#### **Corporation Employees Source Sheet No. 15**

The Council appointed the first Corporation officers in 1840. During the nineteenth century the Corporation workforce consisted of a small core of permanent officials headed by the Town Clerk (these numbered twenty-six men in 1880) together with a fluctuating pool of outside day labourers and carters who were recruited on a casual basis to carry out the Corporation’s public works. The Corporation was arranged into three major departments - the Town Clerk’s Department, the City Engineer’s Department, and the City Treasurer’s Department - each of which were divided into a number of sub-branches, the most prominent being the City Inspector’s Office, the Building Surveyor’s Branch, the Health Office and the City Gardener’s Department. By the late 1920s the Town Hall staff had grown to seventy-two officers, while the Corporation’s total workforce fluctuated between five and six hundred employees, although this was reduced during the Depression. Employee numbers increased during the postwar period, but the Corporation’s organisational structure remained essentially the same until the 1980s when major changes to the Administration were introduced.

**Archival Sources**

|  |  |  |
| --- | --- | --- |
| **Record Description** | **Date Range** | **Accession Number(s)** |
| ***Town Clerk’s Department Records***  Master Index [to Town Clerk’s Dockets and Special Files] | c1930 - 1976 | 2426 |
| Town Clerk’s Department Dockets | 1856 - 1976 | 2530 |
| Town Clerk’s Letters Received Books | 1862 - 1976 | 4182 |
| Index of Town Clerk’s Letters Received | 1856 - 1973 | 4183 |
| Town Clerk’s Department Letter Books – General | 1853 - 1924 | 602 |
| Letter Books - Council Officers from Town Clerk | 1899 - 1926 | 603 |
| Town Clerk’s Special File 275 ‘Staff Matters’ | 1947 - 1976 | 352 |
| A J Morison’s Alphabetical Subject Index | 1912 - 1965 | 226 |
| Morison Index | c1920 - 1972 | 228 |
| Personnel Records of Staff of ACC | 1947 - 1959 | 223 |
| Alphabetical Register of Staff Employment | 1946 - 1964 | 220 |
| Records re Officers’ Duties | 1867 - 1945 | 628, 893/5,102/3, 871/2, 913,1763 |
| ***City Treasurer’s Department Records***  ‘Domesday Books’ Volumes of Records Corporation Personnel | 1904 - 1982 | 813 |
| Officers’ Salary Record | 1925 - 1946 | 1763 |
| Records re Corporation Employees Superannuation Fund | 1925 - 1955 | 2282 to 2288 |
| Old Superannuation Scheme - Officers’ Agreements and Certificates of Birth | 1935 - 1978 | 788, 789 |
| City of Adelaide Official Staff September 1946 [shows … positions - name - age - date of commencement & salary] | 1946 | 1917ITEM0001 |
| [City Treasurers staff returns - shows … positions - name - age - date of commencement & salary] | 1938 - 1977 | 0999ITEM0001 |
| ***City Engineer’s Department Records***  Employees’ Registers | 1895 - 1941 | 1881 |
| City Slaughterhouse - Register of Slaughtermen | 1904 - 1912 | 2118 |
| City Engineer’s Department EmploymentApplication Forms | 1948 - 1974 | 1880 |
| Employees Record Cards | 1909 - 1945 | 4671 |
| Employees Left Service Records | 1944 - 1968 | 260 |
| City Engineer’s Docket 1042 of each year deals applications for employment as labourers | 1902 - 1976 |  |
| ***City Gardener’s Department Records***  City Gardener’s Department Applications for Employment Register | 1921 - 1929 | 630 |
| City Gardener’s Department - Rules and Conditions 1903-1915 of Employment for Corporation Employees | c1875 | 629 |
| Parks Employees Service Record Book | 1955 - 1968 | 750 |
| ***Salaried Staff – Town Hall***  Personnel – Dates of appointment - index cards | 1984 - 1986 | 5333 |
| ***Photographs***  Historical Pictorial Collection | 1850 - 1970 | S59, 1461, 3016, 5531 |
| Commercial Department Photographs | c1860s - 1970 | 2893, 3554/124 |

**Other sources**

More information can be found in the annual Digest of Proceedings, Municipal Yearbooks and Mayor’s Reports which, from 1901, became Annual Reports of the Council. Relevant material may also be contained among the *Earliest Corporation Records* c1850-1870. See also Peter Morton, *After Light. A History of the City of Adelaide and its Council 1878-1928* (Wakefield Press, Adelaide, 1996).

**Further Information**

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