



"CO-OPERATION"



*Employees'*  
*Booklet*



★ For the assistance of Employees  
of Toowoomba Foundry Pty. Ltd.

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## Section 1.

Mr.

Through the medium of this booklet I wish to congratulate you on becoming a member of this organisation. Our aim is to build up a group of employees who are anxious to find a permanent position which offers security, and in return for this are willing to give loyal service.

The future success of the organisation depends upon each one of us giving of our best and co-operating with our fellow employees.

To assist you in settling in to your position we have set out in this booklet all the information regarding working conditions, awards and amenities.

I hope when you have finished reading you will know something of our Company's history and will feel, with us, pride in its achievements and determination to push them still further.

That is why we have called this booklet "Co-operation," because we must have just that if we are to be worthy of our past traditions, and if our partnership is to be truly profitable to you, the shareholders and the general public.

*L. A. Boyce*

## Section 2.

# The Origin and Development of Toowoomba Foundry Pty. Ltd.

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## Brief History

The founder of the Company, Mr. G. W. Griffiths, came to Queensland in the 1860's intending to go on the land, but instead he set up a small jobbing repair shop which prospered, and later he sent for his brother, J. A. Griffiths, who was an engineering graduate of Manchester University. Between them they established a successful jobbing engineering shop, and very early commenced the production of castings for repair work. Hence the name "Toowoomba Foundry Company."

In those days the area around Toowoomba was being rapidly developed, so that the business was successful from its inception.

In later years the production of Windmills, Internal Combustion Engines and Farm and Pastoral Water Supply Equipment was developed by the energy and initiative of the sons of the founders, Messrs. A. A. and G. H. Griffiths, who also embarked upon the manufacture of locomotive engines for the Queensland and Commonwealth Governments before the first world war.

After that war and the depression of 1920, the proprietors of the Company decided that they must go in for a policy of production in quantity of proprietary lines of manufacture, and the modern development of the factory dates from that time. Its Southern Cross Products became known over most of Eastern Australia in the decade 1920 and 1930; and in 1925 a successful establishment was made in Western Australia. In 1939 the organisation opened a company in the Dominion of South Africa.

So that in less than 80 years, from a small beginning there has grown up a business which has completely covered Australia with its selling organisation and products, and now looks forward to its next objective, to cover the whole Southern Hemisphere as to-day it covers Australia.

This, then, is the organisation which you have now joined. We hope that our association together will prove of profit to both of us.

## Facts About the Southern Cross Organisation

### (a) PRODUCTS MADE

So that there is always a continuity of demand for Southern Cross Products, which in turn means a continuity of employment for all members of the organisation, the management have pursued a definite policy.

Briefly this policy is, to spread the selling part of the organisation over as wide a field as possible so that the total yearly sales are unaffected by such localised events as floods or droughts, and to manufacture a range of products which will overcome seasonal influences.

So it is that our lines of manufacture include diesel engines from 2 to 40 horsepower, marine engines from 9 to 40 horsepower, windmills in sizes 6ft. to 30ft., together with water supply equipment, well boring plants, milking machine units, compressor units, generating sets, electric motors and petrol engines.

You can obtain from the library on loan a copy of the Southern Cross Catalogue which illustrates some of our products.

### (b) ASSOCIATED COMPANIES

The Toowoomba Foundry Pty. Ltd., by whom you are employed attends to the manufacturing for the

whole of the Southern Cross Organisation in Australia, and for a proportion of the requirements for South Africa.

Toowoomba Foundry Sales Pty. Ltd., Southern Cross Machinery Co. Pty. Ltd., and Southern Cross Equipment Pty. Ltd., attend to the retailing in Queensland.

Southern Cross Engine and Windmill Co., Sydney, and branches, together with Southern Cross (Tamworth) Pty. Ltd., attends to the retailing in New South Wales.

Southern Cross Windmills and Engines Pty. Ltd., Melbourne, together with branches attends to the retailing in Victoria.

Southern Cross Machinery Proprietary Ltd. attends to the retailing in South Australia.

Southern Cross Windmill and Engine Pty. Ltd. attends to the retailing in West Australia.

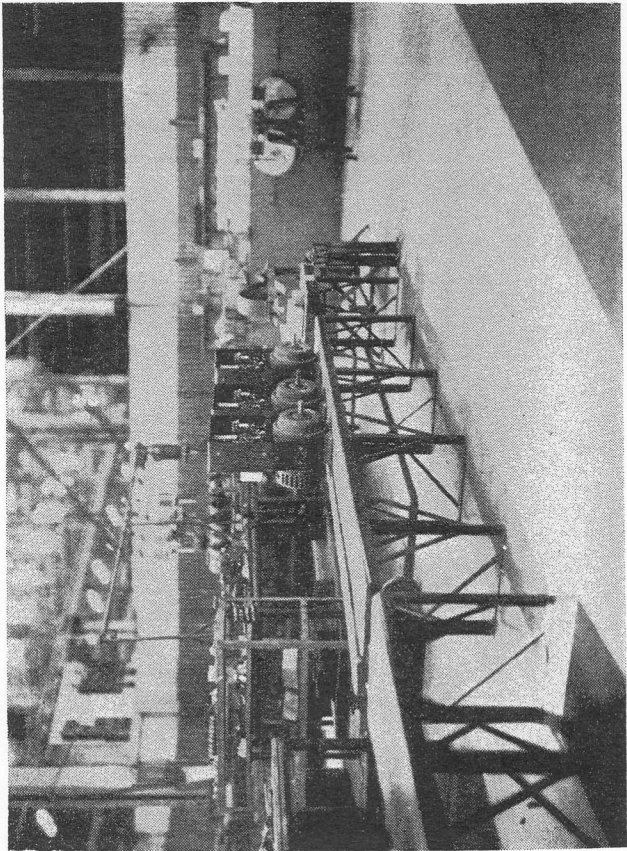
Southern Cross Windmill and Engine Co. (Pty.) Ltd. and Southern Cross Manufacturing Co. (Pty.) Ltd. attend to the manufacturing and retailing in South Africa.

### (c) RANGE OF WORK IN FACTORY.

The Toowoomba Foundry offers opportunity for employees in many different spheres.

We have a modern engineering workshop with ferrous and non ferrous Foundries, Forge Shop, Machine Shop, Maintenance Department, Welding Sections, Construction Department, Assembly Shop, Electrical Assembly Shop, Fabricating and Galvanising Factory, Wood Pattern Shop, Metal Pattern Shop, Tool Shop, etc.

This means that the range of work covered is far greater than that offered in the majority of similar organisations.



*Section of Generator Assembly Shop*



## Section 4.

# The Personnel Policy of the Company

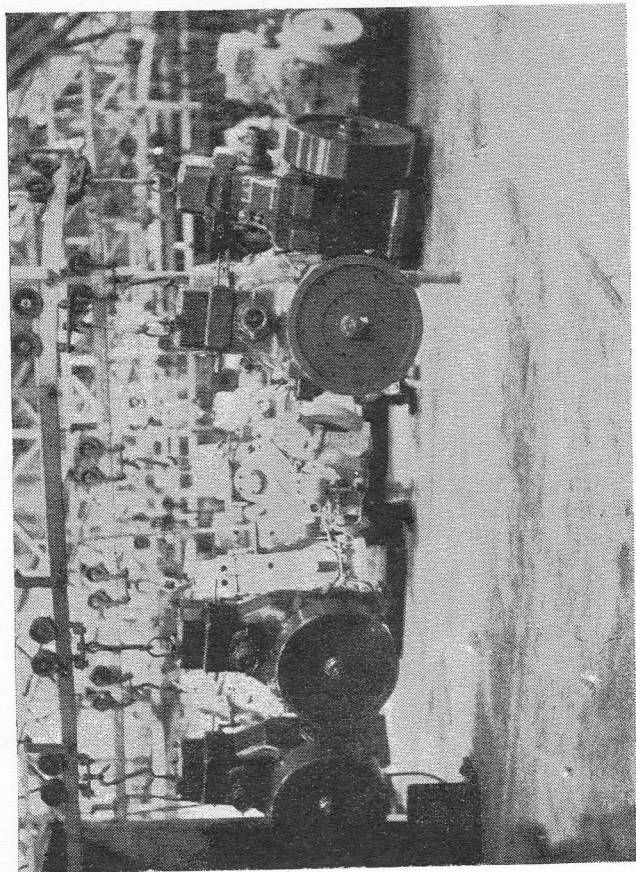
When a community of people are working together there must be a certain agreed code of conduct so that the organisation can work as smoothly as possible.

The terms and conditions of employment and the rules set out in this booklet must be accepted as binding by those who join the Company.

Anyone who disregards these arrangements causes inconvenience to his fellow-workers and interrupts the smooth functioning of the organisation and must, therefore, render himself open to disciplinary action which may involve a warning or dismissal.

Every employee is responsible to his immediate superior. If he considers that any matter of discipline or complaint has not received appropriate attention at this level, he has the right to take the case to higher authority in accordance with the recognised procedure (Section 6—Terms and Conditions of Employment—Grievances and Complaints).

Whenever possible, all vacancies in the organisation will be filled by promoting the most suitable employee. Where ability is equal, the employee with greater length of service is given preference.



*Diesel Engines being Prepared for Painting*

## Terms and Conditions of Employment

### ABSENCE

- (a) **From Department:** No employee may leave his Department without permission or instruction from his superiors.
- (b) **Leave of:** Will be granted only in exceptional circumstances, application should be made to the Personnel Officer in writing; he will consult with your foreman or departmental head. The decision will be conveyed to you in writing.
- (c) **Payment During:** Employees unable, through sickness or accident, to collect their wages may leave same in the custody of the Company until their return. They may, if they so desire, authorise someone to collect on their behalf. The authorisation must take the following form or payment will not be made.

"I ..... (name), Clock No.....  
authorise Mr..... (full  
name) to collect my wages for W/Ending.....  
Signed..... (usual signature).

This affords a measure of security to both the employee and the Company.

## **Employee Amenities and Service**

### **CANTEEN**

A large modern canteen is situated on the Company's premises where hot and cold meals may be purchased at a low cost. The canteen is run by the Sick and Benefit Society and any profits revert back to the employees through the Society.

### **FIRST AID**

First Aid facilities are available to all employees at the Ambulance Room, which is situated near the Clock House.

### **LIBRARY**

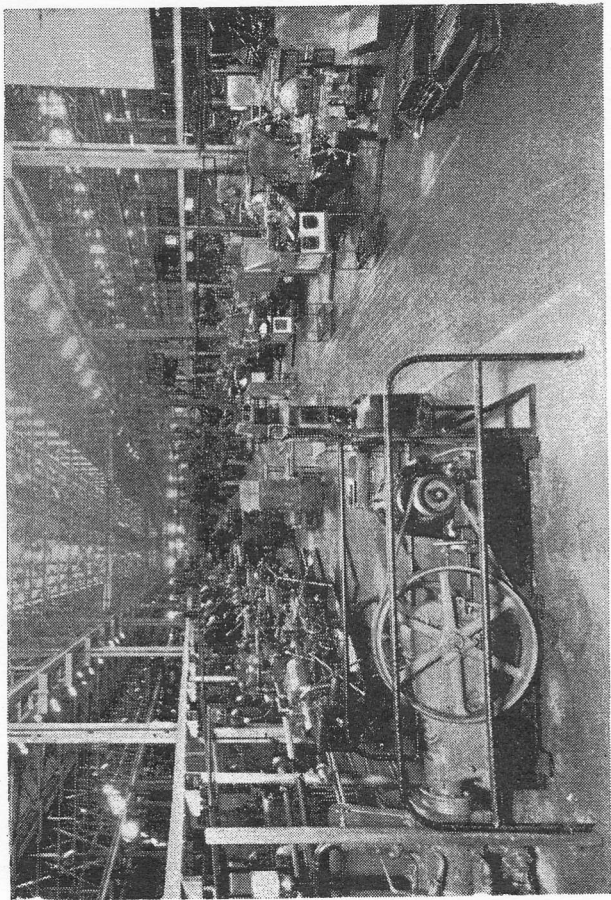
The Company maintains a technical library from which all employees may borrow books. The librarian will advise any employee who is interested, of the special conditions attached to the use of the library.

### **LOCKERS**

Lockers are allocated by the Personnel Dept., and must not be changed without permission. Personal belongings, parcels, ports and food must not be taken into the factory but placed in the lockers provided. Keep your locker clean and tidy.

### **OFFICERS OF THE COMPANY**

In addition to the foreman of your shop you may wish to refer to other officers of the Company. For your convenience we give below the names of those



*One Bay of the Modern Machine Shop*

cases you will be advised by your foreman or other executive.

It is not Company policy to give references, but a certificate of service will always be given if requested.

## **TERMS OF EMPLOYMENT**

Employment is by the week.

## **TIME RECORDING**

Every works employee is issued with a clock card. It is required that this card be clocked in the morning and out at night. If for any reason you leave or enter the establishment at times other than the start or finish of your shift you are required to clock your card again.

Your wages are compiled from the clock card and the time booked in the shop, therefore, in your own interests you should:

- (a) Clock your card when entering or leaving the factory.
- (b) See that all time worked is booked.

Clocking another employee's clock card is regarded as serious misconduct, and will result in both employees being instantly dismissed.

## **TRADE UNIONS**

Under some awards it is a condition of employment that employees be members of certain trade unions. Where this applies you will be advised when engaged.

The majority of works employees are employed under the Metal Trades Federal Award and under this award there is no compulsion regarding membership of a union.

## **TRANSFERS**

Refer to section headed "How to apply for a Transfer."

## **PAYMENT OF WAGES**

### **(a) Works Employees.**

Pay is computed from Monday to the following Sunday.

Pay Day is Tuesday unless a notice is posted to the contrary.

As each employee's wages are compiled from the co-ordination of the clock card with the time sheet it follows that it is necessary:

- (1) To see that all time worked is booked.
- (2) To see that you clock when entering or leaving the premises.

Failure to observe (1) and (2) above, may result in a shortage of wages.

### **(b) Staff Employees:**

Salaries are paid twice monthly, payment being made at the middle and end of the month.

## **SMOKING ON COMPANY PREMISES**

Smoking is permitted except in certain areas. These are clearly marked. Failure to observe the rules regarding these prohibited areas will result in instant dismissal.

## **TERMINATION OF EMPLOYMENT**

If you wish to resign, give your foreman the necessary award notice in writing. This prevents misunderstanding. For all employees under the Federal Metal Trades Award the notice necessary is one week. If you are in doubt as to your obligations—ask. Failure to give the correct period of notice may result in forfeiture of a week's wages.

If the Company wishes to terminate your services you will be advised in writing unless, because of serious misconduct, you are dismissed without notice. In such

## **WAGES**

The Company observes the rates of pay, classifications and conditions laid down in the various awards which apply to the class of work performed by employees. Authorised deductions, such as insurance, Sick and Benefit Society contributions, etc., will be deducted from the weekly wage, provided authority to deduct is given to the Paymaster. For Payment during absence refer to section, "Absence."

## **WORKERS' COMPENSATION**

If you sustain an injury (in the course of your work or when travelling to or from your work) necessitating absence from work you may claim Workers' Compensation. Obtain from your doctor or the hospital a Workers' Compensation Certificate and then give the Pay Department the Certificate. You will be given a form which should be completed and returned to the Pay Department as soon as possible. Any compensation payable will be made by the State Government Insurance Office on Friday of each week.

## **WORKING CONDITIONS**

Our factory is one of the most modern in Queensland, and we have a continuous building programme which ensures that our employees work in roomy, well lit workshops. The following extract from a report by Dr. Douglas Gordon, Medical Officer (Industrial Hygiene) Dept. of Public Health, Queensland, is of interest.

"The management of this foundry are to be congratulated on the example they have set in recent years to metal working industries in this State. Their general conditions of work, their methods of housekeeping, and their efforts to minimise health hazards are the finest this writer has seen."



## **MARRIAGE**

- (a) **Men:** Change in marital status should be notified to the Personnel Department at once. A rebate form for taxation purposes should be obtained from the Post Office and handed to the Pay Department.
- (b) **Women:** Notification of change of name and address should be notified to the Personnel Department at once.

## **NOTICES**

It is the responsibility of employees to familiarise themselves with the contents of the official notices. These notices are posted on the following boards.

1. Main Notice Board near Main Gate.
2. Office Notice Board.
3. Notice Board in Ladies' Rest Room.
4. Notice Board in F. and G. Factory.
5. Notice Board in Milking Machine Factory.

## **OVERALLS**

Overalls are supplied to all women employed in works. These overalls remain the property of the Company and must be surrendered when employment is terminated, or the estimated value of the overalls will be deducted from wages due.

## **OFFICIAL ORDERS**

Nothing is allowed out of the factory without an official order, issued from the office.

## **PARCELS**

Watchmen have authority to inspect all parcels, packages, etc., entering or leaving the factory.

It is a condition of employment that employees shall work reasonable overtime when required.

**(d) Alteration in Hours of Work.**

Any change in the hours of work will be posted on the main notice board.

**HOW TO APPLY FOR A HIGHER CLASSIFICATION**

Every employee is classified in accordance with the Award covering the class of work upon which he is engaged.

Any employee considering himself wrongly classified should set out in writing his reasons and should give the claim to his foreman, who will send it to the Personnel Officer.

The Personnel Officer will consult with the Works Manager and the resulting decision will be conveyed to the employee.

**HOW TO APPLY FOR A TRANSFER**

From time to time employees wish to be transferred from one department to another. While it is not always possible to accede to their request, careful consideration is always given to the facts and merits of the application. The correct procedure is to make written application to the Personnel Officer stating the full facts. The Personnel Officer will consult with your foreman and any other officer of the Company who may be concerned, and will advise you of the result.

**INFECTIOUS DISEASES**

A moral obligation rests on all employees to report to the Personnel Officer where there has been any contact with a person suffering from an infectious disease.

**LITERATURE**

The distribution of literature not sponsored by the Company is forbidden on Company property.

board during the early part of the year so that every employee has ample time to make suitable arrangements.

- (b) **Statutory Holidays:** Statutory Holidays are those days which are classed as public holidays in the award under which the employee is working. Notices are posted on the main notice board regarding such days.

## **HOURS OF WORK**

- (a) i. **Standard Hours—Works Employees and Staff Connected with Works:**

The standard day is from 7 a.m. to 3.45 p.m.

The standard week is from Monday to Friday.

The standard day meal break is from 12 noon to 12.45 p.m.

- ii. **Staff Employees:**

The standard day is from 8 a.m. to 5 p.m.

The standard week is from Monday to Friday.

The standard meal break is from 12 noon to 1 p.m.

- (b) **Standard Shift.**

The standard shift is from 3.45 p.m. to 12.15 p.m.

The standard shift meal is from 7.45 p.m. to 8.15 p.m.

Normal rotation of standard day and night shifts is week and week about.

Standard shift workers receive 10 per cent. extra on their weekly rate while on night shift. It is a condition of employment in the works that employees shall work shift work when required.

- (c) **Overtime.**

All overtime worked shall be authorised by the foreman of the shop.

## **FIRE**

In case of sudden fire chemical fire extinguishers are distributed through the factory, and any employee may use them if the occasion demands. Irresponsible use however, will be considered as serious misconduct. All cases of fire must be reported immediately to your superior.

## **FOOD**

Food must not be taken into the factory.

## **GRIEVANCES AND COMPLAINTS**

- (a) **General:** Any grievances or cases of dissatisfaction should be referred to the Foreman. In serious cases they may be referred through the Personnel Officer to the Works Manager. Every employee has the right to approach the Management directly with any legitimate complaint through the channels mentioned above. Remember it is our wish that you shall be contented with your working conditions. Ventilate your troubles and you will feel better.
- (b) **Pay Complaints:** If you consider an error has been made in calculating your pay you should follow this procedure.

Obtain from your foreman a "Re Pay" Form, give details of the error and send it to the Pay Dept. The Pay Dept. will examine your claim and will advise you in writing. This method saves time and inconvenience. If, for any reason, you are not satisfied with the reply received, lay your complaint before the Personnel Officer for his attention.

## **HOLIDAYS**

- (a) **Annual:** As prescribed by the particular award under which the employee is working. Notices regarding Annual Leave are posted on the main notice

## **ADDRESS**

Any change of address should be reported to the Personnel Department in writing so that the records of the Company may be kept up to date at all times. It is in your interests that we have your latest address. Forms for the purpose may be obtained from your foreman, and if returned to him when completed will be delivered to the Personnel Department.

## **ADMISSION TO COMPANY'S PREMISES**

From time to time employees desire to show their families or friends through the works. Permits may be obtained from the Personnel Officer or the Production Superintendent. No person is allowed on the premises under the influence of alcohol, even if in possession of a permit. Entrance is to be effected through the main gate and the permit to be shown to the watchman, and is to be surrendered to him when leaving the premises.

## **EMPLOYMENT SUBJECT TO RELEVANT AWARD**

The conditions and wages paid are those set out in the relevant award governing the particular class of work done. All matters affecting employment are dealt with by the Personnel Officer.

## **ENTRANCES AND EXITS**

- (a) **Use by Employees:** In normal times employees in the main factory must enter and leave by the main gates near the clock house. Employees of the Fabricating and Galvanising Factory may enter and leave by Gate 13.
- (b) **In Case of Emergency:** In case of fire or other emergency when the buildings must be emptied as quickly as possible, commonsense will prevail and the nearest exit will be used.

- (d) **Sickness—Works Employees:** When absent from duty because of personal illness the employee must notify the Pay Department by telephone, writing or verbal message, to be received within 24 hours of the commencement of the absence. If this condition is complied with, and the Company is satisfied that the employee was unable to attend for duty because of such sickness, then the employee is entitled to one week's sick pay per year (40 hours or portion thereof, according to the length of time sick). For the purposes of Sick Leave the year runs from 1st of June to 31st of May.
- (e) **Sickness—Staff Employees:** When absent from duty because of personal illness the employee must notify the Accountant by telephone, writing or verbal message, to be received within 24 hours of the commencement of the absence. Staff employees absent from duty because of personal sickness will receive up to 3 months' paid sick leave in any one year.
- (f) **Without Notification:** Employment will be considered to be terminated after an absence of seven consecutive days without notice.

## **ACCIDENT PREVENTION**

The Company attaches great importance to the safety of its employees. You are urged to be particularly observant of safe practices and to avoid taking risks. We want our employees to work safely, not only for their own good but also with a regard for the welfare of their workmates. It is not pleasant to be injured, and it is worse to feel that you are responsible for one of your mates being hurt. Think of Safety First, cultivate safe methods, habits and actions—avoid particularly any skylarking on the job. Report any dangerous hazard to the Foreman or the Personnel Officer.

officers whom it is most likely you will wish to contact.

*Works Manager:* Mr. A. P. CHOTE

*Production Superintendent:* Mr. L. W. BECK

*Personnel Officer:* Mr. R. A. CULLINGTON

*Pay Master:* Mr. V. C. NAUMANN

## **PERSONNEL DEPARTMENT**

The services of the Personnel Department are always available to an employee who wishes to discuss matters of a confidential nature. Make an appointment to see the Personnel Officer through your foreman. Management is often in a position to advise or help employees with such private problems as accident or damages claims, taxation matters, tenancy and property matters, preparation of special letters, applications, etc. If you need assistance refer your case to the Personnel Officer.

## **PLAYING FIELDS AND SPORTING FACILITIES**

A large area of land in North Street has been set aside as a recreation area. This field when completed, will include ovals, running tracks, etc. Outdoor sports in which Southern Cross Clubs participate include hockey, cricket and swimming. Indoor sports are played at night in the Amenities Hall and include badminton, indoor bowls and table tennis.

## **PROTECTIVE CLOTHING AND EQUIPMENT**

The Metal Trades Federal Award provides that protective clothing and/or equipment be supplied in cer-

tain cases. Protective clothing and/or equipment is issued to welders, employees engaged upon galvanising and pickling, spray painters, grinders and to employees engaged in handling molten metal. If you are issued with protective clothing and/or equipment see that you use it. If you consider you should have protective clothing and/or equipment put the facts before your foreman, who will investigate.

### **SICK AND BENEFIT SOCIETY**

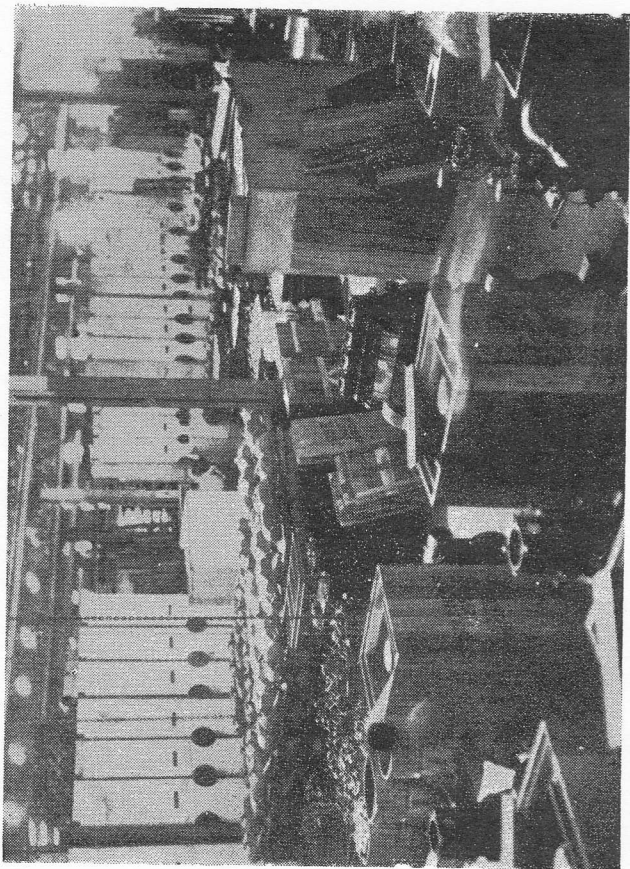
This Society is run by the employees. Employees wishing to join should contact the Society's representative in their shop and sign an Authorisation to Deduct. The Pay Department will then deduct the required amount weekly, the proceeds providing a fund from which sickness or accident benefits are paid. The Company subsidises the Society weekly. If you wish to join or desire more particulars, contact the Secretary, Mr. S. Adams, whom you can locate in the Canteen Building during the lunch period.

### **VEHICLES**

A car and bicycle park is provided for the use of employees who wish to travel to work by their own conveyance, but the Company accepts no responsibility for their safety.

Free air for bicycles is provided by four air hoses situated near the clock racks.





*Storage of Finished Parts Ready for Assembly. Foreground shows Engines being Packed*

## General Information

### APPRENTICESHIP

Toowoomba Foundry Pty. Ltd. has facilities to train apprentices to the following trades:

First Class Machining,  
Jobbing Moulding.  
Blacksmithing.  
Electrical Fitting.  
Patternmaking.

You may be interested in becoming an apprentice, or perhaps have a son seeking a trade. If so, for further details consult the Personnel Officer.

### APPRENTICE ENGINEERS

Each year the Company offers to suitable young men the opportunity to become apprentice engineers. Apprentice engineers are indentured for five years and are given a thorough training in engineering principles. Because of the extent of the Company's activities the training given is well recognised in engineering circles.

At the successful completion of the indenture the Toowoomba Foundry Engineering Diploma is given to the candidate. To be eligible for apprenticeship to engineering the following requirements must be observed:

Education, Junior at least.  
Age, 15 to 18 years.  
Mechanical aptitude.

Should obtain 80 per cent. or more in the Toowoomba Foundry Test.

Section 8.

## Are You Ready For Promotion ?

(With acknowledgements to B.H.P.)

There's going to be a vacancy above you later on,  
Some day you'll find the Foreman or the Leading Hand  
has gone,

And are you growing big enough, when this shall be the  
case,

To quit the job you're holding now and step into his  
place?

You do the work you have to do with ease from day  
to day,

But are you getting ready to deserve the larger pay?

If there should come a vacancy with bigger tasks to do,  
Could you step in and fill the place if it were offered  
you?

To-morrow's not so far away, nor is the goal you seek,

To-day you should be training for the work you'll do  
next week,

The bigger job is just ahead, each day new changes  
brings—

Suppose that post were vacant now, could you take  
charge of things?

It's not enough to know enough to hold your place to-day.

It's not enough to do enough to earn your weekly pay.

Some day there'll be a vacancy with greater tasks to do—

Will you be ready for the place when it shall fall to you?

