, because if so will you wire me immediately as I am leaving for Sydney on Sunday night and I can take it up with the Superintendent informing him of the similar case with Elder Smith & Co., Ltd. If you cannot wire me before Sunday it will be in order as I will arrange for Mr. Hainwright to wire me in Sydney when he receives your reply. I am hopeful that you will be able to retain Mr. Kain's services at £1. per week more without having to explore the holiday position, but I suppose if he insists on it we will have to try to do something.

It is always difficult when cases in other Companies are compared with ours as it has always been proved that there is some distinction. In this instance Elder Smith & Company's employee was taken over at the time of the purchase of the Port Hedland business and he only retains the existing conditions provided he remains in Port Hedland.

However, as you would have difficulty in getting another storeman and Kain does a good job I am prepared to do what I can to help you retain him.

Please wire me giving full information and as I know what you will be referring to you need not mention the name in the wire.

  
Manager.

The Manager,

HCL/RB.

14th January, 1953.

PORT HEDLAND.

Confidential.

S T A F F.

You wrote to us under date of the 29th October, 1952 intimating that it was your intention to take your Annual Leave about the end of January or early February this year.

We advised you to confer with Mr. Meares with a view to ascertaining when he intended to take his Annual Leave and providing you did not clash too much with one another, we were agreeable to you taking your leave at the time mentioned. You did not say whether it would be necessary to send a relieving officer for you and as we will probably have to send someone to relieve Mr. Meares, we naturally want one officer to do the two relieving jobs hence the necessity for you and Mr. Meares to work in together as much as possible.

Up to the time of writing we have not heard anything further from you so please let us have an early reply.

  
Manager.



The Manager,

RECORDS

PORT HEDLAND.

7th January, 1953.

Confidential.

W. KAIN.


I confirm my telegram of today's date reading :-

"KAIN INCREASE OF £1 WEEK APPROVED CONSIDERING  
HOLIDAY AMENDMENT".

After giving Kain's request careful thought, it has been decided to increase his wages by £1. 0. 0. which will now make him in receipt of £16. 0. 0. per week.

As you are aware this man has made several requests for increases and I trust that this generous action of increasing his wages by £1. 0. 0. per week will satisfy him and keep him contented in the future. Enquiries reveal that Glass of Elder Smith and Co. Ltd. is on the Permanent Staff of that Company and would therefore be entitled to the benefits which you mentioned.

I am unable to give you any definite information as regards an additional week's holiday per year, but this matter will be looked into further by Mr. Orr on his return from Geraldton and you will be advised of his decision.



Assistant Manager.

PEPPER  
DALGETY  
PORT HEDLAND

KAIN  
DEOZB

IGCOY  
HOPAJ

SUFUT  
AKMAG

VYNFO  
ORR

AMPOC

7/1/53.

TRANSLATION.

KAIN INCREASE OF £1 WEEK APPROVED CONSIDERING  
HOLIDAY AMENDMENT.

The Manager,

HCL/RB.

RECORDS 5th January, 1953.

PORT HEDLAND

W. KAIN.

We are in receipt of your letter of the 3rd instant and note all you write in connection with this young man.


Unfortunately Mr. Orr is absent from the office having gone to Geraldton on a Branch inspection.

Your letter has been forwarded to him today and he may reply to you from Geraldton, but on the other hand it is possible that he may delay giving a decision until his return to Perth later in the week.

Should Mr. Kain ask for a reply you can advise him of the position.



Assistant Manager.



2  
66

PORT HEDLAND

3rd. January, 1953. <sup>W.A.</sup>

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

CONFIDENTIAL.

RECEIVED  
5 JAN 1953  
Ackd 5/1/53

Dear Sirs,

STAFF W. KAIN.

I am in receipt of your letter of the 31st. ult., and wish to advise that the name of the Storeman employed by Messrs Elder, Smith & Company Limited is Mr. J. Glass, he was working for Wilson and Company when Elder, Smith & Company took over.

As our chance of getting another storeman at the moment is not very bright, I would recommend paying Kain £16 per week and also allow him three weeks holiday each year.

I fully realise this is a considerable increase but Kain considers he should be on an equal footing with the storeman at Elder's, who like himself is a married man with three children.

He advised me yesterday that he had been offered a position with the Harbour and Light Department, but if his wages were increased as above he would sooner stay on here.

As he has promised to let the Harbour and Light Department know early this week, would you please let me have your reply per mail which leaves Perth mid-night Monday and arriving here early Tuesday morning.

15-00 per week  
present wages as  
from 1/1/53

.....  
Sub-Branch Manager.

The Manager,

PORT HEDLAND.

31st. December, 1952.

Confidential

W. KAIN

I am in receipt of your letter of the 29th. instant, and am sorry to learn that this employee is dissatisfied with his treatment as I consider we have done quite a lot for him.

Your advices in regard to Elder Smith's storeman are not correct as I have been told that nobody would receive an extra week's pay at holiday time or a bonus at June unless they were on the Permanent Staff.

When Elder Smith & Co. took over Wilson & Co. a condition of the sale was that they had to take one or two over on the Permanent Staff as long as they remained in Port Hedland.

In order that they may check up on it they have asked me to name the employee, and I shall be glad if you will let me have this information by return of mail. In the meantime you can treat the information about their taking over the staff of Wilson & Co. as confidential, but you can tell Kain that they had to be on the Permanent Staff to get a bonus and the extra week's pay.

You ask me what should be done but you have not assisted in any way by making any recommendation or suggestion. Should Kain decide to go what chance have you of getting another storeman, and in any event would you recommend trying to save Kain if at all possible? You say that unless his wages are increased he will leave but you give no idea what increase he would require. As you know Kain gets the benefit of the cost of his fares to Perth with his family and he is in a good solid position with good wages. If he would be satisfied with an additional 10/- per week I am prepared to grant it, but if not please let me know what I have asked you above and I will consider it.

  
Manager.

RECEIVED. PORT HEDLAND

W.A.

The Manager,

31 DEC 1952

29th. December, 1952.

Messrs. Dalgety and Company Limited

PERTH.

CONFIDENTIAL.

Dear Sirs,

STAFF W. KAIN.

The above storeman advised me at 5 pm on Christmas Eve that he wished to finish up as soon as he had carted the Petrol etc., received ex the last boat.

Your letter dated the 18th. December advising that he had been granted a £20 bonus etc., had not then been received as the plane on Wednesday did not arrive until after 5 pm. First thing this morning I advised him re his bonus etc., and also had a long discussion with him, but he is still not satisfied, his reason being as follows....

X  
X  
Elder, Smith and Company have a storeman who receives £16. per week, has 3 weeks holiday each year and at the time of taking his holidays also receives an extra weeks pay, he also receives a bonus in June when the rest of their staff receive one. This storeman is not on the Permanent Staff.


Mr. Kain considers he would be better off doing casual work in the town and working the boats which always seem to be in this Fort during week ends.

Although I pointed out to him the difference between being a casual worker and being employed as he is at present, he still considers he would be better off.

I have also heard from good authority that he has been offered the job of guard with the Harbour and Light Department.

It seems definite from the foregoing that unless his wages are increased we will have to look for another storeman.

Please advise at year earliest what action is to be taken.

  
.....  
Sub-branch Manager.

PORT HEDLAND  
W.A.

*ELW*  
The Manager,

Messrs. Dalgety and Company Limited

PERTH.

RECEIVED.

31 DEC 1952

ACKNO.....

30th. December, 1952.

Dear Sirs,

I wish to thank you for the salary increase granted to me and also for the £50 merit bonus.

Every effort is being made to increase business wherever possible and I trust that this year's profit will show an increase on last year.

*See*  
Signed receipt is enclosed.

*R. Pepper*  
.....  
Sub-branch Manager.

The Manager,

HCL/RB.

18th December, 1952.

PORT HEDLAND.

Confidential.

RECORDS

STAFF - MRS. B.L. PEPPER.

We are in receipt of your letter of the 15th instant and we approve of you employing Mrs. Pepper full time until the pressure of work eases.

Her salary during that period will be £55.13. 0. per annum plus hardship allowance of £19.10. 0. per annum.

*G.L.*

Assistant Manager.

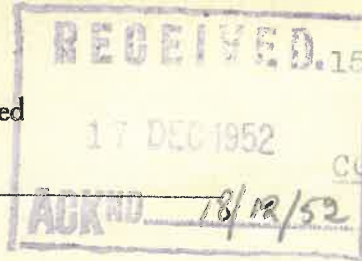
*G.L.*  
/

*[Handwritten mark]*

PORT HEDLAND

W.A.

*20*  
The Manager,  
Messrs. Dalgety and Company Limited



CONFIDENTIAL.

PERTH.

RECORDS

Dear Sirs,

STAFF MRS. PEPPER.

*✓*  
Owing to pressure of work at this time of the year, we have found it necessary to employ the above for the full day. She commenced working the full day from the 8th. of this month.

When any further alteration is made we will advise you.

*R. Pepper*  
.....  
Sub-Branch Manager.

The Manager,

24th November, 1952.


PORT HEDLAND

Confidential.

The Account Committee has made the following comment in respect of your Sub-Branch for the twelve months ended June last, and I commend it to your attention.

In case you do not know, this comment comes from the General Manager in London and it is to be quoted and replied to on the front page of your next June Report. At the same time should you wish to make any comment to me now, please do so.

"PORT HEDLAND SUB-BRANCH - Profit £A 2,796. In the face of increased expenses, the result must be regarded as a useful contribution, of which Merchandise is, and must remain, the mainstay."

  
Manager.

The Manager,

21st. November, 1952.

PORT HEDLAND.

Confidential

STAFF - I. W. GRAHAM

I am in receipt of your letter of the 13th. instant and the delay in replying has been caused owing to my absence from the office.

If you recommend it I am agreeable to this young man having the four days off to visit his parents, provided of course he pays his own fare.

It will be in order to employ Mrs. Pepper as you think fit during his absence.

  
Manager.

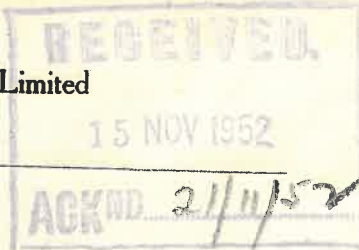
PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

13th. November, 1952.



CONFIDENTIAL.


Dear Sirs,

STAFF I.W.GRAHAM.

The above officer wishes to visit his parents late in December and to do this has asked for leave from Tuesday 30th. December until Saturday 3rd. January, 1953.

We will be able to carry on for the working days that he will be absent but it would be necessary to employ Mrs. Pepper for the whole day instead of half.

Please advise if you are agreeable.

  
.....  
Sub-Branch Manager.

The Manager,

PORT HEDLAND.

31st. October, 1952.

Confidential


STAFF

I. W. GRAHAM

RECORDS

I am in receipt of your letter of the 29th. instant, and am glad to learn that the above young man has shown improvement in his work. This is all to the good, but he must give every satisfaction, and unless he does do so we will have to transfer him, although it is difficult to find a suitable substitute. When you are down in January I will be pleased to discuss this matter with you.

It will be in order for you to take your annual leave in January or February provided that it does not clash too much with Mr. Meares. Although you do not say so I take it it will be necessary to send a relieving officer for you, and I would also like him to go on to Roebourne while Mr. Meares is on leave. Will you please confer with Mr. Meares and let me know what you intend to do.

  
Manager.

PORT HEDLAND

W.A.

29th. October, 1952.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.



RECORDS

RECEIVED  
30 OCT 1952  
ACKED 31/10/52

Dear Sirs,

I trust it will be in order if I apply for my annual leave from the end of January or early February. The State Shipping Service are unable at the moment to advise if berths will be available at the above times but they are making enquiries and as soon as I know I will advise you.

  
.....  
Sub-branch Manager.

PORT HEDLAND RECORDS

W.A.

29th. October, 1952.

The Manager,  
Messrs. Dalgety and Company Limited  
PERTH.



CONFIDENTIAL.

RECEIVED
30 OCT 1952
AGRD 31/10/52

Dear Sirs,

STAFF - I.W.GRAHAM.

I am in receipt of your letter of the 23rd. instant, re the above officer. I did not consider it necessary to reply to your letter of the 17th. ultimo, as I had warned him of his poor work several times and it was his remarks after the last time I had warned him "Why dont you write to Perth and complain" that I told him I would do so.

After receiving your reply I had a long discussion with him and passed on the contents of your last paragraph.

He has shown slight improvement since then, but it is still taking him too long to grasp things and with the additional work through increased Merchandise sales and the storeman being away from the place carting Petrol and Oils and Merchandise etc., I have to watch every little thing and be on the alert all the time.

I was asked to come here to run this Branch but it is a hard task without the right material especially when our main opposition, Elder, Smith & Company have a staff now consisting of 9 males and 5 females. I can see opportunities ahead but to achieve this on my own is very difficult.

As I hope to go South for my holidays within the next few months, this subject can be fully discussed then.

.....  
Sub-branch manager.

The Manager,

RECORDS

EW/BJH

PORT HEDLAND.

23rd. October, 1952.

Confidential.

STAFF - I.W. GRAHAM.

I wrote you on the 17th. ultimo in connection with the above officer and am somewhat surprised that you have not let me have your replies to the points I raised in that letter. I trust that your advices with regard to this young man's work will reflect an improvement as he has been taken to task for his lack of interest.

In connection with your annual leave, will you please let me know when you intend to apply for this as it will be necessary for a senior officer to be sent to Hedland to take over your duties for that period.

  
Manager.

2/6

The Manager,

15th October, 1952.  
W/IT

PORT HEDLAND.

STAFF ACCOUNT - K. F. PEPPER.

We are in receipt of your letter dated 13th instant expressing surprise that your name should have appeared on the list of outstanding ledger balances for the last 2 months.

In order that the matter may be clarified in future, we have decided to open a separate account in your name for the outstanding rent, which it has already been agreed to reduce at the rate of £2.14. 2 per pay. The balance to be transferred as outstanding rent will be £53.15. 0, which will be marked accordingly on the monthly balances in future and this will mean that your current account will be quite separate.

With regard to the deduction from your last salary payment, the signed authority was received by us too late for the deduction to be made at the end of September. However, it has already commenced from the salary payment for the 15th October.

  
Assistant Manager.

*Leew*

PORT HEDLAND  
W.A.

The Manager,  
Messrs. Dalgety and Company Limited  
PERTH.

RECEIVED 13th. October, 1952.  
15 OCT 1952  
ACKNO. 15/10/52  
Hills

Dear Sirs,

I am surprised and upset to notice my name on the list of outstanding Ledger Balances as at 30/9/52. This also appeared on the outstanding balances as at 30/8/52, but I did not comment as at the time I thought that you had overlooked the fact that there had been separate correspondence on this matter.

Since I have been at this Branch I have paid my account without fail every month and it was not until the rent of premises for 1951 was debited that my account was ever in debit. When this debit appeared I paid my months account plus a further £5. to reduce the rent, evidently it was not noticed that an amount over and above the months purchases was paid.

Although the amount of £5. had been paid off the rent as per my letter of the 9th. September and which I would have kept paying off as I have always done with my accounts prior to the rent being debited, you wrote on the 19th. September, stating it had been decided that I should be able to pay off the arrears of rental at the rate of £1. per week.

I signed the necessary letter authorising you to deduct this £1. per week from my salary and prior to this signed the authority to deduct £2.14.2. per pay

I notice from the Wages Sheet that this £1. has not been deducted, but this is no fault of mine as the necessary authority has been sent to you some time back.

As mentioned previously I am upset over this as I have always met my obligations wherever I have been.

Yours faithfully,

*R. Papp*

*July £69.13.9*

*August £61.11.8*

*June July  
June / Aug*

The Manager,

EW/BJH

PORT HEDLAND.

15th. October, 1952.

Confidential.


We acknowledge receipt of your letter of the 13th. instant and we consider that you will be treading on dangerous ground to commence dealings with Mr. D. McLeod.

The matter has been brought before the notice of Mr. Hamilton and he confirms the opinion that we would only be looking for trouble to deal with this party, as all the pastoralists in the Hedland area would soon be 'up in arms'. On the other hand, Mr. Hamilton has explained that the Northern Development Ltd. are not as prompt as they could be with their settlements, and that is another angle which confirms our recommendation not to do business with them. If, however, we are approached to do business on a cash before delivery basis, that is a different matter and one that we could not very well refuse, but this is most unlikely to have any bearing on the proposition.

It is unfortunate to turn down business if it is at all attractive, but as aforesaid, we would only antagonise our other good clients in the area, and you will realise we are most anxious to avoid this.

Mr. Hamilton informs us that the Northern Development Ltd. were contemplating doing business with Westralian Farmers and in fact had obtained some goods from them, but he understands that Mr. Cullingworth of Pardoo made it quite clear to Westralian Farmers that they could not expect any business from pastoralists if trade from these people was to be continued.

In view of the foregoing it should be quite clear the action you are to take in the matter.

  
Assistant Manager.

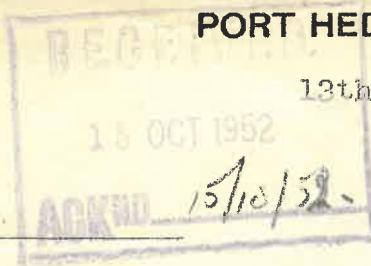
PORT HEDLAND

W.A.

13th. October, 1952.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.



Dear Sirs,

Until recently Mr. G.A. Wyndham has been the agent for The Northern Development Limited with which Mr. D. McLeod is associated.

We know that in the past petrol and oils purchased from us by Mr. Wyndham were for McLeod and the position is now likely to arise where McLeod will come to us to obtain his supplies direct.

As a fair quantity of Merchandise etc., is also received ex the various boats for the Northern Development Limited, this would help to increase the earnings from Receiving & Forwarding.

We do not know if McLeod will approach us re his Receiving and Forwarding but there is a possibility that he may.

Owing to the ill feeling between the Pastoralists and McLeod we would appreciate your advice on the matter as we do not want to upset any of our clients.

It would be appreciated if you could let us have an early reply so that if this position arises we will know how to act.

*Rather sorry.*

  
.....  
Sub-Branch Manager.

*Worthamers informed that they were heading  
on dangerous ground by dealing with Mr. Leve.*

The Manager,

RECORDS

PORT HEDLAND.

19th September, 1952.  
HCL/JH.

Confidential.

We are in receipt of your letter of 9th instant.

The payment of arrears of rental has been considered and we have decided that you should be able to pay this off at the rate of £1. per week.

So as to enable deductions to be made from salary payments, please sign the enclosed letter of authority and return it to us.

(Enc.)

  
Manager.

Go



RECEIVED PORT HEDLAND

W.A.

9th. September, 1952.

10 SEP 1952

ACKND. 19/9/52

RECORDS

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

Dear Sirs,

I am in receipt of your letter of the 4th. instant and wish to advise that in August I paid £5. off the outstanding rental amounting to £58.15.0. and would prefer to pay off as I can rather than have a certain amount deducted from each salary, as £2.14.2 is being deducted at present for this years rental.

*R. Phipps*  
.....  
Sub-Branch Manager.

*£1 p week.*  
*Q*

The Manager,

PORT HEDLAND.

17th. September, 1952.

Confidential

STAFF - I. W. GRAHAM.

RECORDS

I am in receipt of your letter of the 4th. instant, and am disappointed to learn of the poor work done by this officer. He was doing good work down here and the Departmental Head gave him a good recommendation, otherwise he would not have been sent to your Sub-Branch.

I assume that he has been warned of his poor work, and I trust that you have told him that you have written complaining of his dilatoriness. I suggest that you put him on a month's probation, and if he has not shown improvement and willingness in his work in that time he will have to be transferred back to Perth. If he is not suitable by that time we will do our best to find a suitable substitute and will let you know what we can arrange.

You may tell Mr. Graham that I am disappointed in receiving this bad report, and unless he is prepared to give you his word that he will do better and show vast improvement I shall be glad if you will ask him to let you have a written report that can be sent on to me setting out why he has not carried out his duties as he should have done.

  
Manager.

RECEIVED, PORT HEDLAND

W.A.

The Manager,

12th. September, 1952.

Messrs. Dalgety and Company Limited

16 SEP 1952

ACKD

10/9/52

Confidential.

PERTH.

Dear Sirs,

STAFF == I.W.GRAHAM.

I regret to advise that the above officer is not suitable to this Branch and to sum him up as briefly as possible I would say that he lacks "plain commonsense," & is lazy with it.

Although I discovered this quite sometime back I have been persevering with him hoping that in time he would change and I have done all in my power to help him as much as I could but I am afraid that my time and patience have been wasted.

He is not familiar with the workings of this Branch apart from the work Mr. Klopper showed him, that is the issuing of receipts and making up of packs and paying accounts etc. Should I at any time be unable to carry on through sickness etc., he would not know what to do and as you are aware there are certain jobs that cannot wait. Many times I have spoken to him about this and have asked him to come in with me when he has finished his work and I will show him my side of it and explain as we go, but he never seems to have the time and it seems as though he is not interested to learn.

He has done the same type of work over and over again but instead of becoming quicker at it he still seems to stumble along and is not sure of himself, and although I have told him time after time he must make sure of this and that by adding certain figures before a pack is typed he does not do it, and consequently when the pack is typed it will not balance, and often by the time we have balanced it we have missed the mail.

Now that we have our own truck and all merchandise and Petrol and oils ex boats is carted by our Storeman, there are times when he (the Storeman) is not here to attend to the loading of goods for the stations etc. On the 17th of July last the "Kybra" arrived here with the following Vacuum products, 524 X 44 Gal Drums and 200 X 4 Gal drums and again on the 6th of August she had 610 X 44 drums on. During this period only a few railway trucks were available (as most were loaded with wool waiting shipment,) this meant that when the trucks returned from the jetty loaded with Petrol etc., it had to be unloaded on to the ground to enable the trucks to be sent down for another load. This meant that our Storeman, plus a casual labourer were kept busy day after day rolling these drums up on to our truck and carting them to the depot.

During these days I had to do the store work, I could not ask the above officer to help as he would get further behind with his

work. This meant that my work was also getting behind and the only way out was to work every night as some days I would only be able to spend an hour or two in my office, the rest of the time I would be helping to load carriers going to the stations, or be down the goods shed checking off goods for stations for whom we are forwarding agents, or else down at the depot.

When our Storeman is out at the aerodrome dumping aviation fuel and a client calls in here for a drum of petrol etc, I am the one who goes down to the depot with him to get it, the reason being as above.

He is also unreliable and on several occasions has forgotten to take out parcels etc., left with us to be sent by Airlines. On one occasion although a passenger called in three times during the morning re his seat on the plane, for which he had a ticket, and asked if we would pick him up at the Road Board Office he went out to the plane without him and the Road Board Secretary had to rush the passenger out in one of their big trucks.

If I had someone here with me who could be relied on, it would give me a better chance to obtain more business which I know is offering and also I would feel much happier during my absence away from the office.

The above officer has some very peculiar mannerisms and has also made himself very unpopular with a number of townspeople, which is detrimental to our business in this town.

It is not easy for me to write letters like this but I am afraid that under present conditions I cannot carry on much longer.



.....  
Sub-Branch Manager.

RECEIVED.  
13 SEP 1952  
ACKND

PORT HEDLAND

W.A.  
11th. September, 1952.

200  
The Manager,  
Messrs. Dalgety and Company Limited

PERTH

Confidential.

Dear Sirs,

STAFF.

RECORDS

On receipt of your letter of the 9th. instant, I contacted Mr. Meares of Roebourne and he advised he did not require the services of Mr. I.W.Graham as he would be able to carry on with the assistance of his wife.



.....  
Sub-Branch Manager.

The Manager,

12th September, 1952.  
HGL/RB.

PORT HEDLAND.

Confidential.

STAFF - I.W. GRAHAM.

RECORDS

Under date of the 9th instant we wrote to you asking if you could release Mr. Graham for a period of four weeks to assist at Roebourne during the absence of Mr. Williamson. However, as other arrangements have now been made this will not be necessary.

We have heard that Mr. Graham is not proving satisfactory, so please let us have a full report on this young man.



Acting Manager.



F. K. Pepper Esq.,

11th. September, 1952.

PORT HEDLAND.

Dear Pepper,

We received a nice letter this morning from Doctor H. J. C. Hanrahan who passed complimentary remarks about your assistance during a recent visit to Port Hedland. I acknowledged his letter today and told him I would be passing his appreciation on to you.



Acting Manager.

The Manager,

PORT HEDLAND.

9th September, 1952.  
HCL/JH.

Confidential.


S T A F F.

We have been informed by the Manager of Roebourne Sub-Branch that Mr. J.B.M. Williamson will be taking his leave as from the 20th instant, and is due to resume duty on 20th October.

During the past few weeks we have been employing Miss Mitchell at Roebourne, and as she and Mr. Williamson intend being married during the latter's leave, this will mean that the only assistant which Mr. Meares will have will be Mr. Watson. Unfortunately we do not have a junior experienced in Sub-Branch work to send to Roebourne, and it would be a waste of time and money to send an inexperienced person for four weeks.

Our reason for writing to you is to ascertain if you could spare Mr. I.W. Graham for four weeks to assist at Roebourne, and during this time whether your wife would be prepared to work full time. Should you be able to assist in this matter no doubt you and Mr. Meares would make arrangements to transport Mr. Graham by car from Port Hedland to Roebourne.

Please give this matter consideration and advise us by an early mail.



Acting Manager.

The Manager,

25th August, 1952.  
W/IT

PORT HEDLAND

Confidential.

STAFF.

RECORDS

We have to advise that it has been decided to concede the recently announced increase of 8/5d per week in the State basic wage in the case of your Storeman, W. Kain.

The above increase has been back-dated to the 28/7/52 and the necessary adjustments will be made when drawing next week's wages.

*E. L.*

Acting Manager.

*by  
decs*

The Manager,

W/MR.

RECORDS

1st May 1952.

FORT HEDLAND.

Confidential.

It has been decided to concede the recent increase of 9/9d. in the State basic wage in the case of your Storeman W. Kain. In future his wages will be at the rate of £14.0.11d. per week and it is to be noted that the action taken on this occasion as with increases in the past is not to be taken as a precedent.

*Eh.*

*top* Manager.

*Dear*

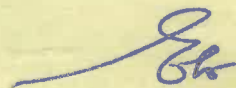
The Manager,

EW/BJH

PORT HEDLAND.

23rd. April, 1952.

We are in receipt of your letter of the 21st. instant together with enclosure, and a copy of the report has been forwarded to the Cossack Lightering & Traders Pty. Ltd.



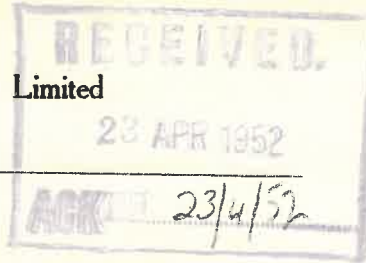
Assistant Manager.

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.




21st. April, 1952.

Confidential.

Dear Sirs,

We are in receipt of your letter of the 9th. instant, enclosing a letter from Mr. McLarty, Manager of the Coosack Lightering and Traders Pty. Ltd., and we enclose a report giving all the details possible.

  
.....  
Sub-Branch Manager.

Copy of Lr. from the Mgr. Dalgety & Co. Ltd., Port Hedland to The  
Manager, Cossack Lightering & Traders Pty. Ltd., 21st April, 1952

Captain Matheson arrived back into this port after completing the Charter on Saturday the 19th Jan., but it was not until Tuesday the 22nd Jan., (the day we wired you) that he came in to see us.

During our discussion with him then, we learnt that Matt. Dan (who is a half caste or of Malay extraction) was at the wheel at the time, and all of a sudden breakers were noticed ahead, so Captain Matheson swung the wheel hard over in an attempt to turn the ship, but then discovered that he could not make it as there was not sufficient room, as breakers were noticed on either side. His only alternative then, was to swing the wheel back and go astern, and it was during this manoeuvre that the aft portion was stove in on the reef. He also stated that there were other instances of bad steering during the voyage.

We find Captain Matheson a very quiet cove and when he comes ashore, which is not very often (even when his ship is anchored a short distance up stream from the jetty) it is usually late in the afternoon and he calls in here to see if there is any mail or messages for him.

We have had a drink with him on several occasions at the hotel and then driven him down to the jetty, but not once has he been under the influence or have we noticed him carrying any drink with him, all his parcels have been foodstuffs, which we have helped him place in and out of our utility.

During the time he was repairing the ship at Oyster Inlet, he was very seldom ashore, as you are no doubt aware owing to the lateness in our replying to some of your letters.

He has also called in here as late as 10 p.m. to pick up parcels which he has left with us earlier in the afternoon, and on these occasions also he has been quite alright.

We will do our best to induce him to give you a further report on the accident.

No reply has yet been received to our letter to A. Ruston, of Broome, re the building of a dinghy, so we have written again and when we know the outcome we will advise you.

The Manager,

CVH/RB.

9th April, 1952.

PORT HEDLAND.

Confidential.

Mr. McLarty, Manager of the Cossack Lightering and Traders Pty. Ltd., has handed us the enclosed letter with the request that it be forwarded to you. Will you please obtain the information required by Mr. McLarty making your enquiries from Mr. Matheson in such a manner as it will not cause him to suspect that Mr. McLarty has asked you for a confidential report regarding the damaged boat.

Your early reply will be appreciated.

*ES*

Assistant Manager.

*End*

PORT HEDLAND

W.A.

*GB*  
The Manager,  
Messrs. Dalgety and Company Limited

17th. January, 1952.

Confidential.

PERTH.


Dear Sirs,

STAFF

RECORDS

B. KLOPPER.

We wish to advise that the above member of this Branch left for Perth by plane this morning.

  
Sub-Branch Manager.

The Manager,

RECORDS

HCL/RB.

16th January, 1952.

PORT HEDLAND.

Confidential.

S T A F F.

We are in receipt of your letter of the 14th instant from which we note your wife will be working from 8 a.m. to 12 noon, Monday to Saturday inclusive.

As your wife will only be working half time, her salary will be £297/2/5 per annum plus Hardship Allowance of £11/14/- per annum. These calculations are based on 24/40ths of the full salary of £495/4/- and Hardship Allowance of £19/10/- per annum.

Please have the enclosed form completed and returned to us.

  
Pro Manager.

*Mr. Lawson*

RECORDS

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

14th. January, 1952.

PERTH.

*16/1/52*

Confidential.

*Ms.*

Dear Sirs,

I have for acknowledgement your letter of the 10th. inst., and enclose herewith completed forms.

My wife will be working from 8 am to 12 noon on Saturday mornings also.

Sub-Branch Manager.

*Salary*  
*- 25/40 of £195-00 = 297.25*

*• 25/40 of £191.00*  
*House Allow. 11-14-0*  
*£ 308-16-5*

manager,

HCL/RB.

10th January, 1952.

PORT HEDLAND.

Confidential.

RECORDS

We are in receipt of your letter of the 3rd instant advising that your wife commenced duties with the Company on the 2nd instant, but will only be working from 8 a.m. to 12 noon. Kindly advise if she will be working on Saturday mornings.

Enclosed are two forms which we would like you to have completed by your wife and return to us at an early date.

  
Pro Manager

PORT HEDLAND

W.A.

3rd. January, 1952.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

**RECORDS** Confidential.

— RECEIVED

5 - JAN 1952

10/1/52

Dear Sirs,

STAFF

As I was unable to procure a suitable typiste I asked my wife to start here yesterday.

If she works in the mornings only from 8 am. to 12 am. I feel sure it will be all that is necessary.

  
Sub-Branch Manager.

The Manager,

PORT HEDLAND.

7th. January, 1952.


Confidential

STAFF

B. KLOPPER

RECORDS

I am in receipt of your letter of the 3rd. instant, and if Mr. Klopper is being transferred to Perth staff I am agreeable to paying his fares and expenses to Perth, but first of all I want to be assured on this point. I think the better way to treat it is for Mr. Klopper to discuss the matter with me on his arrival here and I can then make a decision.

  
Manager.

9/15/52

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited  
PERTH.

3rd. January, 1952.

Confidential RECEIVED

RECORDS

5 - JAN 1952

Aokd..... 7/1/52

Dear Sirs,

STAFF B. KLOPPER.

The above member of the staff wishes to know if the fares from Port Hedland to Perth for his wife and himself, are to be paid by him or by the Company, also the freight on a Refrigerator, Washing Machine and 2 cases of effects?

He also wishes to know if it will be in order for him to leave here by plane on the 17th. inst., if so do his holidays start from the time he leaves Port Hedland or after he arrives in Perth?

Mrs Klopper left here this morning by the "Koolinda."

  
Sub-Branch Manager.

# RECORDS

The Manager,

HCL/RB.

4th January, 1952.

PORT HEDLAND.

Confidential.

STAFF - I.W. GRAHAM.

We attach Extract of Birth Entry for the above officer  
and we would be pleased if you would hand this to him.

  
Pro Manager.

The Manager,

HCL/RB.

3rd January, 1952.

PORT HEDLAND

Confidential.

RECORDS

STAFF - I.W. GRAHAM.

We have received a letter from Mr. I.W. Graham regarding the refund of his taxi fare from West Perth to the Office of MacRobertson-Miller Aviation Co. Pty. Ltd.

You will be in order in refunding him the amount involved which should not be very much.



Pro Manager.

PORT HEDLAND

W.A.

Messrs. Dalgety and Company Limited

RECEIVED

2 - JAN 1952

27th December, 1951.

PERTH

RECORDS

Dear Sirs,

Attention Mr. Lawson.

Would you please send confirmation of our arrangements regarding Taxi Fare on 19th instant.

I find on arrival that I am unable to collect the amount due to me without verification from Head Office.

Yours faithfully,

W. Graham.

The Manager,

PORT HEDLAND.

18th December, 1951.  
HCL/JH.

Confidential.

STAFF - I.W. GRAHAM.

RECORDS

We enclose copy of Letter of Introduction handed to Mr. I.W. Graham who has been transferred to your Sub-Branch.

His salary will be £617.16. 0.p.a. plus Hardship Allowance of £26.p.a., and we shall await your report on him after he has had time to settle down.

(Enc.)



Manager.

The Manager,

18th December, 1951.  
HCL/JH.

PORT HEDLAND.

RECORDS

This letter will introduce Mr. I.W. Graham who  
is proceeding to Port Hedland tomorrow to replace Mr. B. Klopper.

  
Manager.



The Manager,

RECORDS

PORT HEDLAND.

12th. December, 1951.

Confidential

STAFF - W. KAIN

I am in receipt of your letter of the 10th. instant, and it has been agreed that Mr. Kain and his family should have free travel to Perth every two years. It will be in order to debit the cost to Travelling Expenses.

  
Manager.

PORT HEDLAND

W.A.

Confidential

The Manager,  
Messrs. Dalgety and Company Limited

10th December, 1951


PERTH

Dear Sirs,

STAFF - W. KAIN

Prior to Mr. Hamilton leaving here, he advised me, Mr. Kain and his family had been granted free travel to Perth every two years.

As Mr. Kain commences his holidays on Monday 17th instant, please advise if we are in order<sup>n</sup> booking these passages by plane and debiting the cost to Travelling Expenses.

  
...../.....  
Sub Branch Manager.

The Manager,

PORT HEDLAND.

12th. December, 1951.


Confidential

STAFF

RECORDS

I am in receipt of your letter of the 10th. instant advising that your wife is agreeable to taking a position as clerk/typiste in your Sub-Branch. I am agreeable to this subject to her appointment as 'Temporary Seasonal', and if you can obtain somebody later on then your wife can relinquish the position.

Will she be working full time or half time? I leave it to you to decide which will fit in insofar as the office is concerned and your own home life. If she works full time she will be entitled to £495/4/- p.a. plus hardship allowance of £19/10/- p.a., but if she works in the mornings only she will be entitled to the number of hours worked in proportion to the full time rate.

  
Manager.

PORT HEDLAND

W.A.

10th. December 1951.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH .

RECEIVED  
12 DEC 1951  
12/12/51.

RECORDS

CONFIDENTIAL .


Dear Sirs,

With reference to the position of Typiste-Clerk, it does not appear that there is anyone available locally to take Mrs. Klopper's position when she leaves on 15th January next.

As my wife has had experience as typiste -clerk in years gone by, it occurs to me that you may be agreeable to her taking the position, either until someone is available, or permanent as you think fit .

I have discussed the matter with my wife and she is quite willing to assist, in fact would be glad to take on the position, as she says she has too much time on her hands at present in such a place as Port Hedland .

Will you please advise me your views at your convenience?.



Sub Branch Manager.

L490.40 Per.  
+ ~~Per~~ Per  
Handwritten address  
#19/10/7

The Manager,

EW/BJH

PORT HEDLAND.

5th. December, 1951.

Confidential.

STAFF - I.W. GRAHAM.

We have to advise that the above officer will be proceeding by air to Port Hedland on the 19th instant to commence duties at your sub-branch.

This young man is 22 years of age and since joining the Company on the 10th September 1951 has been attached to the Stock Department. His present salary is £617/16/- per annum and in addition to this he will receive £26. per annum Hardship Allowance.

Prior to his joining the Company, he had clerical experience and for 2 years was employed by Messrs. Elder Smith & Company Limited, and we trust he will prove a satisfactory successor to Mr. Klopper.

As Mr. Graham will require accommodation, will you please make the necessary arrangements at either of the hotels.

Please let us have your report on this officer after he has settled down.

  
Manager.



The Manager,

PORT HEDLAND.

29th. November, 1951.

Confidential

STAFF

I am in receipt of your letter of the 27th. instant and have also heard from Mr. Klopper. He is willing to accept a transfer and I have written to tell him I have agreed to his coming to Perth Office. I am arranging to send a young man up as his substitute, and I will be writing to you in a day or so when you may expect him. I think he will be leaving on approximately 15th. December, but I will let you know definitely in the course of a day or two.

I assume that as Mr. Klopper is accepting a transfer to Perth Office he will not mind waiting a week or so if his substitute is held up for air travel or some other reason.

Please note in future to head all staff letters 'Staff' and also mark them 'Confidential'.

I am sorry to learn that you will find it difficult to obtain a typiste, but please make inquiries and see what you can do and let me know.

W. KAIN. I am also in receipt of your letter of the 27th. instant and am agreeable to Mr. Kain driving the truck back in the New Year. Please ask him to call to see me when he is down.

  
Manager.

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

Confidential

27th November 1951


PERTH.

Dear Sirs,

STAFF W. KAIN

We have for acknowledgment your letter of the 26th instant and have advised Mr. Kain accordingly.

As our truck will be available for delivery early in the New Year would you be agreeable to Mr. Kain driving it back here as this would save freight and wharfage charges amounting between £45 and £50.

  
.....  
Sub-Branch Manager.

PORT HEDLAND

W.A.

The Manager,

Messrs. Dalgety and Company Limited

27th November, 1951.

PERTH.

29 NOV 1951

RECORDS

Dear Sirs,

In reply to your letter of the 24th. instant I wish to advise that when this officer first mentioned to me that he was going to resign I strongly advised him against it and told him he was very foolish.

I had a long chat to him after he received your letter and he told me he would accept the transfer, he has written advising you.

It is very hard to obtain a typiste at this end as all the eligible ones have a position in this town.

If I manage to obtain one I will advise you immediately.

*R. P. Jones*  
.....  
SUB\_ BRANCH MANAGER:.....

The Manager,

PORT HEDLAND

24th November, 1951.

RECORDS

Confidential.

STAFF - B. KLOPPER.

I am in receipt of your letter of the 21st instant enclosing this young man's resignation together with a statement from him confirming the discussion he had with Mr. Cameron the late Manager.

I rather expected this would be the case and I think from memory Mr. Cameron denies it, but I do not think we need go into any argument at the present time and this information should be withheld from Mr. Klopper. In his resignation he states that it is due to his wife's health and I can quite understand this, but is there any need for him to resign. Would he not accept a transfer to this branch and take up a position once again in the merchandise or some other department.

In acknowledging his letter of resignation I am suggesting this to him but I shall be pleased if you will advise me also. If he will accept this I will arrange for some young substitute to arrive shortly after the New Year so that Mr. Klopper can be released as quickly as possible. In any event I shall have to find you a successor and I shall let you know this as soon as I can.

Is there any possibility of obtaining the services of a typiste at your end as I know it is hopeless to ask anybody to go from here?

  
Manager.

PORT HEDLAND

W.A.

CONFIDENTIAL

The Manager,

21st November, 1951.

Messrs. Dalgety and Company Limited

PERTH.

Dear Sirs,

STAFF - B. Klopper. 24/11/51

I regret having to enclose the above officer's resignation, as from 15th January 1952.

This Officer assures me that his decision has nothing what ever to do with previous correspondence in regard to his holidays.

I discussed his holiday arrangements with him and I am enclosing the details asked for in your letter of the 14th inst.

I have noticed that Mrs. Klopper does not enjoy the best of health and the heat gets her down, so Mr. Klopper has decided the best thing he can do is to leave the North for her sake.

  
.....  
Sub-Branch Manager.

Port Hedland,

20th November 1951.

When being interviewed by Mr. R.C. Cameron, on coming to Port Hedland he stated :

As far as staff holidays were concerned, in the Hedland District - six weeks were taken every two years, and that a member of the Staff had his fare paid by the Company both ways for his holidays. I asked Mr. Cameron during this interview if it would be possible for me to come down to Perth in March 1950, to be married, as my holidays with regard to Perth Office were due then and everything was planned accordingly. He said that it would be quite in order, except that I would have to make my own arrangements as to my fares, to which I agreed, and he also stated that the Company would not pay my fare as I would only be in the North for approximately five months when I wanted to come south in March 1950.

Mr. Cameron said that when I had been in Port Hedland for two years, the Company would definitely pay the fares for my wife and myself to and from Perth for our holidays.



The Manager,

w/c

16th November, 1951.

PORT HEDLAND.

CONFIDENTIAL.

SALARY AND/OR BONUS RECOMMENDATIONS - DECEMBER, 1951.

Would you please forward to me a short Confidential Report on the following Officers attached to your Sub-Branch:-

Klopper, B.  
Klopper, Mrs. D.D.  
Kaia, W.

Any recommendation you desire to submit in respect of an Increase in Salary as from 1st January next or Bonus Payment in December are also to be included in the Confidential Report.

The above are required to be received in Perth before Thursday, 22nd instant.

  
Manager.

*Handwritten signature: Lew*

The Manager,

14th. November, 1951.

PORT HEDLAND.

Confidential

STAFF - B. KLOPPER

RECORDS

I am in receipt of your letter of the 3rd. instant, and note that Mr. Klopper wishes to take six weeks leave in the early part of 1952, and no doubt you will arrange for suitable dates and let me know.

You ask me what is the position as regards Mrs. Klopper, but without further details from you I am not in a position to tell you. Does she wish to leave with him, and if so I assume she wants leave without pay as she has only just re-joined the staff? In this event could you carry on without the two of them? I assume you will require some assistance and will you advise me whether you can get it locally or not.

You also mention that Mr. Klopper was promised free travel to and from Perth, but there is nothing on his file to this effect and I would ask you to let me have more details. What free travel was promised and who by and under what conditions? If you are prepared to recommend that he be given free travel it will certainly have to be placed before the Superintendent, and would the free travel also include his wife? It would be a help at this end if you would bear this in mind when next writing as it is difficult to make a decision without knowing the full facts.

  
Manager.

PORT HEDLAND  
w. RECORDS

The Manager, Confidential  
Messrs. Dalgety and Company Limited  
P E R T H.

3rd November, 1951.

*Recd 5.11.51*  
*Actd. 14/11/51*

Dear Sirs, STAFF - B. KLOPPER

The above member of the staff advises that he is due for six weeks leave in March next.

As he intends spending his leave in Perth, please advise what the position will be as regards Mrs. D. Klopper.

The question has also been raised in regard to free travel, to and from Perth, as according to this officer this was promised to him prior to his leaving Head Office.

Mr. Klopper would like his holidays to commence from the time the first south bound ship leaves here after January 15th, this being the Branche's slackest period.

*X 3*  
*Nothing on file*  
*re: Klopper resigned*  
*2/2/51*  
*Reopened 1/10/51*

*[Signature]*  
.....  
Sub-Branch Manager.

The Manager,

PORT HEDLAND.

29th. October, 1951.

Confidential.

NATIVES, PT. HEDLAND DISTRICT

I am in receipt of your letter of the 25th. instant and thank you for your advices, and the matter is a serious one insofar as the North West stations are concerned. I know many of the clients are worried but I do not know what steps they intend to take. There is no doubt that this man McLeod is causing considerable trouble and where it will all end up it is hard to say. I know he has purchased "Yandyarra" but I believe on Promissory Notes.

Please watch carefully what effect it has on your merchandise business and report on it when sending in your monthly returns.

  
Manager.

RECEIVED PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

CONFIDENTIAL

25th October 1951.

PERTH.

ACKED 29/10/51

Dear Sirs,

NATIVES, PORT HEDLAND DISTRICT.

I wish to advise that the above are causing quite a lot of worry in this district, and business we obtained from the Stations in the past has dropped away considerably.

The only stations in this district that have natives working for them are the coastal ones, Pardoo, Wallal and Mandora. De Grey where there were once between fifty and one hundred natives, now have not one.

Mr. Mc Leod, of whom you have no doubt read about in the papers, over the last year or so, has them all working for him, some say he has 400 and others say he has up to 700. He has a mining show out from Marble Bar and is at present mining for Wolfram.

During Race Week here Mr. Middleton, the assistant commissioner of Native Affairs visited this town and addressed a meeting of station folk. The Station people asked if anything could be done by his Department to prevent Mr. Mc Leod from taking all their natives from them, but the answer he gave was not very satisfactory.

Mr. Mc Leod sends his "stooges" or picked men who are half or quarter castes, to the various stations with a motor truck and under threat forces them to leave and work for him.

While the assistant commissioner of Railways and the Chief Engineer were here recently examining the train line, to Marble Bar I had the opportunity of meeting them at an evening at the home of the O.I.C. of the Port Hedland Railways, and the Assistant Commissioner told me that Mr. Mc Leod had made him an offer of £30,000 for the line or £10,000 above the best offer they had received.

Mr. Mc Leod also recently purchased "Yandyarra" Station and it is also rumoured that he may soon be buying the store at Marble Bar at present run by H. Hansen.

Looking through the ships' manifest I have noticed that he is buying quite a lot of goods from southern merchants, including Singer Sewing Machines, and the "Koolinda"s last trip here brought a Tractor. At least eight wireless sets have been air-freighted to Marble Bar, consigned to him.

Port Hedland,

25th October 1951.

At the present time the stations are managing by themselves, but when mustering time comes is when they will feel the pinch, as white labour is very hard to obtain., and when the station manages to get them they only stay a short time and then drift on.

Although we have other clients apart from the stations, the bulk of our business is station business and at present they are only buying groceries by the half dozen or dozen lots whereas before it was by the case or carton.

Sales of our drapery lines, mostly the type worn by the natives, naturally must also be affected.

Mr. Mc Leod's agent in this town is G.A. Wyndham.



.....  
Sub-Branch Manager.

The Manager,

RECORDS

W.ME

PORT HEDLAND.

25th October, 1951.

Confidential.

WAGES. PERMANENT HANDS.

As you are no doubt aware the State Basic Wage for males at Perth was increased by 9/- per week effective as from the 22nd instant.

As was the case in the previous increase which is not to be taken as a precedent it has been decided to concede the present increase for your storeman W. Kain, whose wages in future will be at the rate of £12.12.9 per week.

Please advise the above of the foregoing and the necessary adjustment will be made when dealing with the next payment of wages from this office.

Lew

  
Manager:

The Manager,

PORT HEDLAND..

10th. October, 1951.

Confidential

I am in receipt of your letters of the 8th. (2) instant.

Hedland Transport & Agency Co. Pty. Ltd. Thank you for your advices.

W. Kain. You mention that he had "a few days off" but I would like you to be more specific in these matters and next time you write on a similar matter will you please state the number of days. Whilst I would have given permission in this instance for Kain to go to the two Meetings you should have referred the matter to me, and if it was that urgent it could have been done by wire. Please note to do so in future in respect of anybody belonging to your Sub-Branch.

Another feature is that it is never satisfactory to allow any employee a few days off and then be deducted from their holidays, as when the time for their holidays comes they always are dissatisfied that they have some days to be deducted; in any event it is against the Company's regulations, and in this instance I am prepared to allow Kain the time off to attend both Meetings and he is not to suffer in respect of his holidays. You can advise him to this effect, and also tell him that in future when he requires anything like this he should approach you in good time.

  
Manager.

CONFIDENTIAL

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

8th October 1951

PERTH.

Dear Sirs,


In reply to your letter of the 4th instant I wish to advise as follows :

Just prior to the Wittenoom Gorge Race Meeting, Mr. Kain approached me and asked if he could have a few days off, the time off to be taken from his leave period which I understand is due next January.

The reason he gave was that Mr. Hall of "Wallareenya" Stn., had asked him to ride his horses at the Wittenoom Races and likewise the "Boolaloo" Pastoral Company of Onslow also desired him to ride for them at their meeting. He attended both meetings travelling to and from by plane.

From what I have heard he must have committed himself to both the above clients some time prior to their Race Meetings, and was prepared to utilise some of his leave period in this way, but the subject was not broached to me until a day or two before the Wittenoom Gorge Races.

I had recorded the above and when Mr. Kain's leave period came up for discussion this would have been taken into account.

  
.....  
Sub-Branch Manager.

CONFIDENTIAL.

PORT HEDLAND

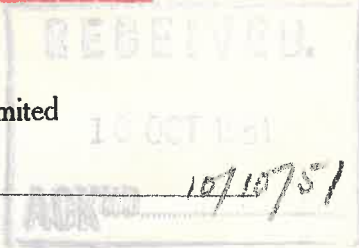
W.A.

The Manager,

Messrs. Dalgety and Company Limited

PERTH.

8th October, 1951.



Dear Sirs,

HEDLAND TRANSPORT & AGENCY CO. PTY. LTD.

The following is the latest information gained re the above Company, although I cannot vouch for it being correct in all details.

At the present time, ten men are employed working a 40 hour week, and I believe the lowest paid receives £14 per week.

They are also branching out into bulk handling of Produce, Groceries etc., and have promised to sell at landed cost to their shareholders.

I have also heard that after the deposit was paid for the Garage and haulage business from V.B. Williams, further monies were to be paid on a given date. This was paid mainly by two shareholders, Mr. F.S. Thompson and his Manager, Mr. P. Cullingworth.

Mr. Ward, the local Manager of the Company had a hurried trip to Perth last week for a meeting.

.....  
Sub-Branch Manager.

CONFIDENTIAL

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

8th October 1951

PERTH.

RECORDS

Dear Sirs,

MRS. D.D. KLOPPER

We enclose completed forms from the above and wish to advise that Mrs. Klopper will be working full time.

*R. D. Klopper*  
.....  
Sub-Branch Manager.

The Manager,

4th October, 1951.  
HCL/JH.

PORT HEDLAND. RECORDS

Confidential.

S T A F F.

We are in receipt of your letter of the 1st instant advising the resignation of Miss L. Clarke.

MRS.D.D. KLOPPER. The undermentioned forms are enclosed for completion :-

- (1) Application Form.
- (2) Particulars Form.
- (3) Form "A".

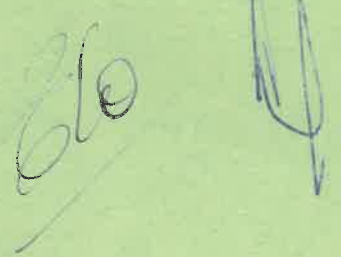
which are to be returned to us.

The salary of Mrs. Klopper will be £429.15. O.p.a. plus Hardship Allowance of £19.10. O.p.a. This salary is on the understanding that Mrs. Klopper works full-time.

Please advise.

(Enc.)

  
Manager.



CONFIDENTIAL

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

RECEIVED. 1st October 1951  
- 3 OCT 1951  
ACKND. 4/10/51

RECORDS

Dear Sirs,

We wish to advise that Miss L. Clarke received a wire on Saturday asking her to return home as her father had passed away suddenly, so she left for Perth on Sunday morning and will not be returning.

As your letter of the 17th ultimo agreed to us engaging Mrs. Klopper, we have arranged this and she commenced duties this morning.

*on what terms?*

*22 years  
479.15.0/100*

*R. Klopper*  
.....  
Sub Branch Manager.

The Manager,

RECORDS

PORT HEDLAND.

4th. October, 1951.

Confidential

It has been brought to my notice that Mr. Kain attended the Wittenoom Races, and if this is so I would have thought you would have obtained my permission. Probably it would be of help to the Company for Mr. Kain to attend these Races, but in any event I should know. This is, of course, if the report I received is correct, and I shall be glad to have your advices in due course.

  
Manager.

The Manager,

# RECORDS

HCL/RB.

17th September, 1951

Confidential.

PORT HEDLAND

STAFF - MISS L.D. CLARKE.

We are in receipt of your letter of the 15th instant and regret to learn that Miss Clarke has decided to resign from the Company's service.

Should you be successful in obtaining the services of Mrs. Klopper, we are agreeable to your engaging her. Please advise us if she commences duties and we will then forward you the necessary forms for completion and will also advise the salary.

  
Pro Manager.

The Manager,

RECORDS

PORT NEDLAND.

4th. October, 1951.

Confidential

It has been brought to my notice that Mr. Kain attended the Wittencoom Races, and if this is so I would have thought you would have obtained my permission. Probably it would be of help to the Company for Mr. Kain to attend these Races, but in any event I should know. This is, of course, if the report I received is correct, and I shall be glad to have your advices in due course.

  
Manager.

The Manager,

HCL/RB.

11th September, 1951.

Confidential.

PORT HEDLAND

STAFF - MISS L.D. CLARKE.

RECORDS

We are in receipt of your letter of the 5th instant with reference to Miss Clarke.

As this young lady merits appointment to the Permanent Staff, she cannot, under the rules of the Company, remain in a Temporary Capacity. It will therefore be necessary for her to undergo a Medical Examination and if this is satisfactory she will then be appointed to the Permanent Staff, a condition of such appointment being that she becomes a member of the Staff Pension Fund from the date of such appointment. Should she decide at some later date to resign then any contributions made by her will be refunded.

Attached is a form containing certain questions to be answered by Miss Clarke and handed to the Doctor for completion. When the form is returned to you by the Doctor kindly forward it on to us.



Manager.



PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited  
PERTH.

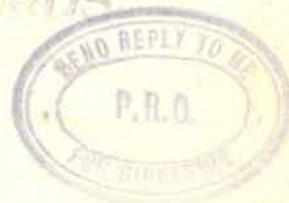


5th September, 1951.

CONFIDENTIAL

Dear Sirs,

STAFF - MISS L. D. CLARKE



This young lady certainly merits appointment to the permanent staff of the Company but she does not wish to join as her future movements are at present uncertain.

1  
She can join  
& still leave  
but she can't remain  
on indefinitely  
without joining D.

  
Sub-Branch Manager.

The Manager,

RECORDS

HCL/McA.

3rd September, 1951.

PORT HEDLAND

Confidential.

STAFF - MISS L.D. CLARKE.

This young lady has now completed her temporary probationary period and we would like you to advise us if you consider that she merits appointment to the permanent staff of the Company. If so we will then forward you the required forms for completion.



Pro Manager.

The Manager,

PORT HEDLAND.

27th. August, 1951.

Confidential

PORT HEDLAND TRANSPORT AND AGENCY COMPANY.

As promised you I have had a good look into this matter and found that the fears expressed by the previous Manager are not founded on fact.

I do not think you should have any worry in regard to their activity, and Mr. Giles has written to his Manager dealing with the matter at length. He has suggested to him that he discuss the matter with you confidentially, to which I am in full agreement, and if he has not already seen you will you make it your business to get in touch with him.

  
Manager.

The Manager,

HCL/RB.

17th August, 1951.

PORT HEDLAND

Confidential.

TEMPORARY COST OF LIVING ALLOWANCE.

I am pleased to advise that the General Manager has approved recent Cost of Living Allowance to members of the staff under the Federated Clerks' Union Award being conceded to all staff outside the Award. The increase to adult males under the Award was £41/16/- and as has been the practice in the past, it will be in order to round this off at £42/-/-. The Maximum Cost of Living Allowance for those outside the Award will, therefore, be increased to £164/-/- per annum and the increase will operate as from the beginning of the first pay period this month.

As the advice was received too late to enable us to make the adjustment in the salaries of the officers concerned at your Sub-Branch on the 15th instant this will be adjusted on the 31st instant.

*ES*  
*[Handwritten signature]*

*[Handwritten signature]*  
Manager.

*Handwritten initials*

*Red scribble*

RECEIVED  
30 JUL 1951  
ACKND

PORT HEDLAND  
W.A.

27th July, 1951.

CONFIDENTIAL.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

Dear Sirs,


Regarding your letter of the 25th ultimo re Mr. C. Batty, I would like to advise that before he left here I suggested that he see you as I told him I was sure Dalgetys would be only too happy to obtain his services and since then I have been making enquiries and find that he now intends to sell his house in Nedlands and is going to obtain a business of his own in the country, south of Perth.

*Handwritten signature*  
Sub-Branch Manager.

PORT HEDLAND

W.A.

25th July, 1951.

  
The Manager,  
Messrs. Dalgety and Company Limited

PERTH.



CONFIDENTIAL

RECORDS

Dear Sirs,

I am in receipt of your letter of the 23rd instant and would like to advise that Kain resumed work on Monday the 23rd instant and appears to be quite alright again.

At first the Doctor put the complaint down to high blood pressure and later stated that this had some bearing on the case but that this officer was on the point of a nervous breakdown. What has caused it we do not know.

You mention that as we have given up the aerodrome work the job should now be rather easy but to off-set this our Merchandise has increased out of all proportion with the result that the store work is much heavier and while he was on aerodrome work a big proportion of the store work had to be done by the office staff in his absence.

I note that you are agreeable to me staying not later than the 7th August and I will arrive in Perth as near as possible to that date.

  
Sub-Branch Manager.

The Manager,

RECORDS

PORT HEDLAND.

23rd. July, 1951.

Confidential

I am in receipt of your letter of the 20th. instant, and regret to learn that Mr. Kain is suffering from more or less a nervous breakdown. I would have appreciated a little more detail in this regard, particularly whether it has been caused by his duties or some other outside influence.

Since we gave up the aerodrome work I thought you would not have been so particularly busy and that Mr. Kain would have quite a steady job.

It will be in order for you to pay him for the week he is away.

I am sorry to learn that you consider that you will have to stay for an extra week, and whilst I am loath to agree to this in the circumstances and for lack of further detail, I will agree to your arriving here not later than the 7th. August.

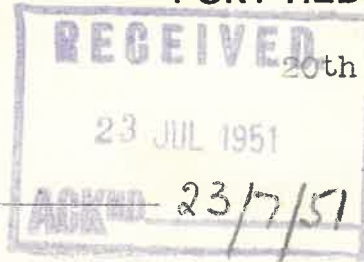
Will you please let me know how Mr. Kain is at the end of the week.

  
Manager.

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited  
PERTH.



20th July, 1951.


Confidential

Dear Sirs,

I regret to advise that our storeman, Mr. W. Kain collapsed on Monday evening and the doctor has put him to bed for one week. The cause being that he is on the verge of a nervous breakdown but we are hopeful that he will be allright again when he resumes work on Tuesday next.

This is most unfortunate as Mr. Pepper and myself have had to do a certain amount of store work during this period with the result that we have not been able to carry on with the ordinary office routine.

Mr. Pepper is picking up the work but there is such a vast number of differenet things to do in a complete branch of this nature and I am certain that he will not be quite ready by the end of this month. I would like your permission to stay with him for an extra week until about the 7th August as I do not think it would be fair to him or the Company to leave before he knows exactly what to do and I await your advice.

  
Sub-Branch Manager.

The Manager,

RECORDS


PORT HEDLAND.

25th. June, 1951.

Confidential

I am in receipt of your letter of the 20th. instant, and thank you for your advices in regard to Mr. C. Battye.

I could hardly approach him from this end as it would appear that we were anxious to secure his services. I think the better way to go about it is for you to personally write to him and say that if he is interested in a job Dalgetys would probably be agreeable to employ him. If he were then to come along and apply for a job no doubt something suitable could be found for him. Please let me know what you decide.

  
Manager.

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited



20th June, 1951.

PERTH.

RECORDS

Dear Sirs,

As you are aware Mr. C. Battye resigned from Elder Smith & Co., Port Hedland, mainly the reason being that they took his house from him and gave it to one of the junior members of the staff.

He was extremely popular here and built up Elder Smith & Co's business considerably in the time he was in Port Hedland.

At present he is not doing anything and if it would be possible to obtain his services for Dalgetys I think it would be a very good move.

His present address is 18 Nardina Crescent, Nedlands if you wish to contact him.

I have heard that one of the opposition companies (I do not know which one) offered him a position to come back to Port Hedland which was refused by him.

*M. J. Gamble*  
Sub-Branch Manager.

The Manager,


PORT HEDLAND.

RECORDS  
22nd. June, 1951.

Confidential

I am in receipt of your letter of the 19th. instant and am rather surprised that you say you will not be able to show Mr. Pepper the working of the Sub-Branch in six weeks. I should think this would be ample time, and he can be with you all the time you are with the Auditor and doing the Balance work so that he will be thoroughly conversant with this work. As he will be entirely free staying at the Hotel there will be no reason why you cannot discuss many matters after office hours. Mr. Pepper has had many years experience with the Company and I don't think it should take him long to pick up the work at your Sub-Branch, especially as he will be working with you every day for some six weeks. I shall be glad, therefore, to have your assurance before you leave at the end of July that he has been given a fair and full explanation of the working of the Sub-Branch.

On matters other than managerial he will always have Mr. Klopper to refer to.

  
Manager.

— RECEIVED — PORT HEDLAND  
21 JUN 1951  
22/6/51

W.A.

0  
L/S

The Manager,

Messrs. Dalgety and Company Limited

19th June, 1951.

CONFIDENTIAL

P E R T H.

RECORDS

Dear Sirs,

I am in receipt of your letter of the 7th instant advising that Mr. F.K. Pepper would be arriving on the 20th instant and hotel accommodation has been booked for him.

It is noted that his furniture will be shipped by the "Koolinda" on the 18th July and I hope that this vessel will not be running late as it will not give him much time to have his furniture taken out of the van and mine packed into it.

As there is nobody here that does furniture packing I would particularly like to see my furniture packed into the van before I left.

It is noted that you wish me to arrive in Perth not later than the end of July but I doubt if I will be able to show Mr. Pepper everything in the 6 weeks he will have prior to the end of July. Our work here is behind at present mainly through me being absent for approximately 3 weeks on a tour of the district with Mr. Secombe and a Vacuum Auditor has only just completed an audit of this depot.

Our own auditor is due here on the 26th of this month and will be here for 5 or 6 days and I have the June balance to finalize before I will be able to show Mr. Pepper the running of the Branch.

I will do everything possible before the end of July but in the event of him not being ready to take over am I to stay on a few days longer or am I to leave him to do the best he can.

Sub-Branch Manager.

The Manager,

HCL/BJH

PORT HEDLAND.

7th. June, 1951.

Confidential.

**RECORDS**

STAFF - MISS L.D. CLARKE.

We are in receipt of your letter of the 5th. instant and thank you for returning the forms duly completed.

Under the Woolbrokers Clerks' Award Miss Clarke's salary will be £442/8/- per annum, plus Hardship Allowance £19/10/- per annum, and we would like you to arrange to pay her at this rate.

When the references come to hand we will have copies made of these and then return the originals.



Manager.

£442-8-0 pa.

H/Alice £19-10-0 pa

PORT HEDLAND

W.A.

5th June, 1951.

CONFIDENTIAL

Messrs. Dalgety and Company Limited

PERTH.



**RECORDS**

Dear Sirs,

I am in receipt of your letter of the 31st ultimo regarding the engaging of Miss L. Clarke and enclose forms duly completed.

Miss Clarke has been employed on a temporary probationary basis and I have advised her that her salary will be as laid down by the Wool-Brokers Clerks' Award but as I have not a copy of the latest award I do not know how much this is.

Will you please advise the Accountant so that her salary can be forwarded here by the 15th of this month.

This lady's references are at present with her people and she is writing asking them to post these direct to you.

Sub-Branch Manager.

The Manager,

SMO

HCL/BJH

PORT HEDLAND.

7th. June, 1951.  
Confidential.

Your successor, Mr. F.K. Pepper, will be leaving here by air on the morning of the 20th. instant, and we would like you to arrange hotel accommodation for him.

Mr. Pepper's furniture will be shipped from here in the "Koolinda" sailing on the 18th. July and this will be packed in a furniture van by Messrs. Frank Cadd & Co. and we understand that you are desirous of using the van to ship your furniture to Fremantle.

Unfortunately the "Koolinda" omits Port Hedland on her trip south and it would appear that your furniture will not be able to be shipped until the "Dulverton" sails from Hedland on the 17th. August.

Owing to there being no passenger-carrying ships calling at Hedland southbound for some time, it will be necessary for you and your family to come to Perth by air and we would like you to arrive here not later than the end of July.

  
Manager.



The Manager,

EW/JH.

PORT HEDLAND.

1st May, 1951.

Confidential.

## RECORDS

S T A F F.

We are in receipt of your letter of the 29th instant and approve of your engaging Miss L. Clarke as from 1st proximo to replace Mrs. Arthurs as a typiste.

It is assumed that Miss Clarke has been employed on a "Temporary Probationary" basis. Will you please have the attached forms completed and return to this Office, and advise the salary that she is to be paid.

(Enc.)

*EW*

  
Manager.

PORT HEDLAND  
W.A.



~~Q~~  
Manager.  
Messrs. Dalgety and Company Limited

29th. May, 1951.

Perth.

Dear Sirs,

As previously advised, our present typiste, Mrs. Arthurs, will be leaving us on the 31st. of this month, and Miss L. Clarke will be commencing on the 1st. June.

Miss Clarke came here without seeing you first, but we need a typiste badly and have advised her that she is to start on Friday the first, which will work in correctly with the pay days.

Trusting this is in order.

*W. J. Arthurs*

Sub Branch Manager.

*could always  
write*

The Manager,

RECORDS

EW/BJH

PORT HEDLAND.

14th. May, 1951.

Confidential.

We are in receipt of your letter of the 11th. instant and regret to hear that Mrs. Arthurs will be leaving about the end of this month.

It is noted that we will probably have the opportunity of engaging Miss L. Clark for the position of typiste at Port Hedland and that arrangements have been made for her to call on us in this connection.



Assistant Manager.

Confidential.

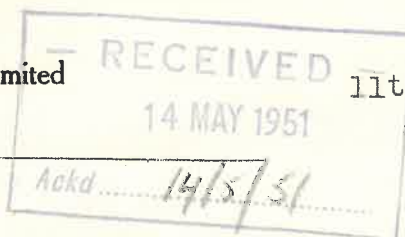
PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

11th. May, 1951.

Perth.



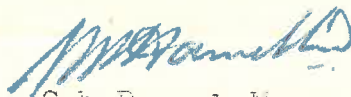
Dear Sirs,

We regret to advise that our present typiste, Mrs. Arthurs, finds the job too difficult together with her housework, and will be leaving us about the end of this month.

Mrs. Klopper has a friend in Perth, aged approximately 24 years, named Loma Clark, who has had considerable experience as a shorthand typiste, and also as a ledger machinist. Her last job being with Distillers Ltd.

This young lady wishes to come North, so I have asked Mrs. Klopper to advise her that we will engage her as a typiste, and I have suggested that she call on you and discuss wages etc.

Trusting this is in order,

  
Sub Branch Manager.

PORT HEDLAND

W.A.

Confidential.

*file*  
The Manager,  
Messrs. Dalgety and Company Limited  
Perth.

RECEIVED 11th. May, 1951.

14 MAY 1951

Ackd...✓.....

Dear Sirs,

I am in receipt of your letter of the 7th. instant regarding my transfer and would like to advise that I desire to rent a house in Perth and not buy one.

If possible, I would like it unfurnished as we have our own furniture.

*[Signature]*  
Sub Branch Manager.

P.E.D. Hamilton. Esq.,

c/o.

PORT HEDLAND.

RECORDS

7th May, 1951.  
EW/JH.

Confidential.

We are in receipt of your letter of the 6th instant, and as you advise the information about Mr. Pepper replacing you has got about the country it will be in order for you to confirm this. It will not be possible for Mr. Pepper to arrive any earlier than the time previously intimated, i.e., round about the middle of June.

You will be taking up a position in the Merchandise Department and it will be for an indefinite period. We suggest you take immediate steps to obtain accommodation in Perth, and we will notify some of the leading agents in the City in an endeavour to obtain this for you. Would you be interested in buying a home, or do you desire to rent?

We await your further advices.



Assistant Manager.

PORT HEDLAND  
W.A.

6th May 1951

RECORDS

The Manager.  
Messrs. Dalgety and Company Limited

Pt Hedland. PERTH

— RECEIVED —  
-7 MAY 1951  
Aokd 7/5/51

Dear Sirs, I am in receipt of your letter and thank you for advice regarding transfer.

You requested that this be kept quiet for the time being and nothing has been mentioned regarding it but E.C.Gare M.M.A. was here last Thursday and had quite a lot of people in the town that I was being transferred where he got the information from I do not know. *and that a man named PEPPER was taking me from me,*

It has now spread around the town and I am continually asked if it is correct. I have replied that I do not know but as I have been here for over four years it is possible although I have not heard anything official.

As I am to do a trip through the country with Mr Secomb on the 15th May and am bound to be asked regarding this news I would appreciate your instructions as now the information has got out it puts me in an awkward position.

You mentioned that Mr Pepper was to arrive here about the middle of June but as we will take stock on the 9th. June I think it would be wise for him to be here for stock taking so that he would know exactly what to do for the next balance.

As our Merchandise has increased considerably over the last twelve months I consider it will take about two months ~~to~~ before Mr Pepper will have absorbed the full working of the branch most of which will be new to him.

From your letter I gather that I will go back to the ~~the~~ Merchandise Dept and I would appreciate it if you will let me know if it will be for an indefinite period as we have no house to go back to as we sold our own place while we were in Carnarvon and as accomodation is so acute in Perth I will have to start enquiries for a house very soon, as we would not be able to afford to live at an hotel for any length of time.

When replying please address to me personally as I may be out in the country when the letter arrives and would not like it to be opened in my absence.

*M. J. ...*  
Sub Branch Manager.

The Manager,

RECORDS

PORT HEDLAND.

27th. April, 1951.

Strictly Confidential

You will be pleased to hear that we have at last secured a successor for your position as Manager of Port Hedland Sub-Branch as Mr. F. K. Pepper has accepted the position. He will arrive in Port Hedland on approximately the middle of June and we will let you know later the exact date. I want you to stay with him and see him through the balance, and then you can be transferred back to Perth and will be attached to the Merchandise Department.

I will let you know later on about Mr. Pepper's transport arrangements so that you can obtain accommodation for him at the Hotel.

Perhaps it may be as well not to say anything about this appointment to the clients for some short while yet, and I will write to you later on.

  
Manager.

84

The Manager,

EW/BJH

PORT HEDLAND.

29th. March, 1951.

Confidential.


STAFF - MRS. M. J. ARTHURS.

We are in receipt of your letter of the 22nd. instant, together with enclosures.

Mrs. Arthurs will be paid at the rate of £192.1.3. p.a. and proportionate Hardship Allowance £8.19.7. p.a. from the 19th. to the 25th. instant, and thereafter at the rate of £235.19.3. p.a. plus proportionate Hardship Allowance £11.0.8. p.a. Salary Card and warrants for payment of salary to the 31st. instant will be forwarded under separate cover.

We enclose Form "A" for completion by Mrs. Arthurs and return to this office.

Enc.

  
Manager.

*Edw*

PORT HEDLAND  
W.A.

The Manager.  
Messrs. Dalgety and Company Limited

Perth.

22nd. March, 1951.

RECEIVED.

28 MAR 1951

ACKND 29/3/51

Dear Sirs,

Staff: Mrs. Arthurs.

We are in receipt of your letter of the 20th. inst. regarding this lady, and, as requested, have had forms completed and returned herewith.

This week Mrs. Arthurs will have worked  $17\frac{1}{2}$  hours, and from next week onwards she will work 5 afternoons from 1.30p.m. to 5p.m. and one morning from 8a.m. to 12 noon. So will you please work out her salary at this rate.

*[Signature]*  
Sub Branch Manager.

W/E 24/3/51	$17\frac{1}{2}$ Hrs.	@ 1417.10 PA	=	$\frac{17\frac{1}{2}}{38}$	=	£ 192 1 3 PA
	H/S. Allowance	£ 19.10.0		"		£ 8 19 7
W/E 31/3/51	$21\frac{1}{2}$ Hrs.	@ 1417.10 PA	=	$\frac{21\frac{1}{2}}{38}$	=	£ 235 19 3
	H/S. Allowance	19.10.0 PA	=	"	=	£ 11 0 8

The Manager,

EW/BJH

PORT HEDLAND.

20th. March, 1951.

Confidential.

STAFF - MRS. ARTHURS.

We are in receipt of your letter of the 16th. instant and are pleased you can obtain the services part-time of Mrs. Arthu

According to your advices, she will be working  $17\frac{1}{2}$  hour per week and, if she is over 24 years of age, will receive a salary of £3.13.11. plus proportionate Hardship Allowance of 3/5d. per wee Should the time worked by Mrs. Arthurs be altered, please advise us immediately and her salary will be adjusted accordingly.

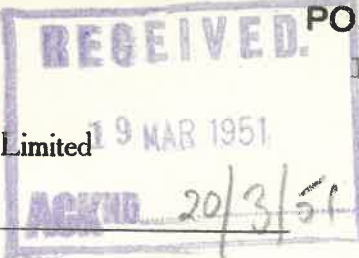
Please have the attached forms completed and return to this office.

Encs.

  
Manager.

*ES*

The Manager



PORT HEDLAND

16th March 1951

Messrs. Dalgety and Company Limited  
Perth.

Dear Sirs, I am pleased to advise that I have obtained the services of a short-hand typist part -time and she is prepared to start next Monday 19th March which will be a big help to us.

The lady concerned is Mrs Arthurs, wife of the local schoolmaster but I cannot as yet tell you her capabilities although she advises that she has been a short-hand typist and has had office experience.

She is agreeable to come to the office from 1.30 pm to 5.p.m. each day next week and she will then be able to let us know if she can come to the office for a full day once or twice a week in addition to the afternoons.

Would you please advise the salary at which I am to employ her

*M. J. Hamill*  
Sub Branch Manager.

The Manager,

EW/JH.

27th February, 1951.

PORT HEDLAND.

Confidential.

STAFF - MRS. D.D. KLOPPER.

RECORDS

We are in receipt of your letter of the 19th instant, and regret to learn of this young lady's resignation.

Regarding holiday pay, Mrs. Klopper is entitled to £10. 4. 7. and the necessary warrants to enable you to pay this amount are being sent forward today under separate cover. We enclose cheque for £4.15. 7. being refund of Staff Pension contributions. Please have the enclosed three special receipt forms signed by Mrs. Klopper and return them to this office. Also attached is Tax Certificate No. 37341.

We are making enquiries as to the possibility of getting a member of the staff to go to Port Hedland, and failing this we will seek the assistance of the Commonwealth Employment Service. It is most unlikely that any member will volunteer from this office, so will you please do your best to secure a replacement at your end.

(Encs.)

  
Manager.

*EW*

RECEIVED  
22 FEB 1951  
ADKND 26/2/51

PORT HEDLAND

W.A.

19th February 1951

The Manager.

Messrs. Dalgety and Company Limited

Perth.

RECORDS

Dear Sirs,

Staff D.D.KLOPPER.

I now enclose this young ladies resignation which I have accepted by letter.

Would you please advise regarding holiday pay which would be due to her.

At present the position of repacing her is rather hopeless but somebody may come into the town who we can employ. As the next month is usually the slackest of the year we will be alright untill April.

For your information Elder Smith & Co have just transferred one of their typists from Narrogin to Pt Hedland.

*[Signature]*  
Manager.

*Will anyone go from here?*

The Manager,

PORT HEDLAND.

12th February, 1951;  
W/JH.

Confidential.

STAFF RETURN.

We are in receipt of your letter of the 8th instant enclosing the above Return for your Sub-Branch.

With regard to the Cost-of-Living adjustment in the case of Mr. Hamilton, the amount mentioned was shown in the June 1950 Returns as the amount was applicable to that half year, consequently although the amount was actually paid in July, it should not be shown in the December Return.



Accountant.

The Accountant

Messrs. Dalgety and Company Limited

Perth.



PORT HEDLAND

8th February<sup>W.A.</sup>

Dear Sirs,

We are in receipt of your letter of the 2nd inst regarding Staff return, This has been checked and found in order except that Cost of Living Adjustment P.E.D.Hamilton £55-0-9 paid in August is not included.

It is possible that this is not meant to be included so we have signed the returns and enclose.

If this cost of living adjustment should be included we leave it to you to make the alterations.

Sub branch Manager.

The Manager,

RECORDS

PORT HEDLAND.

5th. February, 1951.

Confidential

STAFF

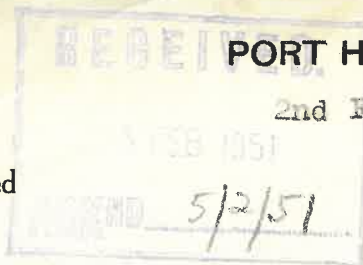
MRS. D. D. KIOPPER

I am in receipt of your letter of the 2nd. instant, and regret to learn that this young lady will be unable to carry on and that she will be handing in her resignation. We have no alternative but to accept it with regret, and I take it you will do your best to obtain somebody to do her work. Will you let us know what you can do in this connection.

  
Manager.

The Manager.

Messrs. Dalgety and Company Limited  
Perth.



2nd February 1951

RECORDS

Dear Sirs,

Staff Mrs D.D.Klopper.

This member of our staff has been away on sick leave for the last four weeks and is still not strong enough to come back to work .

Her husband B.Klopper advised me today that she feels that she cannot come back to work again as with the housework it is too much for her. I have advised him that we will require a written resignation but as Mrs Klopper is at Lalla Rookh until next Friday we cannot obtain this before that date.

*that her* I am aware that she should give a months notice but as she is likely to want another couple of weeks sick leave and then wants her holidays early in March to attend her sisters wedding, I would suggest ~~that~~ her resignation be accepted immediately without the usual months notice being given.

Will you please instruct.

Sub Branch Manager.

The Manager,

RECORDS

EW/BJH


PORT HEDLAND.

18th January, 1951.

Confidential.

STAFF - MISS B.A. HAMILTON

We are in receipt of your letter of the 15th. instant together with enclosures, and advise that it will be in order for you to engage your daughter for three weeks at 12/6. per week.



Sub-Manager.

PORT HEDLAND

W.A.

810  
Messrs. Dalgety and Company Limited

The Manager

Perth



Dear Sirs,

Staff

I am in receipt of your letter of the 8<sup>th</sup> inst regarding the employing of Barbara Hamilton for 3 weeks and would like to advise that she averages four hours per day on mail, filing, messages etc so I am paying her 12/6 per week, which I trust meets with your approval

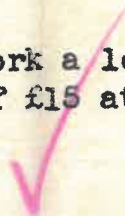
Memorandum of Agreement & particular request are attached

M Hamilton  
Sub Branch Mgr

Wages staff Pt Hedland 31st December 1948.

W.KAIN. Age 44 Married 2years service Increase £ 1 per week 23/8/48 Bonus £10 31/12/47

This man is a good and willing worker who has to work a lot of overtime during the week end . I would like to recommend a bonus of £15 at Christmas time.



The Manager,

PORT HEDLAND.

8th. January, 1951.

Confidential.

STAFF

RECORDS

MRS. D. D. KLOPPER

I am in receipt of your letters of the 4th.(2) instant, and regret to learn that Mrs. Klopper has to undergo an operation, and I would ask you to tell Mr. and Mrs. Klopper how sorry I am to hear this and I trust it will not be long before she is quite all right again. As it is anticipated that she will be away for a month I approve your paying her salary for this period, but it must not be for longer than that time without my express approval.

I am agreeable to your employing your daughter Barbara for three weeks, and provided you are satisfied she can be usefully employed full time I think she would be entitled to £1. or 25/- per week. I will be guided by you on what you think her value, and you have my approval to pay up to 25/- per week. Please let me know so that we may make the necessary adjustment, and will you please forward full particulars of her and have the enclosed forms completed and returned to me. She will be employed "Temporary Seasonal".

  
Manager.

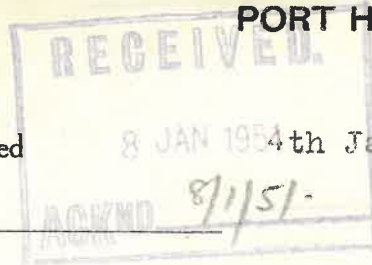
Encl.

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.




RECORDS

Dear Sirs,

STAFF

As Mrs. Klopper will be away for several weeks I have taken the liberty of employing my daughter Barbara Anne, 14 years of age, to look after the stamps and postages and to do what messages are necessary at a wage of 10/- per week, which I hope meets with your approval.

She will only be with us for about three weeks however.

  
.....  
Sub-Branch Manager.

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.



4th January, 1951

Dear Sirs,

STAFF - MRS. D.D KLOPPER

Unfortunately Mrs. Klopper has to have an immediate operation which is to take place on Tuesday morning next, the 9th instant.

I understand it is possible she may be absent from work for four weeks.

It is most awkward at this time of the year but no doubt we will get through some how.

.....  
Sub-Branch Manager.

The Manager,

W/NW.

PORT HEDLAND

RECORDS 14th November, 1950.

Confidential

STAFF

The Woolbrokers Clerks Federal Award has recently been revised, and made retrospective from September last, and there has also been the November revision in the Cost of Living. Schedule of the revised rates of pay is attached for your information.

It is desired to point out that the rates of pay for females have not been altered except in respect of the Cost of Living adjustment which the Company has in the past conceded to all females.

The salaries of these Officers will be dealt with in the December annual revision.

The following is a list of the Staff of your Sub-Branch whose salaries will be effected.

		<u>Old Rate</u> <u>per</u> <u>P.A.</u>	<u>Increased</u> <u>to</u>	<u>Per Annum</u>
Klopper B.	8/5/50.	£405.12. 0.		
	11/9/50.		£20. 8. 0.	£426. 0. 0. ✓
	6/11/50.		15.12. 0.	441.12. 0. ✓
Klopper Mrs. D.D.	9/10/50.	£175.10. 0.		
	6/11/50.		£6.13. 9.	£182. 3. 9. ✓

Calculations for retrospective pay will be dealt separately, and details advised later.

*Leas*

Sub-Manager.

PORT HEDLAND  
W.A.

*Q*  
*Eto*  
The Manager,  
Messrs. Dalgety and Company Limited

1st November 1950

PERTH.

Dear Sirs,

STAFF - B. KLOPPER.

I am in receipt of your letter of the 26th ultimo regarding the above and am pleased to advise that he returned to work on Saturday morning, 28th October.

*[Handwritten Signature]*  
.....  
Sub-Branch Manager.

The Manager,

RECORDS

PORT HEDLAND.

26th. October, 1950.

Confidential

STAFF - B. KLOPPER

I am in receipt of your letter of the 24th. instant, and regret to learn that the above young man is suffering from Pleurisy and will be away from work for another week. Will you please convey my condolences to him and I trust he will quickly recover.

Will you please advise me when he returns to work.

  
Acting Manager.

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

PERTH.

24th October 1950.

RECORDS



Dear Sirs,

Staff B. Klopper.

I regret to advise that this officer had to leave work on Friday afternoon, 20th October, and the Doctor reported that he had Pleurisy. The Doctor saw him again last night and advised that his condition was bordering on Pneumonia and that he would have to remain in bed for another week, so it is most likely that our work will fall behind temporarily.

.....  
Sub-Branch Manager.

PORT HEDLAND

W.A.

RECORDS

*Acc*

*Ed*

The Manager,  
Messrs. Dalgety and Company Limited

9th October 1950.

PERTH

— RECEIVED  
11 OCT 1950  
*Ackd*

Dear Sirs,

Staff - Mrs. D.D. Klopper.

Mr. and Mrs. Klopper will be obtaining the house on Wednesday next, so Mrs. Klopper will commence working part time as from today, 9th instant.

She will work five days from 8 a.m to 12 noon and one afternoon from 1:30 p.m to 5 p.m, making a total of 23½ hours per week.

*Leas*

*13.7.6 per  
46 hardship allowance*

13.12.0

*[Signature]*

.....  
Sub-Branch Manager.

RECORDS

PORT HEDLAND  
W.A.

The Manager,  
Messrs. Dalgety and Company Limited  
PERTH.

6th October 1950



Dear Sirs,

Staff - Mrs. D.D. Klopper.

I am in receipt of your letter of the 4th instant, and note that you are not agreeable to her working additional days if we are busy, so I have arranged with her to work four mornings and one full day, each week.

.....  
Sub-Branch Manager.

The Manager,

PORT HEDLAND.

4th. October, 1950.

Confidential

STAFF

MRS. D. D. KLOPPER

I am in receipt of your letter of the 26th. ultimo advising that the arrangements suggested for the above officer to be employed part time are acceptable.

Your suggestion that it may be necessary for Mrs. Klopper to work periodically on extra days during busy periods does not appeal, as it is necessary for a definite basis to be agreed upon. The salary to be paid is to be a fixed amount as Staff Pension Fund contributions and other matters will be affected.

Please let me know if the rate of salary already advised will be adhered to.

*Leas*

  
Acting Manager.

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

26th September 1950.



PERTH.

Dear Sirs,

Staff - Mrs. D.D. Klopper.

I am in receipt of your letter of the 23rd instant, regarding the above young lady, and she is agreeable to working each morning, except Saturday, and also for a full day when the train has to be loaded.

It is most likely that she will also work full days periodically when we are having a busy period, and we will have to adjust her salary accordingly.

.....  
Sub- Branch Manager.

The Manager,

PORT HEDLAND.

23rd .September, 1950.

Confidential

STAFF

RECORDS

MRS.D. D. KLOPPER

I am in receipt of your letter of the 20th. instant, and am pleased to learn that Mr. and Mrs. Klopper have secured a home.

If you are agreeable to her working part time I have no objection, and I assume that she would work every morning with the exclusion of Saturday and the whole day on train day. This would mean that she would work 23 hours a week, and working on a percentage basis her salary would be £3/7/6 per week with hardship allowance 4/6d. making a total of £3/12/- per week. Should this be satisfactory to you and to her will you please make the necessary arrangements and confirm them.

  
Acting Manager.

RECEIVED  
22 SEP 1950  
ACKND 23/9/50

PORT HEDLAND  
W.A.

The Manager,  
Messrs. Dalgety and Company Limited

20th September 1950

PERTH.

RECORDS

Dear Sirs,

STAFF - Mrs. D. D. Klopper.

I am pleased to advise that Mr. and Mrs. Klopper of this branch have just received the offer of a house which will become vacant in the next few weeks, and this will be much better for them than having to live in the hotel as they have done since they arrived here.

Mrs. Klopper, who is employed full time at present, advises that she does not think it possible to continue full time with us, and still keep her house in order and cook meals.

I personally, do not think she could do both jobs and I have suggested that she continue with us part time, to which she is agreeable.

If she comes to the office each morning she should be able to keep up with the correspondence, and she will also come in for the full day on train days, when at different periods all three male members of the staff have to be absent at the same time.

Under these altered circumstances, there will have to be a different rate of salary, and I would be pleased to receive your instructions in this regard.

*one a week*

*Part time  
Employee  
at her own request*

*M. J. ...*

.....  
Sub-Branch Manager.

The Manager,

RECORDS

EW/KL.

8th September, 1950.

PORT HEDLAND.

STAFF - MRS. D.D. KLOPPER.

We acknowledge receipt of your letter of the 4th inst., enclosing Birth Certificate which we have sighted and now enclose and ask you to hand same back to Mrs. Klopper.

Please alter your staff records to read Dorothy Dawn.



Sub-Manager.

Encl:

PORT HEDLAND

W.A.

*Elo*  
The Manager,

Messrs. Dalgety and Company Limited

PERTH

RECEIVED.

6 SEP 1950

ACKND.....

4th September 1950

RECORDS

Dear Sirs,

We enclose Birth Certificate for Mrs. Klopper, which you will note is made out in her maiden name of Davenport, which particulars are required by you for her appointment to the permanent Staff.

*M. J. Daniels*  
.....  
Sub - Branch Manager.

PORT HEDLAND  
W.A.

✓  
Q  
The Manager,  
Messrs. Dalgety and Company Limited



14th August, 1950.

PERTH.

Dear Sirs,

STAFF - Mrs. D.D. Klopper.

We are in receipt of your letter of the 11th instant, enclosing Form "B", to be completed by Mrs. Klopper, and this is returned herewith.

This young lady has written for an extract of her Birth Certificate, and as soon as this is to hand, I will forward to you.

*M. H. ...*  
.....  
Sub-Branch Manager.

The Manager,

EW/BJH

11th. August, 1950.

PORT HEDLAND.

Confidential.

RECORDS


STAFF - MRS. D.D. KLOPPER.

We are in receipt of your letter of the 8th. instant, enclosing Doctor's Certificate in regard to the above employee.

We now require a copy of her Birth Certificate or an Extract therefrom and we would ask you to send it to us as soon as you can. Attached is Form 'B' which please have completed and return to us. Mrs. Klopper's contributions to the Pension Fund will commence on the 1st. September 1950.

  
Acting Manager.

Encl.



PORT HEDLAND

W.A.

The Manager,

(Confidential)

RECEIVED.  
11 AUG 1950  
ACKNO 11/8/50.

8th August, 1950

Messrs. Dalgety and Company Limited

PERTH

Dear Sirs,

Staff - Mrs. D.D. Klopper.

We are in receipt of your letter of the 7th instant, and as requested, return herewith medical report from Mrs. Klopper, which we trust will be found in order.

*[Handwritten signature]*

.....  
Sub-branch Manager.

The Manager,

PORT HEDLAND.

7th. August, 1950.

Confidential

STAFF

MRS. D. D. KLOPPER

The local Doctor has returned Mrs. Klopper's Medical Report Form, but, unfortunately, it has not been completed on both sides. Will you please ask Mrs. Klopper to complete it, and in case any of her answers to the questions has any material bearing on the Doctor's report will you let him have a look at it again and then return it to us direct.

  
Acting Manager.

Encl.

The Manager,

RECORDS EW/BJH

PORT HEDLAND.

4th. August, 1950.

Confidential.

STAFF - MRS. D.D. KLOPPER.

We acknowledge receipt of your letter dated the 2nd August, and the medical report has not yet arrived. Would you please advise the doctor and in case he has mislaid the form, we enclose another for completion.

*BJH*

  
Acting Manager.

Encl.

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited  
PERTH.



2nd August, 1950.

Dear Sirs,

STAFF

You sent us a form for medical examination, account Mrs. D. Klopper, and she took this with her when she went to the Doctor, for examination.

After the examination was completed he advised her that he wished to send to you direct, so we presume this is in order, and that the form has been received by you.

.....  
Sub-branch Manager.

The Manager,

RECORDS EW/BJH

PORT HEDLAND.

4th. August, 1950.

Confidential.

STAFF - MRS. D.D. KLOPPER.

We acknowledge receipt of your letter dated the 2nd August, and the medical report has not yet arrived. Would you please advise the doctor and in case he has mislaid the form, we enclose another for completion.

*EF*

  
Acting Manager.

Encl.

The Manager,

EW/BJH

PORT HEDLAND.

25th July, 1950.

STAFF - MRS. D.D. KLOPPER.

RECORDS

We are in receipt of your letter of the 19th. instant and advise that under the Rules of the Company it will be necessary for the above young lady to join the Permanent Staff.

Please arrange for her to be examined by the Doctor, and we attach form for completion by him which we would ask you to return to us in due course, together with his account.



Acting Manager.

Encl.



PORT HEDLAND

W.A.

RECEIVED

1950

ACKNP 25.7.50.

*8/15*  
The Manager.  
Messrs. Dalgety and Company Limited

19th July, 1950.

PERTH.

RECORDS

Dear Sirs,

STAFF - Mrs. D.D. Klopper.

We are in receipt of your letter of the 14th instant, regarding this young lady, and would like to advise that she is proving most satisfactory, and you have my recommendation for her appointment to the permanent staff.

As, however, she is a married woman, she ~~she~~ cannot say how long she will be with us, and is, herself, in a quandry as to whether she should join, or not, so I would be pleased to have your views on this matter.

*M. J. ...*  
.....  
Sub-Branch Manager.

PORT HEDLAND

W.A.

RECORDS

214  
The Manager,  
Messrs. Dalgety and Company Limited

P E R T H.

RECEIVED.

22 JUN 1950

20th June, 1950.

ACKND

Dear Sirs,

STAFF - Mrs. D. Klopper.

I am in receipt of your letter of the 1st instant, regarding the offer made to the above, officer of our staff, and would like to advise that this was not mentioned to Mr. Wainwright, when he was here on Annual Inspection, as the offer was not made until after he had left Port Hedland.

*M. J. ...*

.....  
Sub-Branch Manager.

RECORDS

The Manager,

1st. June, 1950.

PORT HEDLAND.

Confidential


STAFF

MRS. D. KLOPPER

We are in receipt of your letter of the 30th. ultimo advising that this young lady has been offered a salary of £7. per week by MacRobertson Miller Aviation Company, but, fortunately, she has turned it down. Whilst it is considerably higher than what she has been paid by us, I shall be glad to know if the jobs are comparable as you give no indication of this, because it might mean that she would have long and irregular hours.

Thank you for advising regarding the housing position, and I assume Mr. Kain can stay in the house until such time as he can secure somewhere else to live.

No doubt you discussed these matters with Mr. Wainwright when he was with you, and I shall look forward to receiving his report.

  
Acting Manager.

RECORDS

RECEIVED. PORT HEDLAND.  
1 - JUN 1950  
ACKND 1/6/50.

PORT HEDLAND,  
W.A.

30th May, 1950

The Manager,  
Messrs. Dalgety and Company Limited  
PERTH

Dear Sirs,

Staff, Mrs. D. Klopper.

I would like to advise that this young lady has been offered £7 per week, by MacRobertson Miller Aviation Company, to work in their office here, but fortunately for us, she has, after consideration, agreed to stay with us.

I would like to advise that MacRobertson Miller have purchased the house in which our storeman, Mr. Kain, is living, at present, and there is no house available in this town for him if he is forced to move from his present residence.

I am advising you of this, so that you can see the trend wages are taking in this town, and also of the housing position.

*[Handwritten Signature]*  
.....  
Sub-Branch Manager.

The Manager,

# RECORDS

5th May, 1950.

PORT HEDLAND.

S T A F F.

MRS. KLOPPER.

We are in receipt of your letter of the 2nd instant enclosing form "A". It does not require the signature of the parent or guardian in this instance and we regret our oversight in asking for it.

  
Acting Manager.

PORT HEDLAND

W.A.



2nd May, 1950

RECORDS

The Manager,  
Messrs. Dalgety and Company Limited  
PERTH

Dear Sirs,

STAFF - MRS. KLOPPER

3

We are in receipt of your letter of the 28th ultimo, enclosing reference, and also Form "A", which you wish completed. We have retained the reference, and return herewith, Form "A", duly completed, excepting for the "Parent or Guardian" signature, and it is strange that this need be completed, as Mrs. Klopper is a married woman, over the age of 21 years.

If, however, it is necessary, will you please return the Form, and we will have it forwarded to this lady's parent, for signature. She was born on 4th December, 1928, at West-Leederville.

*[Handwritten signature]*  
.....

Sub-Branch Manager.

The Manager,

RECORDS

AS/JH.

2nd May, 1950.

PORT HEDLAND.

Confidential.

WOOL BROKERS' CLERKS' FEDERAL AWARD.

As a result of the variation in the Federal Basic Wage there has been an adjustment in the rates payable under the above Award. A copy of the revised rates is enclosed, and the following tabulation sets out the revised salaries of those affected at your Sub-Branch :-

	<u>Revised salary</u>	
	<u>per annum</u>	<u>per week</u>
Klopper. B.	£405.12. 0. ✓	£7.16. 0. ✓
Klopper. Mrs. D.D.	289.10. 0. ✓	5.11. 4. ✓

The above alterations take effect as from the first pay period in May, 1950, which in our case will be from the week commencing 8th instant.

  
(Enc.)

  
Sub-Manager.

The Manager,

EW/PC.

RECORDS

28th April, 1950.

PORT HEDLAND.

Confidential.

S T A F F.

MRS. KLOPPER.

We return original reference for Mrs. Klopper, copy of which has been retained by this Office.

To complete our records would you kindly get her to sign and return to us, the enclosed Form "A" and let us know the date and place of birth.



Sub-Manager.

The Manager,

PORT HEDLAND.

17th. April, 1950.

Confidential

STAFF

MRS. D. KLOPPER

RECORDS

I am in receipt of your letter of the 14th. instant, and it will be in order for you to pay this young lady what she would get in Perth, i.e., £5/7/4 per week plus 7/6d. per week hardship allowance.

I am glad to hear she is picking up the work well and trust that you will have no further worry in this regard.

  
Acting Manager.

PORT HEDLAND

14th April 1950

W.A.

The Manager,  
Messrs. Dalgety and Company Limited  
PERTH.

RECORDS

RECEIVED.  
17 APR 1950  
ACKNO 17/4/50

Dear Sirs, STAFF Mrs. D.KLOPPER.

This lady started with us on Monday last but nothing has yet been decided regarding salary.

For your information Elder Smith & Co are paying their typist who is 23 years of age with very little experience at the rate of £5-13-1 per week plus 7/6 week tropical allowance and their other girl who is ex their Perth Office and does not work quite full time is paid proportionately lower.

Mrs Klopper appears to be quite a capable type and although she has only been with us a few days is picking the work up very well.

She is 21 years of age and as all Mr Kloppers salary will go in board I would recommend that ~~you~~ we pay her at the same rate as Elder Smith are paying their girls.

Will you please advise.

*[Signature]*  
Sub Branch Manager.

*Girl in Perth*  
*@ 21 years = £5.7.4 per*  
*Handship allow*  
*at Port Hedland = 7.6 per*  
*Total = £5.14.10 per*

The Manager,

# RECORDS

PORT HEDLAND.

24th. March, 1950.

Confidential

## STAFF

20th.(2) instant.

I am in receipt of your letters of the

MRS. J. WILLIAMS.

I note you may be able to obtain this lady's services for an odd day or two until such time as Mrs. Klopper is prepared to start, and I approve of your taking this action.

I assume from your final paragraph that you will be able to carry on in the meantime.

W. KAIN.

I don't quite gather what you mean in this respect. Are you suggesting that it might be a matter for the Workers' Compensation, although I doubt whether it would come within its scope. I approve your paying Kain for the week he was in Perth, but please refer matters of this nature to this office in future.

  
Acting Manager.

PORT HEDLAND

The Manager

Messrs. Dalgety and Company Limited  
PERTH



RECORDS

Dear Sirs,

STAFF W.KAIN

I am in receipt of your letter of the 13th inst. regarding our storeman and would like to advise that he returned on Thursday, being absent exactly one week.

Airlines very kindly <sup>gave</sup> ~~granted~~ him a free return passage on their Dove aircraft and I took it for granted that the time he was away would be treated as sick leave particularly as sun cancers would be hastened by the frequent wetting of his hands with Aviation fuel during the filling of aerodrome tanks, approximately 240 drums being decanted each month.

Petrol has the effect of drying out the natural greases of the skin which in this country is already under a heavy strain through the climate so I hope you will approve of me allowing him the week as sick leave.

Sub Branch Manager

The Manager



PORT HEDLAND

20th March 1950

Messrs. Dalgety and Company Limited  
PERTH.

RECORDS

Dear Sirs,

STAFF Mrs.J.WILLIAMS

I am in receipt of your letter of the 13th inst. and would like to advise that this lady has not yet left the district although she expects to shortly so we may be able to obtain her services for an odd day ,but not for any length of time.

Fortunately Mrs Klopper should be with us in three weeks and although the typing will be behind by then I think we will be able to carry on for that time.

Sub Branch Manager.

P. E. D. Hamilton Esq.,

PORT HEDLAND.

13th. March, 1950.

Dear Hamilton,

RECORD

Whilst I was in Sydney recently I raised that point of the holiday fares with the Superintendent, and he said that it was quite clear that passages would not be paid unless the officer concerned took his own holidays. It is, therefore, open to you to take 3 weeks every year or 6 weeks each alternate year which ever you prefer.

  
Acting Manager.

The Manager,

RECORDS

PORT HEDLAND.

13th. March, 1950.

Confidential


STAFF

10th. instant.

We are in receipt of your letter of the

MRS. J. WILLIAMS.

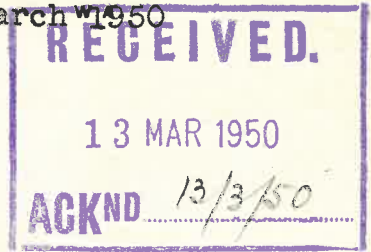
We assume that this lady is not prepared to carry on until such time as we obtain suitable relief. She would no doubt know that Mrs. Klopper would be coming to the district in the near future, and she may be willing to remain until such time as she arrives. Will you please let us know on this point. In any event you do not say whether you can keep the work up to date or not.

  
Acting Manager.

The Manager.

PORT HEDLAND  
10th March 1950

Messrs. Dalgety and Company Limited  
Port Hedland



Dear Sirs,

Staff Mrs J. Williams

This lady who has been helping us out part time with our typing etc finished on the 2nd March, so until the arrival of Mrs Klopper we will be without a typist.

*M. J. Hamilton*  
Sub Branch Manager.

The Manager,

PORT HEDLAND.

14th. January, 1950.

Confidential

STAFF

B. KLOPPER

RECORDS

I wish to advise that the Superintendent has approved of Mr. Klopper's salary being increased to £390 p.a. plus hardship allowance of £26 p.a. as from the 1st. January, 1950. This in effect predates his automatic increase which would have otherwise occurred on the 11th. March, 1950.

The Superintendent has also mentioned that he is concerned to learn that Mr. Klopper, who is not yet 21 years of age, has to pay 4 guineas a week for hotel accommodation at Port Hedland. He trusts that you will continue to do everything possible to secure suitable accommodation for Mr. Klopper at a more reasonable rate. Please do what you can and also list this for discussion on your visit.

  
Acting Manager.

5/10

The Manager,

PORT HEDLAND.

10th. January, 1950.

Confidential

STAFF

B. KLOPPER

RECORDS

We are in receipt of your letter undated, and as approval to alter any salaries must come from the Superintendent this has been referred to him and we will let you know his decision in due course.

There are several aspects of this case that we would like to discuss with you, and we would ask you to please list it on your proposed trip.

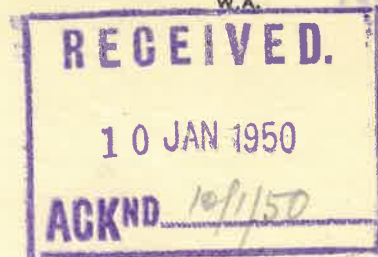
  
Acting Manager.

*glt*

The Manager

Messrs. Dalgety and Company Limited

PERTH



Dear Sirs,

STAFF B.KLOPPER

This officer is drawing a salary of £6 per week plus 10/- per week hardship allowance which gives him a gross total of £6-10-0

He pays-	Taxation	3 - 0
	Insurance	5 - 0
	Staff Pension	6 - 0
	Hotel Accomodation	3 - 5 - 0
	Washing (average)	18 - 0
		<hr/>
		4 - 17 - 0
		<hr/>

This does not leave him much in hand after he goes to the pictures Saturday night-price 4/6 - buys his cigarettes etc and spends a few shillings in clothes and social engagements

The hotels have just received approval from the price commissioner - Mr Mathea that they can increase their board to £4 - 4 - 0 per week or 14/- per day and this new tarrif is to start on Monday.9th January which will reduce Klopper's surplus to an undesirable minimum, and it is impossible to obtain any private lodgings in the town.

Klopper has the handling of all the cash in this branch and also free access to the store and is responsible to make good any shortage that may occur in his cash ,so I consider that we will have to give him an increase of at least £1 - 0 - 0 per week to cover the accomodation increase.

He reaches his majority in March when he will go onto a higher salary, and as this is now only two months away, I suggest that under the circumstances and owing to the responsibility of his job you ~~be~~ agree to us paying him from the 13th Inst. at the salary he will obtain on reaching 21 years.

Please advise -



-----Sub-Branch  
Manager

The Manager,

C/PC.

PORT HEDLAND.

19th November, 1949

RECORDS

X Acknowledging yours 16th November, I have discussed this matter with Mr. Orr and arrangements will be made to send a relieving Officer so that you and Mr. Murphy can get away on the dates requested. As, however, Roebourne is better placed than you are for staff having Mr. Rowan and Miss Wilson, it is probable that more of the Relieving Officer's time will be spent at your Branch and less at Roebourne.

In view of the extreme difficulty in getting typistes in your community, I am sure there will be no objection to you engaging <sup>The future</sup> Mrs. Klopper in that capacity.

  
MANAGER.

RECORDS

PORT HEDLAND,

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

RECEIVED.

PERTH.

+16th. November 1949.

18 NOV 1949

ACKD

19/11/49

Dear Sirs,

I am in receipt of your letter of the 11th. instant, regarding holidays, and would like to advise that I have been in touch with Mr. Murphy of Roebourne.

After talking the matter over we have decided that the best plan is to send the relief here a few days before I go and let him stay here for three weeks and then go on to Roebourne.

As Mr Murphy wishes to take his leave approximately one week later than I do this will mean that Mr. Klopper will have to carry on here for three weeks on his own, (but he should be able to manage this as it will be the slackest time of the year,) and Roebourne will be a little over a fortnight without relief.

I am particularly anxious to go to Perth before the end of January, and as Mr. Klopper has made arrangements to be married in Perth on the 21st. March, and will require leave I will have to be back before then, in time for him to hand over. I trust the above arrangements will be satisfactory to you.

Mr. Klopper will be marrying one of Goldsborough Mort & Co. typists and it looks as if they will both have to stay at an Hotel. I would like permission to engage her as a typist as Mrs. Williams will be leaving at the end of the year.

I know the engaging of two members of the family in the office is not favoured, but as we will become busy in April we will require a typist if we are to do the work satisfactory and give as good service as Elder Smith & Co.,



( Sub- Branch Manager. )

The Manager,

# RECORDS

C/PC.

PORT HEDLAND

11th November, 1949.

Confidential.

## S T A F F.

Acknowledging yours 3rd I am glad to hear that Mr. Klopper is settling down to his work and I do not think it will be long before he will be quite proficient.

With regard to a junior girl, if you see a good type of junior girl in the town, if she be working elsewhere or not, I would suggest that you try to secure her services. Meantime, I am glad to hear that you have Mrs. Williams lending a hand with your typing.

Now that you have handed over to MacRobertson Millers I shall look forward to an improvement in our Station business.

With reference to leave, the Roebourne Manager has also written asking whether he can come south as from January 27th, but as both you and he state that it will be necessary to send up a relieving Officer, it will be impossible for you both to be away at the same time. I have therefore suggested to Mr. Murphy that he get in touch with you with a view to arranging the matter amicably between you, and I would suggest that you further this idea and let me know the result as soon as possible.

  
MANAGER.

RECEIVED, PORT HEDLAND,

W.A.

RECORDS

Messrs. Dalgety and Company Limited

- 4 NOV 1949

The Manager.

ACKD

11/11/49

3rd. November. 1949.

Dear Sirs,

STAFF

I am in receipt of your letter of the 20th ultimo. Am pleased to advise that Mr. Klopper arrived last Saturday & is settling down very well. Unfortunately the work at present is a long way behind and as he is new to the work here it will be a while before we are up to date again.

There are no junior girls in Port Hedland at present who are not working, and the few that are working are not very bright, only one is leaving school this year and she has already agreed to go into the Newsagent shop.

We have been fortunate enough to obtain the services of Mrs. Williams part time to do our typing, and this will help us out considerably.

MacRobertson Miller took over from us on Tuesday, 1st. November and once we have them squared up it will make a very big difference to our work here, also the time we will be able to devote to our Station business.

I am due for leave next year and if I can finish the report in time I would like to get to Perth per. the "Koolinda" 23/1/50. I have obtained a booking by her for my wife, self, and children and would particularly like the few days sea trip which would freshen me up before arriving in Perth.

Another reason for my wishing to arrive in Perth at the end of January is that I have just received advice from The Methodist Ladies College, that my daughter Barbara can commence as a boarder at the beginning of 1950 and as the year commences early February we will want a little time to purchase the clothes etc. she requires.

As Mr. Klopper will not have had much experience by then it will be necessary to send a relief which I trust you can arrange. I believe that the Roebourne Manager is also due for leave next year, no doubt the one relief could do both branches.



(Sub- Manager)

The Manager,

RECORDS

PORT HEDLAND.

2nd November, 1949.

Confidential

WOOL BROKERS' CLERKS' FEDERAL AWARD.

As a result of the variation in the Federal Basic Wage there has been an adjustment in the rates payable under the above Award. A copy of the ~~advices~~ received from the Employers' Federation setting out the revised rates is enclosed, and the following tabulation sets out the revised salaries of those affected at your Sub-Branch :-

	<u>Revised salary</u>	
	<u>p.a.</u>	<u>Per week.</u>
Klopper, B.	£312. 0. 0	£6. 0. 0

The above alterations take effect as from the first pay period in November, 1949, which in our case will be from the week commencing 7th. instant.

  
Sub-Manager.

Encl.

The Manager,

PORT HEDLAND.

28th. October, 1949.

Confidential

STAFF

We enclose copy of Letter of Introduction handed to Mr. Bruce Klopper who is leaving for Port Hedland by plane on Saturday morning, 29th. instant.


As previously advised, Mr. Klopper's present salary is £305/10/- p.a., and we have paid him up to the week ending 29th. instant. You will, therefore, take over as from that date, and a gross amount of £5/17/6 will be due for the week ending 5th. proximo.

You will be shortly advised of a variation of salaries under the Award on account of the Federal Basic Wage increase, and Mr. Klopper's revised salary as from the 7th. proximo will be £312 gross p.a., £26 gross per month and £6. gross per week. plus hardship allowance.

The following deductions are made from his salary :-

Staff Pension Fund contributions at the usual rate. Contributions have already been collected for the month of October, and you will take over as from the 1st. November for Staff Pension Fund purposes.

Group taxation, which will of course be revised on his arrival at Port Hedland, and in addition an amount of 10/- from each fortnightly pay for Mutual Life & Citizens insurance premium. We will arrange to forward you a debit for the latter amount fortnightly in future.

  
Sub-Manager.

28th. October, 1949.

The Manager,  
Messrs. Dalgety & Co. Ltd.,  
PORT HEDLAND.

Dear Sir,

This will introduce to you Mr. Bruce Klopper  
who has been transferred to your Sub-Branch, and is leaving by  
'plane on Saturday morning, 29th. instant.

Yours faithfully,  
DALGETY AND COMPANY LIMITED.

*[Handwritten Signature]*  
Sub-Manager.

The Manager,

# RECORDS

C/PC.

PORT HEDLAND.

20th October, 1949.

Confidential.

## S T A F F .

Acknowledging your two letters 15th, I am sorry that I have been unable to find a successor to Mr. Hummerston to arrive before he leaves on Sunday next, but I have just arranged with Mr. Bruce Klopper to leave, if a seat can be obtained, by 'plane at the end of next week.

Mr. Klopper will be 21 years on the 11th March next. He entered the service 1st March 1948 and was with the Merchandise Department until the beginning of March this year when he was transferred to the Stock Dept. where he is at present. He has been attending Midland and Country Sales and is a very good type and gets good reports both as to outside and office work.

His present salary is £305.10.0. p.a. to which will be added the usual Hardship allowance; this for Juniors is £13.p.a. but I think you had better pay him at the rate of £26.p.a. When he turns 21 in March next his salary will be increased to £377 p.a. subject to basic wage fluctuations and subject to any special consideration which may be given to the case in the ordinary Christmas revisions.

Mr. Klopper states that he does not drink but, as he is still very young, I hope that you and your wife will keep an eye on him to see that he settles down happily. He is engaged to be married and he hopes it will be possible to arrange for him to come south next March, but I have told him that that must be subject to how your holidays stand. You might let me know the position. If you cannot get him accommodation privately you will, no doubt, get him a room at the best hotel.

Sorry to hear that Mrs. Kemp is leaving the town and, if she should apply to us for a position, we shall certainly endeavour to find her one.

It is to be hoped that you may be able to find a typiste locally. It would pay to take a youngster in without any previous knowledge, as long as they were prepared to learn to type as quickly as possible.

The MacRobertson Miller Aviation Co. has advised us that, after discussing the question with you very fully, they have decided to open their own office and that you have agreed to carry on until the 1st November, or until such time as the room in the building next to the Post Office is ready. From our point of view this is a satisfactory arrangement as there is no question of the Agency going to a Competitor and you will now have more time to attend to the Station business. You will be handling Airlines of course, but this should not give you so much trouble as the two lines together.

MacRobertson Millers, in their letter, made mention "of the excellent way in which Mr. Hamilton has looked after our interests in the past, often at great personal inconvenience, especially over weekends and with late arrivals. The Company wish to show their appreciation by offering a free passage to Perth for Mr. and Mrs. Hamilton on their next vacation."

This, you will no doubt agree, is very gratifying. The offer of free passages for yourself and Mrs. Hamilton is of course meant to be for your personal benefit, but, as the Company pays these fares, their intention would not quite work out. I therefore replied to that particular paragraph as follows :-

"Thank you for expressing your appreciation of Mr. Hamilton's services, and for the offer of a free passage to Perth for him and Mrs. Hamilton on their next vacation. Actually the Company pays the return fare of Managers and their wives on their annual vacation, but we shall let Mr. Hamilton know of your very kind offer all the same."



MANAGER.

PORT HEDLAND

The Manager

RECEIVED  
15th October 1949  
17 OCT 1949  
CKD 20/10/49

15th October 1949

Messrs. Dalgety and Company Limited  
Perth.

RECORDS

Dear Sirs,

I would like to advise that Mrs B.Kemp who has been helping us out with our typing etc has gone to Perth for good so we will now have trouble to keep up with our correspondence.

It is possible that she may take a job down there and if she calls on you for one I can highly recommend her as being a very efficient <sup>SHORTHAND</sup> typist and also good at general office work.

*M Hamilton*  
Sub Branch Manager.

PORT HEDLAND

W.A.

15th October 1949

The Manager  
Messrs. Dalgety and Company Limited  
Perth

RECEIVED,

RECORDS

17 OCT 1949

2070/49

Dear Sirs,

Mr Hummerston is leaving for Perth by Sundays plane 23/10/49 but up to date you have not advised when his successor will be arriving, and I hope it will be in the very near future. as the work is not up to date at present .

I was hopeful that we would have the additional man for a couple of weeks to enable the work to be brought up to date and for the new man to learn his job.

I trust that he will arrive before Mr Hummerston leaves as it is impossible for me to carry on in this branch with the assistance of a storeman only.



Sub Branch Manager.

The Manager,

PORT HEDLAND.

19th. October, 1949.

Confidential

STAFF

K. HUMMERSTON

In reply to your letter of the 15th. instant the amount of refund of Staff Pension Fund contributions due to the above to the 22nd. instant is £49.18. 4.

Please note to include in your Return that the gross amount of salary for Staff Pension Fund purposes to the 22nd. October is £27. 0. 1, and 5% of this amount is £1/7/-.

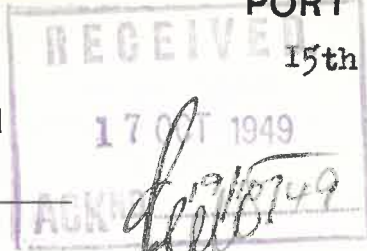
According to our records holiday pay is also due from February last representing 8 months. The amount due is 8/12ths. of 2 weeks salary (£17/4/8) which equals £11/9/9.

Please have the enclosed special form of receipt (3 copies) signed and returned to us in due course.

  
Sub-Manager.

Encl.

PORT HEDLAND



15th October 1949

The Accountant

Messrs. Dalgety and Company Limited

Perth.

Dear Sirs,

K. Hummerston of this branch has resigned and will be leaving Pt Hedland on Sunday 23rd October so please advise the amount that is due to him for staff pension, holiday pay etc as we desire to have everything paid to him before he leaves.

*[Handwritten Signature]*

Sub Branch Manager.

*Hols from 10/1/49 - 20/1/49 6 weeks*  
*1/12 of 2 wks Salary £17.48. Hol Pay 2/3 of 174.8 = £11.9.9*  
*S.P.F. £ 22/10/49 1.7.0*  
*Total Refund S.P.F. £ 22/10/49 49.18.4*

*Inf'd Penn Staff 1/4/47*

The Manager,

# RECORDS

PORT HEDLAND.

3rd. October, 1949.

Confidential

## STAFF

We are in receipt of your letter of the 26th. ultimo enclosing Mr. Hammerston's resignation as from the 26th. October. We assume that you have accepted this in writing, and if not please do so.

We are endeavouring to obtain a suitable substitute for him, and in order that we may know the position we wired to ascertain what one would have to pay for board in Port Hedland, and confirm our wire of today's date as follows :-

"Endeavouring obtain staff for you please wire accommodation rates."



Sub-Manager.

MANAGER  
DALGETY  
PORT HEDLAND

ENDEAVOURING  
PLEASE

OBTAIN  
WIRE

STAFF  
ACCOMMODATION

FOR  
RATES

YOU  
OFR



3/10/49.

PORT HEDLAND

W.A.

26th September 1949

The Manager

Messrs. Dalgety and Company Limited

~~Perth~~

RECEIVED.

29 SEP 1949

ACKD

3/10/49

RECORDS

Dear Sirs,


I regret to advise that Mr K.Hummerston has today handed in his resignation, giving us one months notice as from today.

To enable his successor to learn the job and also to enable us to bring the work up to date I trust you will be able to send somebody to take his place in the very near future,

Mr Hummerston has given no reason for resigning but I think he has another position in view and as he was married to a Perth girl about three weeks ago I think he wants to go south where conditions are so much better.

His resignation is attached.for your information.

Unfortunately Mrs Kemp who has been doing our typing is also leaving the district so it looks as if we are in for a bad time shortly as far as staff is concerned.

  
Manager.

The Manager,

RECORDS

26th July, 1949.  
W/JH.

PORT HEDLAND.

Confidential.

FEDERATED CLERKS' AWARD.

We enclose Schedule of variations in the rates of pay under the Woolbrokers Clerks' Award. These variations were only announced recently and have been made retrospective to operate from the first pay period to commence after the 1st May, 1949, and are in addition to the Cost of Living increases previously advised.

The following tabulation sets out the revised salaries for the officers of your Sub-Branch, as well as the adjustment necessary from the 9th May last :-

	<u>Revised</u> <u>Salary p.a.</u>	<u>Revised</u> <u>Weekly</u> <u>Rate.</u>	<u>Old Weekly</u> <u>Rate.</u>	<u>Adj. for 8</u> <u>weeks to</u> <u>2/7/49.</u>
Hamilton. P.E.D.	£576. 0. 0.	£11. 1. 6.	£10.11. 6.	£4. 0. 0.
Hummerston.K.	448. 0. 0.	8.12. 4.	8. 4. 4.	3. 4. 0.

It will be in order for payment to be made for the amounts due as above, less taxation, and for salaries to be adjusted on the amounts paid since 2/7/49. The usual deductions for Staff Pension Fund contributions of those affected are to be included in the ensuing quarter's Return, as well as the Company's contributions.

Entries adjusting the above to the 30th June have already been passed in your books, and credits have been brought into account to cover the payments in July. The only entries necessary at your end are the usual debits to the Salary Accounts concerned when the payments are made, which will include the back pay to the 9th May, as well as the adjustment of salaries already paid since the 2nd instant.

*Lewis &*

Manager.

The Manager,

PORT HEDLAND.

21st June, 1949.  
AS/JH.

STAFF PENSION FUND.

We have received your entry for £24. 4. 4d. being contributions to 30th June.

The contributions account K. Hummerston should be £5. 5. 5d. as follows :-

April	£1.14. 6.
May.	1.15. 4.
June.	1.15. 7.
	<hr/>
	£5. 5. 5.

Your account has been debited with 1/6d. being 9d. account K. Hummerston and 9d. account Company contributions. Duplicate warrant will go forward under cover of the usual Remittance Schedule.

Accountant.

The Manager,

PORT HEDLAND.

18th May, 1949.  
W/JH.

Confidential.

STAFF.  
WOOL BROKERS' CLERKS' FEDERAL AWARD.  
BASIC WAGE VARIATION, MAY 1949.

RECORDS

Please note that Mr. Hummerston's salary has been increased by £13.p.a. to £427. 4. 0.p.a. following on the recent Cost of Living adjustment. The increase is effective as from the beginning of the first pay period to commence in May, 1949, which in our case will be 9th instant.

Payment of salaries due on 20th instant for the two weeks ending 21st May will be calculated at the new rates. As far as Staff Pension Fund contributions for May are concerned, please calculate these as follows :-

Take 1 month's pay at the revised rate, i.e.  $\frac{1}{12}$ th of the annual rate, the latter being the weekly rate multiplied by 52.

Deduct 8 days at the new rate, i.e.,  $\frac{8}{365}$ ths of the revised Annual Rate,

then Add 8 days at the old rate, i.e.,  $\frac{8}{365}$ ths of the Annual Rate applicable before the above alteration.

Then make the Staff Pension deduction at the correct percentage.

P.S. The revised weekly rate will be £.8. 4. 4d.  
plus 10/- per week Hardship Allowance

*Lewis*  
Accountant.

Confidential

PORT HEDLAND

21st Feb. 1949<sup>A</sup>

The Manager.  
Messrs. Dalgety and Company Limited

Perth.

24 FEB 1949  
ACKED

Dear Sirs,

I am in receipt of your letter of the 18th Inst. regarding the employment of Mrs B.Kemp as part time typist and as requested enclose forms duly filled in.

This lady is a senior typist and is fast at typing so she is able to keep up with our returns and letters by coming in, in the mornings only.

I understand the wages of our senior typists in Perth is in the vicinity of £5 per week for 73 hours per fortnight and as Mrs Kemp works 40 hours per fortnight I considered £2-10-0 per week to be a reasonable amount.

Unfortunately for us Mr & Mrs Kemp have secured a house and they will be shifting into it next week, after which she will only be able to help us out a few mornings each week., unless we are fortunate enough in the meantime to pick up somebody else which however looks a little hopeless at present.

  
Manager.

The Manager,

PORT HEDLAND.

18th. February, 1949.

We are in receipt of your letter of the 15th. instant advising that you have secured the services of a typiste for a week or so. This will place her in the "Temporary Seasonal" capacity and we shall be glad to receive details as per the attached slip.

It is noted that you are paying her £2/10/- per week, which is good pay for four hours work per day.

  
Sub-Manager.

Encl.

PORT HEDLAND

W.A.

The Manager,

Messrs. Dalgety and Company Limited

PERTH.

Dear Sirs,



February 15, 1949.

I am pleased to advise that I have been successful in obtaining the services of a typist, Mrs. Kemp, for at least a week which will help out considerably.

This lady is coming in during the morning only, (8 AM to 12 Noon) for which I am paying her £2.10.0 per week.

Trusting this is in order.

  
(MANAGER).

The Manager,

# RECORDS

C/PC.

10th February, 1949.

PORT HEDLAND.

Confidential.

## S T A F F.

Acknowledging yours 7th, I have advised the Accountant that you are not paying Miss Groves her Staff Pension money meantime.

If she should call on us and decide to take a position, we shall do our best to fit her in, although not being very good at shorthand-typing is a drawback. It would, of course, suit us all ~~if~~ better if she were to decide to return to her position with you.



MANAGER.

RECORDS

PORT HEDLAND,

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

7th February, 1949.

RECEIVED,  
10 FEB 1949  
EKD 18/2/49

Perth.

Confidential.

Dear Sirs,

Mr Wilson has sent us up receipt forms for Miss Groves to sign when we pay her back the staff pension to which she is entitled.

This young lady has just told me that it would appear as if she will have to wait a long time before she could commence nursing. Owing to this she is not now certain that she will take it up so I have suggested that she call on you and that you will most probably be able to place her in Perth Office.

As Miss Groves has always been in the north I am even a little hopeful that she may return to this branch after she has a few weeks break in Perth.

Under the circumstances I am not paying her any Staff Pension but have advised her that if she definitely wishes to leave the Company's services she could apply to you for a refund of Staff Pension.

*[Handwritten Signature]*  
Manager.

The Manager,

4th February, 1949.  
W/L

PORT HEDLAND.

Confidential.

STAFF.

REC-1128

The following figures are submitted in connection with Miss J. Groves' resignation to take effect on the 11th instant.

Gross Salary due to the 11/2/49 £6/4/10.

Holiday Pay for two years. £13/-/-.

Staff Pension Fund Contributions  
to be deducted from gross amount  
payable to the 11/2/49. 4/8.

Refund due to Miss J. Groves for  
Staff Pension Contributions. £10/7/4.

Please have the enclosed special form of receipt in triplicate, signed by Miss Groves when the refund is made and return all copies to us in due course.

  
Accountant.

*Oct*  
The Manager,  
Messrs. Dalgety and Company Limited  
Perth.

PORT HEDLAND,  
W.A.

14th January, 1949

*Q*  
RECEIVED,

17 JAN 1949

CKD *Stew*

Dear Sirs,

We are in receipt of your letter of the 7th instant regarding Staff Return and ammended return is now enclosed herewith.

W. Kain's salary for the six months should be £242 but for some unknown reason Mr Hummerston paid him up to the 7th January and did not put through the entry for taxation on bonus £1 and taxation on 1 week's salary 1/3d., to make it agree with the ledger we have altered the figures accordingly, which includes the first pay in January.

Hoping this will be in order.

*M Hamilton*

Manager.

The Manager,

RECORDS

C/PC.

11th January, 1949.

PORT HEDLAND.

Acknowledging yours 5th, the arrangement you have made for Mr. Hummerston to take his leave seems to be a satisfactory one, and I have had a call from him since he came to town.

It is unfortunate that Miss Groves has decided to take up nursing, and will, therefore, not be available for transfer to Perth. I trust, all the same, she will call on us when she comes down.

Although there may not be anybody available at the moment to take her place, I hope you will find somebody suitable soon.

  
MANAGER.

RECORDS

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

5th January, 1949.

Perth.

Dear Sirs,



As Miss Groves is leaving us on the 11th February and as Mr Hummerston is due for 6 weeks leave this year, I have agreed to him going next Sunday the 9th instant as we have finished our balance figures and it will leave me on my own for nine days only between the time Miss Groves leaves us and Mr Hummerston returns, which period I expect to carry over satisfactorily.

Miss Groves is resigning from the Company as she has now decided to take up nursing.

Unfortunately there is nobody available locally at present to take Miss Groves' place.

*M. Hammett*  
Manager.

The Manager,

RECORDS

C/PC.

PORT HEDLAND.

20th December, 1948.

Confidential.

S T A F F.

Referring to your recommendation in regard to W. KAIN, I have pleasure in approving a bonus of £15, which please pay him before Christmas.

Any alterations regarding your clerical staff will be advised as soon as the list is returned from the Superintendent.



MANAGER.

The Manager,

G/PC.

PORT HEDLAND.

19th November, 1948.

Confidential.

S T A F F.

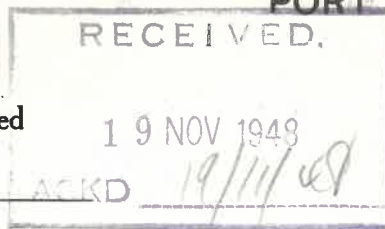
Acknowledging yours 15th, I thank you for the information given which will be considered in due course.



MANAGER.

The Manager.

Messrs. Dalgety and Company Limited  
Perth.



W.A.  
15th November 1948

Dear Sirs,

As requested in your letter of the 5th inst. I enclose Staff list and report on staff.

On the confidential report is a place for the last bonus, and I presume this is for December Bonus only as all of us received one in June.



Manager.

P. E. D. Hamilton Esq.,

6th. October, 1948.

PORT HEDLAND.

Mrs. L. P. Murphy, who was for some time at "Mundabullangana", has applied for a position in this office. She and her husband are not well known here and she cannot supply any references, but she will be writing to Mrs. Lucas at "Munda" for one.

She said she was known to you, and I would ask you to kindly let me have a character reference at your convenience. You would possibly not know anything of her capability but that is not required. All we want is the usual character reference we obtain from all appointees to the Staff.

  
Sub-Manager.

RECORDS

PORT HEDLAND.

5th October, 1948.

Confidential.

S T A F F.

Acknowledging yours 7th September.

W. KAIN. Your advices are not too clear. You apparently wish him to take some leave early this month so that he can spend a week on several Stations. Later you say you want to let him take his four weeks next March. I calculate that Mr. Kain is entitled to four weeks next March, and it will be quite in order for you to let him take his holidays either now or then, whichever is more convenient.

*or part  
the rest.*

K. HUMMERSTON. I can find no trace of any suggestion that he should get three weeks leave. Actually the staff does not qualify for three weeks until five years have been served. However, under the Wool Brokers' Award, clerks in your territory do not get paid overtime, but are allowed <sup>instead</sup> one week extra holiday and one week extra pay, so that Mr. Hummerston would be due in February next for six weeks leave and eight weeks pay.

MISS J. GROVES. The same remarks apply to this young lady. If she works any overtime she is entitled to three weeks leave and four weeks pay each year.

As we are very short of staff here, I do not anticipate any difficulty in finding a position for Miss Groves in this office later. In her stead I do hope you will be able to find a suitable successor locally.



MANAGER.

RECORDS

PORT HEDLAND,

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

RECEIVED,

7<sup>th</sup> September, 1948.

Perth.

- 9 SEP 1948

ACKD

5/10/48

Dear Sirs,

Holidays.

Three of our staff will be due for holidays shortly and wish to take them as follows:

W. Kain. Early October. He wishes to take them before it becomes too hot as he wants to spend a week on each of several stations although he is not due for his two years leave until March. As we become very busy in April I think it would be wise to let him take his four weeks then and his holidays will then be finished. He is popular with the station people and as he will spend his leave on the stations it should also help our business.

K. Hummerston. Early February, 1949. Please advise the amount of leave per year he is to receive as he advises that he was given to understand that he would receive 3 weeks per year.

*11 wks of leave  
to work his leave  
at a time*

Miss J. Groves. As soon as possible after Mr Hummerston's return. Please advise also the amount she is entitled to per year. As this is the slackest time of the year we should be able to carry on without assistance.

Miss Groves advises that she does not intend to return to Port Hedland and will be endeavouring to obtain a position in Perth. She wishes to know if she could be transferred to Perth office. If not she will be leaving the Company's service.

*7 off  
7. 2 weeks per*

This young lady is quite a good clerk as she has quite a good knowledge of general office routine, but she is not a very fast shorthand typist and if possible would like a position as a clerk and not as a typist, will you please advise.

When she leaves us ~~will~~ will be one short in the office and at present there does not appear to be any likely girls available locally.

If we do see the opportunity of a girl I presume you will agree to us employing her in February.

*M. J. Samuel*

Manager.

# RECORDS

PORT HEDLAND

W.A.

The Manager,  
Messrs. Dalgety and Company Limited

23rd August, 1948.

Perth.

RECEIVED.

27 AUG 1948

ACKD

Dear Sirs,

Staff W. Kain.

I am in receipt of your letter of the 19th instant and am glad that you are agreeable to increasing this employees wages to £9 per week which has my approval.

This will take effect as from 23rd August and I have advised him accordingly.



Manager.

The Manager,

PORT HEDLAND.

19th August, 1948.

Confidential.S T A F F.W. KAIN.

Referring to your letter 30th July, from the figures you give, it would appear that your Storeman is entitled to

	£6 6 11	Basic Wage,
plus District Allowance -	1 13 0	
plus-	14 6	for driving the
utility, which is a total	-----	
of	£8 14 5	per week
	=====	

Under the circumstances, and in view of the fact that he does not receive overtime, I think it would be advisable to raise his wages at once to £9. per week which will give him a few shillings a week towards overtime and we can recognise the continuous nature of his job by a special bonus at Christmas.

I shall be glad to hear that this arrangement has your approval.



MANAGER.

RECEIVED. PORT HEDLAND,  
W.A.

-2 AUG 1948

30th. July 1948

The Manager.

Messrs. Dalgety and Company Limited

ACKD 19/8/48

Perth.

RECORDS

Staff W. Kain.

Dear Sirs,

I am in receipt of your letter of the 28th Inst. and the award most of the males are paid under is headed. Award between A.W.U. applicable to Minister for Works, Commissioner of Main Roads and Commissioner of Railways.

The Road Board pays all road workers, sanitary, & rubbish man at this rate which is-

Basic Wage Perth	£6-5-10
Plus district allow.	1-13-0
	<u>7-18-10</u>
Truck driver for vehicles	
not exceeding 1ton	14-6
Ditto 3tons	18-6
Over 3tons	1-2-6

The district allowance was increased from 30/- to 33/- per week as from the 1st. July. and I understand the basic wage has just been increased by a further 1/1 per week.

The above is for a 40hour week and time and a half is paid for Saturday morning and double time for any other overtime.

Carpenters when available are paid £10-10-10 and painters £10-9-10 including district allowance.

Apart from employees of the Public Works, Railways, Road Board and Civil Aviation Dept, the only others are employed by and from what I can learn are paid-

A.H. Wilson & Co 1 man sto<sup>R</sup>erman & truck driver £10 per week no overtime

Brookes & Williams 1 truck driver £10-12-0 per week plus 30/- if he has to take out a load of goods or bring in a load of wool on Sunday.

Taplins. Have just sold the carrying part of their business but they were paying £9 per week no overtime to their two drivers.

G.A. Wyndham I cannot find out what he is paying his man but I understand that he has a small interest in the business.

The only other employers are the butcher and the two hotels but as they are different type of jobs I have not obtained their wages but most of their men work the boats when they are in port.

It is difficult to obtain good men as a lot of the labour is half-caste and on asking Mr Williams of Brookes & Williams why he was paying such a high wage he stated that he could not afford to lose his driver as if he did he would not be able to replace him with a reliable man, and the only way he could be sure of keeping him was to pay him a good wage, this would also appear to be the attitude of the others.

You can see that the wages are more or less controlled by Govt departments & other employers have no option but to pay on a similar basis, as the Railways and Public Works are always on the look out for a good man.

As our man has a responsible type of job with aeroplanes and store work and has to work quite a lot of overtime I think we would be well advised to pay him about £9 per week as if he decided to take another job it would be impossible to replace him here and for his type of job, a local man is usually better, as he knows the district and can stand up to the climate.

Trusting you will give this favourable consideration.

*M. Hamilton*  
Manager.

Bus wage	6	5	10
		1	1
	6	6	11
Bus allow	1	7	0
	7	14	11
allowance utilit.		1	6
	8	14	17

The Manager,

3rd August, 1948.  
W/JH.

PORT HEDLAND.

Confidential.

STAFF.

In our recent advices concerning the Staff Bonus, your revised salary as from 1st July, 1948 was quoted at £540.12. 0.p.a. In advising this figure the cost of living adjustment as at 30th June, viz., £15.12. 0d. was added to the annual salary.

From the Superintendent's advices enclosed in our letter, you will no doubt have gathered that the amount is not payable until the results are known at the end of June next, and if those outside of the Award are eligible for the payment, it is to be treated as an additional bonus. This being the case, your salary as at 30th June is to remain unaltered.

*Levis*

*W/JH*

Manager.

PORT HEDLAND,

W.A.

30th July, 1948.

The Manager,  
Messrs. Dalgety and Company Limited

Perth.

RECEIVED.

-2 AUG 1948

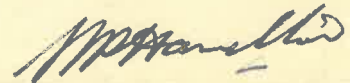
ACKD

Dear Sirs,

STAFF BONUS.

I am in receipt of your letter of the 26th instant advising a 10% bonus and cost of living adjustment for those over the award, and I would like to advise that the staff and myself were very pleased to hear the good news.

The experiment of a bonus on results appears a good one and should encourage the staff to do everything possible to further the interests of the Company as this is the surest way of increasing most people's effort, when they know they may share in any extra profits made.



Manager.

The Manager,

PORT HEDLAND.

28th July, 1948

C/EP.

CONFIDENTIAL

S T A F F - W. KAIN

Acknowledging yours 22nd, I am sympathetic to your suggestion of giving Kain an increase, but would like to have more information before deciding the amount.

You mention the Union wage for a permanent worker on the road. What Union are you referring to? In fact it would be of great assistance if you could find out by what Awards or Schedules employees are paid in your town, including any district margins that may apply.

From what information I can gain here, the Basic Wage for the North West, as altered within the last few days is £6.5.10, to which has to be added the Port Hedland allowance of 30/- p.w. making £7/15/10. This 30/- is not an Award allowance but is a district allowance given to Government employees. Some Award you quote apparently provides for 18/3 per week for a truck driver, and as Kain drives the Company's vehicles he would in that case be entitled to £8/14/1 p.w. without overtime. If these figures are correct we should increase his wage to £9 per week at least, which would give him something towards overtime and the balance to be made up by a special bonus at Christmas.

I can quite see that it is not possible to allow Kain the opportunity of working on the jetty when boats are in port, as he is fully occupied with his Aviation duties.

Your further advices are awaited.

  
Manager.

PORT HEDLAND,

W.A.

22nd July 1948

The Manager.

RECEIVED,

Messrs. Dalgety and Company Limited

26 JUL 1948

Perth.

28th

Dear Sirs,

Staff. W. Kain

This officer is on a wage of £8. per week but I am afraid that we will have to give him an increase very shortly ~~altho~~ owing to the cost of living up here, also the high wages which are ruling at present. He has not mentioned the matter and I have not heard of any expressions of dissatisfaction but I think it will come shortly and would like to get in first, without being pushed into it.

The Union wages for a permanent worker on the road is ~~£7-17-3~~ £7-17-3 plus 18/3 if he drives a truck, for a 5 day week, plus 10% for temporary workers.

A few employees are overcoming the difficulty by allowing the ones concerned time off when the boats are in port so that they can work on the wharf when the wages are 5/6 an hour ordinary time, time and a half for Saturdays or 5 to 12 p.m. after midnight or Sundays double time. From this you can see that quite a lot of extra money is picked up this way, and we cannot let Mr Kain take advantage of it as we have planes every day, and when a boat is in is our busiest time as quite often we have stock to take off, and the following day the train has to be loaded for all clients on the Marble Bar line.

The Govt. employees here also get all adjustments in the basic wage plus adjustments in the tropical allowance and are paid for all overtime.

It puts us in a very difficult position as our man has to work quite a lot of overtime and I would appreciate your views on the subject.

Manager.

7 17 3  
18 3  
8 15 6

The Manager,

PORT HEDLAND.



5th May, 1948.  
AS/JH.

Confidential.

FEDERATED CLERKS' AWARD.

Further to our letter of the 29th ultimo enclosing list of Award rates applicable as from 1st May. -

The cost of living adjustment is to be applied only to those within the automatic salary range, i.e., males receiving at 30th April £421. 4. 0d. or less, and will only apply to K. Hummerston, who will increase to £398.12. 0.

  
  
Sub. Manager.

The Manager,

C/JC.

5th May, 1948.

PORT HEDLAND.

Confidential.

S T A F F

Thank you for yours of 1st instant reporting on your visit to Roebourne. In view of your advices, I am sending Mr.Daws up to lend a hand until Mr.Stove returns to duty.

Storeman Harvey left last Saturday and the new man, Brown, commences next Saturday so that it should be possible to get things in order in time for the Balance.

The new storeman should be able to use a counter invoice book as he has had previous experience in keeping store records.

Thanking you for your assistance,

*H.A.B. for J.C.*  
Manager.

PORT HEDLAND,  
W.A.

The Manager,  
Messrs. Dalgety and Company Limited

RECEIVED. 1st May, 1948.
- 4 MAY 1948
Perth.
ACKD 55.

Dear Sirs,

I returned from Roebourne last night and regret to advise that the position is not too good there at present.

As you are aware R. Stove is on sick leave and unfortunately the storeman is drinking heavily which is throwing the whole of the work on Mr Murphy, which he is unable to cope with.

I was in Roebourne all day Thursday and until 3-20P.M. Friday and during that time the storeman was at work until 11A.M. Thursday, for an hour during the afternoon and yesterday he was there from 8A.M. to 9A.M. only.

Mr Murphy is spending most of his time answering the telephone, serving clients at the counter, loading trucks and attending the planes, which means that the work which is already behind will shortly become chaotic.

This position is very unfortunate coming as it does only six weeks before stocktaking as from what I hear it is likely to be about 4 weeks before R. Stove resumes duty and two weeks will not be time to get everything straight before the start of the balance as if this is to be done properly there is quite a lot of preliminary work to be done before stocktaking commences.

It was impossible to go through things properly with Mr Murphy as he could not settle down to anything except for a few minutes at a time and we could not work on Thursday night as there was no light owing to lack of wind. The only thing I could do was to watch the working and go through what I could on my own.

The work appears to be done in the correct manner and the only thing I would like to suggest in an endeavour to save work is the alteration of their counter book system.

At present all sales over the counter to be charged are written in a small docket book and later are copied into the invoice book and then called over to make sure they have been invoiced correctly.

My suggestion is that the invoice book be left on the counter and when a sale is made it be written straight into the invoice book, I mentioned this to Mr Murphy who said he could not work it at present owing to the storeman not being able to spell correctly and his writing was bad.

*M.A. Amelher*

Manager.

L. DAWS ESQ.,

14th February, 1948.

C/EP

PORT HEDLAND.

I have to acknowledge your letter of  
11th.

Mr Murphy left by this morning's plane  
and it is noted that you go on to Port Hedland today. It is  
satisfactory to note that both the office and store work is up to date.

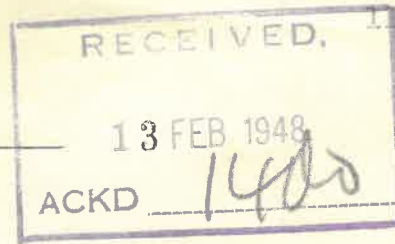
In this connection I may mention that the  
inaccuracies in stocks at Roebourne during the past six months were  
little short of disgraceful, and although we have Mr Murphy's  
explanations it is a fact that during a very considerable portion  
of the period he was not in charge, and I shall therefore be glad  
to have your explanations also. It would seem that either the system  
is defective or that the common rules have been neglected.

  
Manager.

ROEBOURNE

W.A.

The Manager,  
Messrs. Dalgety and Company Limited



P E R T H .

Dear Sirs,

S T A F F .

As Mr. Murphy will be arriving back from holidays on Saturday 14th. inst, I wish to advise that I will be proceeding to Port Hedland the same day, so as to allow Mr. Hamilton to leave on the 16th. inst.

I also wish to advise that the work in both Office and Store will be left up to date before leaving.

*L. Paul*  
Manager.

3rd January, 1948.

C/EP.

P.E.D. Hamilton Esq.,  
Dalgety and Co., Ltd.,  
Port Hedland.

Dear Hamilton,

It has been arranged for Mr L. Daws to relieve you when you take your holidays. He will relieve Mr Murphy first and then go onto Port Hedland. I leave it with you to arrange with him the exact date, but I understand it to be roughly from the middle of February to the end of March.

You will be aware that your fare South and return is debitable to the Sub-Branch.

Yours faithfully,



Manager.