103 years Service to Industry

W. G. GOETZ & SONS LTD.

ENGINEERS • TOOLMAKERS

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WE WELCOME YOU AS AN EMPLOYEE OF W.G. GOETZ & SONS LIMITED AND THE FOLLOWING INFORMATION IS PROVIDED TO ASSIST YOU TO BECOME ACQUAINTED WITH THE HISTORY, POLICIES AND WORKING CONDITIONS OF THE COMPANY.

THE COMPANY HAS A WELL EARNED REPUTATION FOR HIGH QUALITY PRODUCTS AND YOU ARE ASKED TO PLAY YOUR PART IN ENSURING THE CONTINUATION OF SUCH REPUTATION.

AN AIM OF THE COMPANY IS TO PROVIDE GOOD WORKING CONDITIONS, THE CONTINUANCE OF JOB SECURITY AND THE OPPORTUNITY OF CONTINUING ADVANCEMENT FOR EMPLOYEES ACCORDING TO INDIVIDUAL SKILLS AND ABILITIES.

MANAGEMENT AND EMPLOYEES HAVE THEIR RESPECTIVE ROLES TO PLAY, AND THEIR DIFFERING PROBLEMS, THEREFORE IT IS ESSENTIAL THAT WE ALL ENDEAVOUR TO UNDERSTAND THE OTHER PERSONS POINT OF VIEW AND WORK TOGETHER AS A TEAM.

COMPANY HISTORY

IN SEPTEMBER 1875, WILHELM GOTTLIEB GOETZ, AN ENERGETIC AND AMBITIOUS YOUNG ENGINEER, NEWLY ARRIVED IN AUSTRALIA FROM HIS NATIVE LAND, GERMANY, SET UP BUSINESS IN SMALL AND UNPRETENTIOUS SURROUNDINGS IN QUEEN STREET, MELBOURNE.

IN HIS SMALL ENGINEERING FACTORY, WILHELM GOETZ, A MAN OF VISION, PRODUCED PROBABLY THE FIRST METAL WORKING EQUIPMENT MANUFACTURED IN AUSTRALIA, ALONG WITH FIREPROOF SAFES, MANY OF WHICH ARE STILL IN SERVICE TODAY.

BY THE TURN OF THE CENTURY, THIS DYNAMIC MAN HAD DEVELOPED HIS BUSINESS TO SUCH AN EXTENT THAT IT WAS NECESSARY TO SEEK LARGER PREMISES WHICH WERE THEN LOCATED IN BATMAN STREET, WEST MELBOURNE. FOLLOWING THE TRANSFER TO THE NEW PREMISES, WITH AN UPSURGE OF ENERGY AND ACTIVITY NEW PROJECTS WERE DEVELOPED WHICH RESULTED IN SIMPLE CAN-SEAMING MACHINES BEING AVAILABLE TO THE CANISTER TRADE SHORTLY THEREAFTER.

AT THE BATMAN STREET SITE THE BUSINESS CONTINUED TO EXPAND AND IT WAS FOUND NECESSARY TO ACQUIRE ADJOINING PROPERTIES TO HOUSE THE GROWING ORGANISATION.

ON THE DEMISE OF WILHELM GOETZ IN 1917, THE TASK OF FURTHER DEVELOPING THE BUSINESS WAS UNDERTAKEN BY TWO OF HIS SONS, ALBERT AND OTTO (JACK) WHO HAD ALREADY SERVED THEIR APPRENTICESHIP IN THE BUSINESS. THE LATTER SON CONTROLLED THE DESTINIES OF THE COMPANY IN HIS ROLE AS MANAGING DIRECTOR UNTIL HIS DEATH IN 1971.

FIVE YEARS AFTER TAKING CONTROL, THE TWO BROTHERS WERE JOINED BY THEIR BROTHER-IN-LAW, CAPTAIN J.H. MOSS, WHO REMAINED AS CHAIRMAN OF THE COMPANY UNTIL HIS DEATH IN 1966. UNDER THE LEADERSHIP OF THESE THREE ASTUTE AND PROGRESSIVE BUSINESSMEN THE COMPANY CONTINUED TO DEVELOP IN BATMAN STREET UNTIL THE MID-NINETEEN-THIRTIES WHEN FURTHER EXPANSION OF THE PREMISES WAS NO LONGER POSSIBLE AND A TRACT OF LAND WAS THEN SOUGHT AND PURCHASED IN SPOTSWOOD, THE SITE OF THE PRESENT WORKS AND OFFICES.

MANUFACTURING OPERATIONS COMMENCED AT SPOTSWOOD IN 1939, AND IN THE NEW ENVIRONMENT THE COMPANY CONTINUED WITH THE POLICY OF PRODUCT DEVELOPMENT AND GENERAL EXPANSION PRODUCING IN 1943 A HIGH-SPEED CAN BODY-MAKING LINE CAPABLE OF PRODUCING 300 CANS PER MINUTE, THE FIRST OF ITS TYPE MANUFACTURED IN AUSTRALIA.

UPON THE OUTBREAK OF HOSTILITIES IN THE SECOND WORLD WAR, THE ENTIRE RESOURCES OF THE COMPANY WERE DIRECTED TO THE MANUFACTURE OF PRECISION GAUGES AND MACHINERY AND TOOLING FOR PRODUCTION OF 303 BULLETS. IN ADDITION, PRESSES AND TOOLING WERE DEVELOPED FOR THE PRODUCTION OF CHARGER CLIPS FOR VICKERS AND BROWNING MACHINE GUNS. A LARGE ANNEXE WAS ALSO OPERATED BY THE COMPANY ON BEHALF OF THE COMMONWEALTH GOVERNMENT FOR THE PRODUCTION OF SHELL FUSES ON A 24-HOUR PER DAY BASIS. VERTICAL SHAPING MACHINES WERE ALSO PRODUCED FOR USE BY UNITED STATES, DUTCH AND AUSTRALIAN ARMED SERVICES WORKSHOPS.

WITH THE ADVENT OF AMERICA'S ENTRY INTO THE WAR, PRODUCTION OF MUNITION MANUFACTURING EQUIPMENT CEASED AND THE COMPANY WAS DIRECTED BY THE GOVERNMENT TO REVERT TO STANDARD PEACE TIME PRODUCTION, THE MANUFACTURE OF CAN MAKING AND CANNERY EQUIPMENT, TO ENABLE THE INCREASED DEMANDS FOR FOOD FOR THE ALLIED FORCES TO BE MET.

COMPANY PRODUCTS

IN ADDITION TO EQUIPMENT FOR THE CANNING INDUSTRY, THE COMPANY ALSO MANUFACTURES SHEET METAL WORKING MACHINERY, POWER PRESSES AND PRESS TOOLS FOR VARIOUS APPLICATIONS IN THE INDUSTRIAL FIELD, INCLUDING BUILDERS' HARDWARE, ELECTRIC MOTOR LAMINATIONS AND AUTOMOTIVE PARTS. THE PRESENT RANGE OF EQUIPMENT MANUFACTURED IS COMPARABLE IN STANDARD AND PERFORMANCE WITH MACHINERY AVAILABLE ELSEWHERE IN THE WORLD, AND IN MANY INSTANCES SPECIAL FEATURES ARE INCORPORATED TO MEET LOCAL REQUIREMENTS.

CURRENTLY, ALL TYPES OF EQUIPMENT ASSOCIATED WITH THE HIGH-SPEED MANUFACTURE OF THREE PIECE OPEN TOP CANS AND AUTOMATIC CAN-CLOSING ARE PART OF THE RANGE OF PRODUCTION. OVER THE YEARS MACHINERY HAS BEEN DEVELOPED TO MEET THE NEEDS OF LOCAL INDUSTRY, AN EXAMPLE BEING GRIPPER FEED UNITS FOR ATTACHMENT TO POWER PRESSES, MANUFACTURE IN AUSTRALIA BEING PIONEERED BY THE COMPANY IN 1953. A FURTHER EXAMPLE IS THE IMPORTANT CONTRIBUTION MADE IN 1971 WITH THE INTRODUCTION OF MACHINES FOR THE CLOSING OF SOFT DRINK OR BEER CANS AT SPEEDS UP TO 1,200 CANS PER MINUTE.

IN 1969 A MANUFACTURING AGREEMENT WAS ARRANGED WITH THE OLD ESTABLISHED FIRM, BUFFALO FORGE COMPANY, U.S.A., FOR THE MANUFACTURE IN AUSTRALIA OF THEIR RANGE OF UNIVERSAL IRONWORKERS, PUNCH AND SHEAR MACHINES, BENDING ROLLS AND BILLET SHEARS, THE MAJORITY OF THESE ITEMS PREVIOUSLY BEING AVAILABLE TO AUSTRALIA ONLY FROM OVERSEAS SOURCES.

IN THE ROLE OF GENERAL ENGINEERS AND TOOLMAKERS, THE COMPANY HAS PARTICIPATED IN MANY PROJECTS IN CONJUNCTION WITH OUR CLIENTS AND HAVE THUS MADE MAJOR CONTRIBUTIONS TO MANY PHASES OF INDUSTRIAL DEVELOPMENT IN AUSTRALIA.

COMPANY MARKETS

THE MAJOR CANNERIES TOGETHER WITH MANY OF THE LESSER KNOWN CANNERS IN AUSTRALIA COMPRISE AN IMPORTANT SECTOR OF OUR CLIENTELE.

THESE TOGETHER WITH THE CAN-MAKERS IN AUSTRALIA ARE THE USERS OF THE MAJORITY OF CAN MAKING AND CAN SEALING EQUIPMENT PRODUCED, THERE ARE HOWEVER MANY EXPORTS OF SUCH ITEMS.

GOETZ PRODUCED EQUIPMENT OPERATE IN MANY OVERSEAS COUNTRIES INCLUDING NEW ZEALAND, SOUTH AFRICA, THAILAND, INDONESIA AND MALAYASIA.

FOR GENERAL INDUSTRY PURPOSES, POWER PRESSES AND SHEETMETAL MACHINERY IS PRODUCED, THE MAJOR PORTION OF OUR OUTPUT BEING FOR THE REQUIREMENTS OF AUSTRALIAN INDUSTRY.

PRESS TOOLING, MANY BEING OF COMPLEX DESIGN AND EXTREMELY ACCURATE ARE MANUFACTURED FOR AND USED BY MANY SECTORS OF AUSTRALIAN INDUSTRY.

LABOUR

THE COMPANY PROVIDES JOB OPPORTUNITY FOR MANY OCCUPATIONS WHICH INCLUDE METAL INDUSTRY TRADESMEN, (FIRST CLASS MACHINISTS, FITTERS, TURNERS, TOOLMAKERS, PATTERNMAKERS, ETC.), DESIGN ENGINEERS AND DRAUGHTSMEN, CLERICAL WORKERS, STORES PERSONNEL, PLANNING ENGINEERS, TRANSPORT WORKERS, ETC.

APPRENTICESHIP

THE TRAINING OF APPRENTICES HAS LONG BEEN PART OF THE COMPANY'S PHILOSOPHY. THE ISSUE OF INDENTURES HAS BEEN TRACED BACK AS FAR AS 1890 WHEN, FOR THE SUM OF TWO SHILLINGS AND SIX PENCE PER WEEK, THE APPRENTICE SIGNED TO "WELL AND FAITHFULLY SERVE THE SAID W.G. GOETZ AS HIS APPRENTICE AND DILIGENTLY ATTEND TO THE SAID BUSINESS AT ALL TIMES FROM THE HOUR OF EIGHT IN THE MORNING TILL FIVE IN THE EVENINGS HIS SECRETS KEEPS HIS LAWFUL COMMANDS GLADLY OBEY HE SHALL DO NO HURT TO HIS SAID MASTER NOR SUFFER IT TO BE DONE BY OTHERS WHEN IT IS IN HIS POWER TO PREVENT SAME HE SHALL NOT WASTE HIS SAID MASTER'S GOODS NOR EMBEZZLE THE SAME GIVE NOR LEND NOR ABSENT HIMSELF FROM HIS SAID MASTER'S SERVICE NOR DO ANY OTHER ACT MATTER OR THING WHATSOEVER TO PREJUDICE HIS SAID MASTER BUT IN ALL THINGS SHALL DEMEAN AND BEHAVE HIMSELF".

THE COMPANY CONTINUES THE TRAINING OF APPRENTICES AND EACH YEAR APPLICANTS ARE INVITED FOR INDENTURESHIP TO THE TRADE OF FITTING AND TURNING WITH THE COMPANY.

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WAGES

WAGES ARE PAID ON THURSDAY EXCEPT WHEN FRIDAY IS A PUBLIC HOLIDAY OR A DAY OF ANNUAL LEAVE, WAGES ARE THEN PAID ON THE WEDNESDAY.

THE PAY WEEK COMMENCES FROM THE MORNING OF WEDNESDAY CONCLUDING IN THE EVENING TUESDAY, THEREFORE WAGES RECEIVED ON A THURSDAY ARE FOR WORK CONCLUDED TO THE PREVIOUS TUESDAY NIGHT. ALL WAGES ARE CONFIDENTIAL AND SHOULD NOT BE DISCUSSED WITH ANY EMPLOYEE OTHER THAN YOUR FOREMAN OR THE WORKS SUPERINTENDENT. PLEASE CHECK YOUR PAY ENVELOPE WHEN RECEIVED AND SHOULD THERE BE ANY SHORTAGE IMMEDIATELY REPORT THE MATTER TO YOUR FOREMAN.

COMPLAINTS RECEIVED AFTER 1PM OF THE DAY THE MONEY IS RECEIVED MAY NOT BE CONSIDERED BY THE ARMOURED CAR DELIVERY SERVICE AS HAVING BEEN REPORTED PROMPTLY.

COMPULSORY TAX DEDUCTIONS ARE MADE FROM WAGES PAID IN ACCORDANCE WITH THE CURRENT TAXATION SCHEDULES.

SHOULD AN EMPLOYEE ABSENT ON ACCOUNT OF SICKNESS OR SOME OTHER JUST REASON REQUIRE HIS WAGES TO BE COLLECTED BY A THIRD PARTY, A SIGNED LETTER OF AUTHORISATION IS REQUIRED FROM THE EMPLOYEE ON WHOSE BEHALF THE WAGES ARE BEING COLLECTED.

BANKING

FACILITIES ARE AVAILABLE FOR DEDUCTIONS TO BE MADE FROM YOUR WEEKLY PAY AND BANKED ON YOUR BEHALF WITH THE COMMERCIAL BANKING COMPANY OF AUSTRALIA, HALL STREET, NEWPORT. WRITTEN AUTHORITY AUTHORISING THE AMOUNT OF DEDUCTION TO BE MADE IS REQUIRED TO BE LODGED WITH THE PAYMASTER.

HOURS OF WORK

THE ORDINARY HOURS OF WORK FOR FACTORY PERSONNEL ARE 40 PER WEEK WORKED IN 5 DAYS EACH OF 8 HOURS PER DAY. THE TIME OF COMMENCEMENT OF WORK IS 7.30AM CONCLUDING AT 4.00PM DAILY, LUNCH FROM 12.00 NOON TO 12.30PM.

FOR WORK DONE OUTSIDE THESE HOURS OVERTIME RATES ARE PAID.

OVERTIME FOR EMPLOYEES, EMPLOYED UNDER THE METAL INDUSTRY AWARD IS PAID AT THE RATE OF TIME AND ONE HALF FOR THE FIRST THREE HOURS AND DOUBLE TIME THEREAFTER.

CLOCK NUMBERS

EACH EMPLOYEE IS ALLOCATED A CLOCK NUMBER AND ISSUED WITH A CLOCK CARD.

YOU ARE REQUIRED TO CLOCK "ON" BEFORE COMMENCING WORK AND TO CLOCK "OFF" WHEN FINISHING WORK.

YOUR PAY IS COMPUTED FROM THE TIMES REGISTERED ON YOUR CLOCK CARD, THEREFORE IF YOUR CARD IS NOT CLOCKED CORRECTLY THERE IS A POSSIBILITY THAT YOUR WAGES WILL NOT BE CALCULATED CORRECTLY.

THE CLOCKING OF A CARD BY ONE EMPLOYEE ON BEHALF OF ANOTHER IS NOT ALLOWED, YOU MUST CLOCK YOUR OWN CARD ONLY.

ATTENDANCE AND PUNCTUALITY

IT IS EXPECTED THAT THE ATTENDANCE OF EMPLOYEES BE BOTH REGULAR AND PUNCTUAL.

EMPLOYEES SHOULD BE AT THEIR WORK LOCATION BY THE SECOND TIME SIGNAL AT THE COMMENCEMENT OF THEIR SHIFT AND AFTER LUNCH BREAK PERIODS.

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TIME CLOCK SIGNALS

	7.28AM	2 MINUTES PRIOR COMMENCEMENT OF WORK
	7.30AM	COMMENCEMENT OF WORK
	11.57AM	WASHING TIME
	12.00NOON	COMMENCE LUNCH
*	12.28PM	2 MINUTES PRIOR COMMENCEMENT OF WORK
*	12.30PM	COMMENCEMENT OF WORK
*	3.56PM	WASHING TIME FOR EMPLOYEES COMPLETING WORK AT 4.00PM
*	4.00PM	COMPLETION OF WORK
	4.56PM	WASHING TIME FOR EMPLOYEES COMPLETING WORK AT 5.00PM
		COMMENCEMENT OF CRIB TIME FOR EMPLOYEES WORKING OVERTIME TO 7.00PM
	5.00PM	COMPLETION OF WORK
	5.11PM	RECOMMENCEMENT OF WORK AFTER CRIB
	5.56PM	WASHING TIME FOR EMPLOYEES COMPLETING WORK AT 7.00PM
	7.00PM	COMPLETION OF WORK

* NOTE: ON FRIDAYS ONLY THESE TIMES ARE 12.23PM, 12.25PM, 3.51PM AND 3.55PM RESPECTIVELY.

ABSENCE FROM WORK LOCATION

IF IT IS NECESSARY FOR AN EMPLOYEE TO LEAVE HIS WORK LOCATION DURING WORKING HOURS, HE SHOULD NOTIFY HIS SUPERVISOR FIRST AND ADVISE HIM OF THE PERIOD OF ABSENCE AND HIS TEMPORARY LOCATION.

AUTHORITY TO LEAVE THE PREMISES (EXCEPT DURING THE LUNCH PERIOD) SHOULD ALWAYS BE FIRST OBTAINED FROM THE SUPERVISOR.

PUBLIC HOLIDAYS

THE METAL INDUSTRY AWARD PROVIDES FOR PUBLIC HOLIDAYS ON, NEW YEAR'S DAY, AUSTRALIA DAY, LABOUR DAY, GOOD FRIDAY, EASTER MONDAY, ANZAC DAY, QUEEN'S BIRTHDAY, MELBOURNE CUP DAY, CHRISTMAS DAY AND BOXING DAY.

TO BE ELIGIBLE FOR PAYMENT FOR A PUBLIC HOLIDAY THE AWARD REQUIRES AN EMPLOYEE TO BE IN ATTENDANCE AT WORK ON THE WORKING DAY IMMEDIATELY PRECEEDING AND THE WORKING DAY IMMEDIATELY FOLLOWING THE PUBLIC HOLIDAY.

ANNUAL LEAVE

ANNUAL LEAVE TOTALLING FOUR WEEKS PER ANNUM IS PROVIDED FOR EACH EMPLOYEE WHO HAS COMPLETED TWELVE MONTHS CONTINUOUS SERVICE WITH THE COMPANY.

THE TIME OF TAKING LEAVE IS SUBJECT TO A MINIMUM OF FOUR WEEKS NOTICE AND THE METAL INDUSTRY AWARD PROVIDES FOR ANNUAL LEAVE TO BE TAKEN AT A TIME FIXED BY THE EMPLOYER.

APPLICATION FOR LEAVE FORMS

TO APPLY FOR LEAVE (SICK LEAVE, ANNUAL LEAVE, LONG SERVICE LEAVE, SPECIAL LEAVE), AN APPLICATION FOR LEAVE FORM IS TO BE OBTAINED FROM YOUR SUPERVISOR AND WRITTEN APPLICATION MADE FOR THE LEAVE REQUIRED.

SPECIAL LEAVE INCLUDES JURY SERVICE, BEREAVEMENT LEAVE, LEAVE WITHOUT PAY, ETC.

SICK LEAVE

A TOTAL OF EIGHT DAYS SICK LEAVE PER ANNUM IS PROVIDED BY THE METAL INDUSTRY AWARD, CUMULATIVE FOR A PERIOD OF 10 YEARS. THE COMPANY HOWEVER PROVIDES FOR SICK LEAVE ON A CONTINUING CUMULATIVE BASIS.

EMPLOYEES REQUIRING PAYMENT FOR SICK LEAVE ABSENCES ARE REQUIRED TO COMPLETE AN APPLICATION FOR LEAVE FORM AND ATTACH A MEDICAL CERTIFICATE OR STATUTORY DECLARATION, WHICH EVER IS APPLICABLE. NO PAYMENT WILL BE MADE FOR ABSENCES WITHOUT AN APPLICATION FOR LEAVE FORM BEING SUBMITTED.

TO QUALIFY FOR PAYMENT OF SICK PAY, THE EMPLOYEE MUST NOTIFY THE COMPANY OF HIS INABILITY TO ATTEND WITHIN EIGHT HOURS OF COMMENCEMENT OF THE ABSENCE IF REASONABLY PRACTICAL TO DO SO.

IF IT IS NOT REASONABLY PRACTICABLE TO GIVE NOTICE WITHIN EIGHT HOURS THEN NOTICE MUST BE GIVEN WITHIN 24 HOURS TO QUALIFY FOR PAYMENT.

PAYMENT FOR THE FIRST TWO SINGLE DAY ABSENCES EACH SICK LEAVE YEAR ARE PAID ON REPORT BEING RECEIVED AS DETAILED ABOVE.

THE THIRD, FOURTH AND FIFTH SINGLE DAY ABSENCES ARE EACH TO BE SUBSTANTIATED BY A STATUTORY DECLARATION (OR A MEDICAL CERTIFICATE) TO BE ELIGIBLE FOR PAYMENT.

THE SIXTH, SEVENTH AND EIGHTH SINGLE DAY ABSENCES ARE EACH TO BE SUBSTANTIATED BY A MEDICAL CERTIFICATE TO BE ELIGIBLE FOR PAYMENT.

CLAIMS FOR PAYMENT FOR ABSENCES OF TWO CONSECUTIVE DAYS OR MORE ARE TO BE SUBSTANTIATED BY A MEDICAL CERTIFICATE TO BE ELIGIBLE FOR PAYMENT.

EXTENDED ABSENCES

WERE THE ILLNESS EXTENDS BEYOND ONE DAY, NOTICE SHOULD BE GIVEN THAT YOU WILL BE UNLIKELY TO RESUME WORK UNTIL A STATED DATE.

IN THE EVENT OF PROLONGED ILLNESS (OR ILLNESS BEYOND ONE WEEK) IT SHOULD BE ARRANGED FOR PERIODIC REPORTS TO BE RECEIVED BY YOUR SUPERVISOR.

DENTAL CERTIFICATES

DENTAL CERTIFICATE FOR DENTAL SURGERY (EXTRACTION AND OPERATIONS) IS ACCEPTABLE AS A MEDICAL CERTIFICATE.

STATUTORY DECLARATIONS

IT IS NECESSARY TO INCLUDE THE DATE OF ABSENCES IN A STATUTORY DECLARATION OTHERWISE THE DECLARATION MAY NOT BE ACCEPTABLE FOR PAYMENT OF SICK PAY.

BEREAVEMENT LEAVE

THE METAL INDUSTRY AWARD PROVIDES FOR A MAXIMUM OF TWO DAYS ABSENCE WITHOUT LOSS OF PAY ON EACH OCCASION AND ON PRODUCTION OF SATISFACTORY EVIDENCE OF THE DEATH IN AUSTRALIA OF THE EMPLOYEES HUSBAND, WIFE, FATHER, MOTHER, BROTHER, SISTER, CHILD, STEPCHILD OR PARENTS IN LAW.

LONG SERVICE LEAVE

ON COMPLETION OF FIFTEEN YEARS SERVICE WITH THE COMPANY AN EMPLOYEE IS ENTITLED TO THIRTEEN WEEKS LONG SERVICE LEAVE WHICH MAYBE TAKEN "AT SUCH TIME OR TIMES AS MAYBE AGREED BETWEEN THE EMPLOYER AND THE EMPLOYEE".

THE AWARD PROVIDES THAT "THE EMPLOYER SHALL GIVE AN EMPLOYEE AT LEAST 28 DAYS NOTICE OF THE DATE FROM WHICH HIS LEAVE IS TO BE TAKEN".

THE COMPANY THEREFORE REQUESTS EMPLOYEES TO MAKE APPLICATION FOR LONG SERVICE LEAVE NO LESS THAN 28 DAYS PRIOR TO THE TIME SELECTED FOR THE TAKING OF LEAVE.

SUPERANNUATION

THE W.G. GOETZ AND SONS LIMITED SUPERANNUATION FUND IS A NON CONTRIBUTARY SCHEME ALL CONTRIBUTIONS BEING PAID BY THE COMPANY.

DURING THE MONTH OF MARCH FOLLOWING COMPLETION OF TWO YEARS EMPLOYMENT WITH THE COMPANY AN ADULT EMPLOYEE MAY BE INVITED BY THE DIRECTORS TO PARTICIPATE IN THE FUND.

LIKEWISE FORMER APPRENTICES CONTINUING IN THE EMPLOYMENT OF THE COMPANY AS TRADESMEN ARE ELIGIBLE FOR INVITATION DURING THE MONTH OF MARCH FOLLOWING THEIR ACHIEVING OF TRADESMAN STATUS.

FIRST AID

THE FACILITIES OF A FIRST AID CENTRE, MANNED DURING NORMAL WORKING HOURS BY A QUALIFIED NURSING SISTER, IS AVAILABLE TO ALL EMPLOYEES. UPON COMMENCEMENT OF EMPLOYMENT REQUEST YOUR SUPERVISOR TO POINT OUT TO YOU THE LOCATION OF THE CENTRE.

WORKERS COMPENSATION CLAIMS

A CLAIM FOR WORKERS COMPENSATION IN REGARD TO AN INJURY OR THE LIKE SHOULD FIRST BE REPORTED TO THE NURSING SISTER IN THE FIRST AID CENTRE WHO WILL PREPARE THE NECESSARY CLAIM FORMS.

OVERALLS AND BOOTS

THE COMPANY PROVIDES TWO PAIRS OF OVERALLS PER YEAR FREE OF CHARGE AND SUBSIDISES 75% OF THE COST OF ONE PAIR OF BOOTS FOR EACH EMPLOYEE ON AN ANNUAL BASIS.

SOCIAL CLUB

THE COMPANY SOCIAL CLUB WHICH IS EMPLOYEE CONTROLLED ORGANISES SOCIAL FUNCTIONS, SUCH AS THE ANNUAL CHILDREN'S CHRISTMAS PARTY, WORKS' BALL ETC.

SUGGESTIONS FROM EMPLOYEES ARE MOST WELCOME AND SHOULD BE MADE TO ANY MEMBER OF THE SOCIAL COMMITTEE.

A SPECIAL SOCIAL CLUB NOTICE BOARD IS LOCATED IN THE EMPLOYEES LUNCH ROOM.

AN AGREED DEDUCTION IS MADE WEEKLY FROM THE WAGES OF EMPLOYEES ON BEHALF OF THE SOCIAL CLUB.

PERSONAL PROPERTY

THE COMPANY PROVIDES LOCKERS FOR EACH EMPLOYEE, BUT, DOES NOT ACCEPT RESPONSIBILITY FOR THE CARE AND WELL BEING OF THE PERSONAL PROPERTY OF EMPLOYEES.

EMPLOYEES ARE REQUESTED TO TAKE PARTICULAR CARE NOT TO LOOSE THEIR LOCKER KEYS THUS OBVIATING PERSONAL INCONVENIENCE.

SMOKING

YOU ARE ALLOWED TO SMOKE ON THE JOB EXCEPT IN AREAS WHERE THIS HABIT IS CONSIDERED DANGEROUS, SUCH AREAS HAVING "NO SMOKING" NOTICES DISPLAYED. EVERY CARE SHOULD BE TAKEN TO ENSURE THAT MATCHES AND CIGARETTE BUTTS ARE FULLY EXTINGUISHED.

SAFETY

YOU ARE EXPECTED AT ALL TIMES TO WORK IN A SAFE MANNER BOTH FOR YOUR OWN AND OTHER EMPLOYEES PROTECTION.

SHOULD YOU OBSERVE ANY PRACTICES OR ITEMS OF EQUIPMENT WHICH YOU CONSIDER DANGEROUS WOULD YOU PLEASE BRING THE MATTER TO THE ATTENTION OF YOUR SUPERVISOR.

CLEANLINESS

THE COMPANY SPENDS A CONSIDERABLE SUM OF MONEY TO KEEP THE FACTORY IN A CLEAN CONDITION FOR EMPLOYEES SO THAT WORKING CONDITIONS ARE CONGENIAL.

YOU ARE THEREFORE ASKED TO ASSIST BY PLACING RUBBISH IN BINS PROVIDED AND IN EVERYWAY POSSIBLE KEEP YOUR WORKING SPACE, THE CONVENIENCES AND LUNCHROOMS ETC., AS CLEAN AS POSSIBLE

CONSERVATION OF RESOURCES

THE COSTS OF WASTED SERVICES SUCH AS GAS, WATER, LIGHT, HEATING, ETC., ADDS CONSIDERABLY TO THE COST OF PRODUCTION AND IN VIEW OF THE DEVELOPING WORLD PROBLEMS RELATING TO SHORTAGES OF POWER, ETC., EMPLOYEES ARE REQUESTED TO EXERCISE EVERY CARE TO AVOID WASTE AND CONSERVE RESOURCES.

LIQUOR

IT IS FORBIDDEN TO BRING ALCOHOLIC LIQUOR ONTO COMPANY PREMISES.

COMPLAINTS, QUERIES, SUGGESTIONS

ALL COMPLAINTS, QUERIES OR SUGGESTIONS SHOULD BE MADE TO YOUR IMMEDIATE SUPERIOR.

AN ANSWER TO COMPLAINTS OR QUERIES SHOULD BE RECEIVED WITHIN 24 HOURS.

SHOULD THIS NOT OCCUR ANY DISSATISFIED EMPLOYEE HAS THE RIGHT TO TAKE THE MATTER TO THE FOREMAN OR WORKS SUPERINTENDENT. IT IS MOST IMPORTANT THAT EMPLOYEES DISCUSS MATTERS WITH THEIR SUPERVISORS BEFORE THEY DEVELOP INTO SERIOUS COMPLAINTS.

FOR THIS REASON MANAGEMENT EXPECTS AND WELCOMES LEGITIMATE COMPLAINTS.

COMMUNITY AFFAIRS

THE COMPANY TAKES AN ACTIVE PART IN COMMUNITY AND INDUSTRIAL AFFAIRS, BY PARTICIPATION IN ORGANISATIONS, SUCH AS THE STANDARDS ASSOCIATION OF AUSTRALIA, AUSTRALIAN INDUSTRIES DEVELOPMENT ASSOCIATION, METAL TRADES INDUSTRY ASSOCIATION OF AUSTRALIA, PRODUCTIVITY PROMOTION COUNCIL OF AUSTRALIA AND MANY OTHERS, PLUS THE GIVING OF SUPPORT TO SELECTED CHARITIES.

IN ADDITION EMPLOYEES ARE ENCOURAGED TO BE INVOLVED ON SCHOOL MANAGEMENT COMMITTEES, EDUCATION DEPARTMENT CURRICULUM SUB COMMITTEES, EARLY PLANNING FOR RETIREMENT ASSOCIATION GROUPS, ETC.

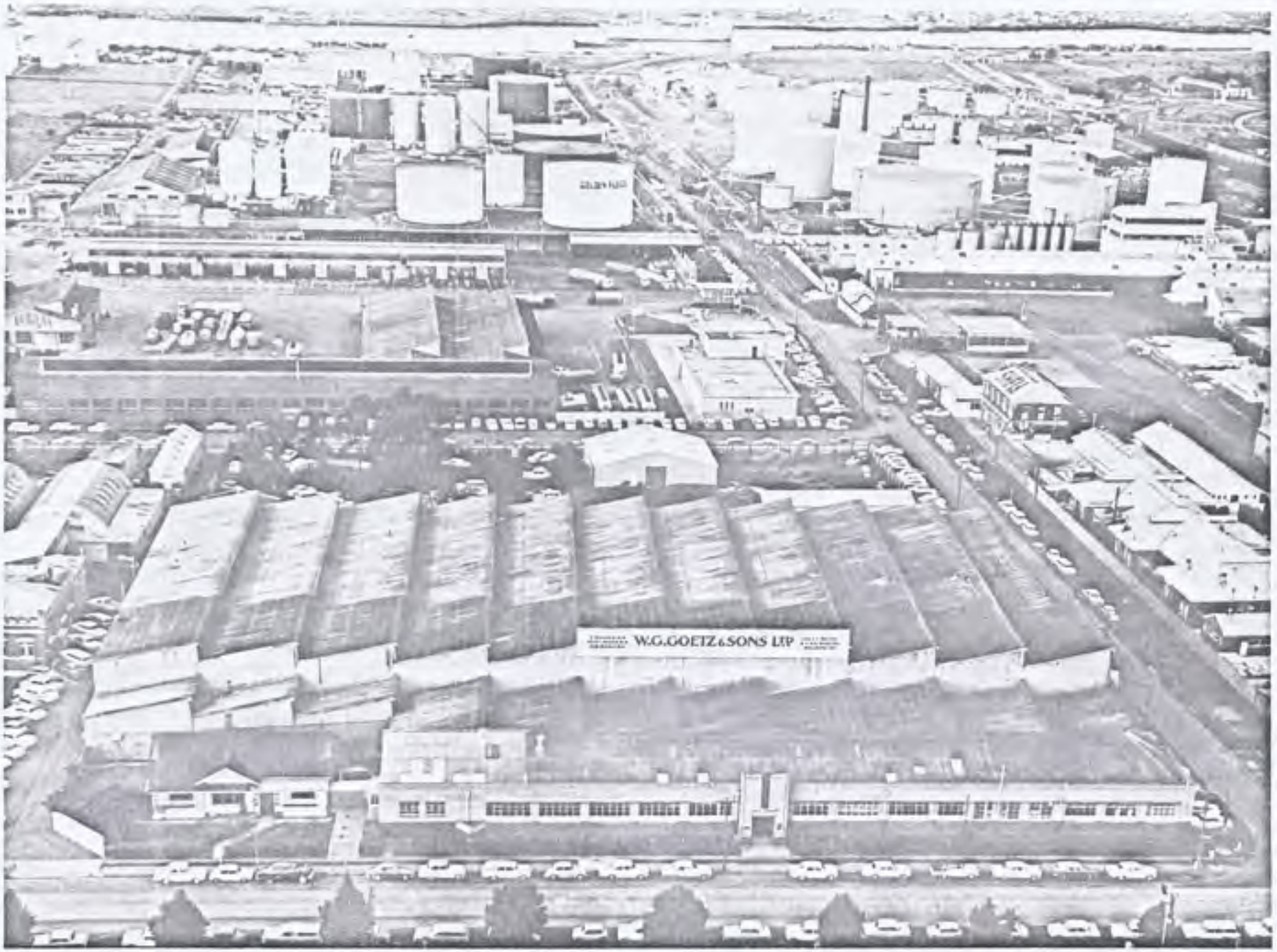
TERMINATION OF EMPLOYMENT

YOU ARE ADVISED THAT EMPLOYMENT IS ON A WEEKLY BASIS, THEREFORE EMPLOYMENT MAY BE TERMINATED BY A WEEKS NOTICE ON EITHER SIDE GIVEN AT ANY TIME DURING THE WEEK (EMPLOYEE OR EMPLOYER).

FORFEITURE OF WAGES CAN OCCUR IF THIS PROVISION IS IGNORED.

YOU MAY HOWEVER BE DISMISSED WITHOUT NOTICE FOR MALINGERING, NEGLECT OF DUTY, INCLUDING ABSENCE WITHOUT CAUSE, INEFFICIENCY, OR MISCONDUCT, AND IN SUCH CASES WAGES SHALL BE PAID UP TO TIME OF DISMISSAL ONLY.

THIS IS NOT A COMPANY REGULATION, BUT, IS A PROVISION INCLUDED IN THE METAL INDUSTRY AWARD.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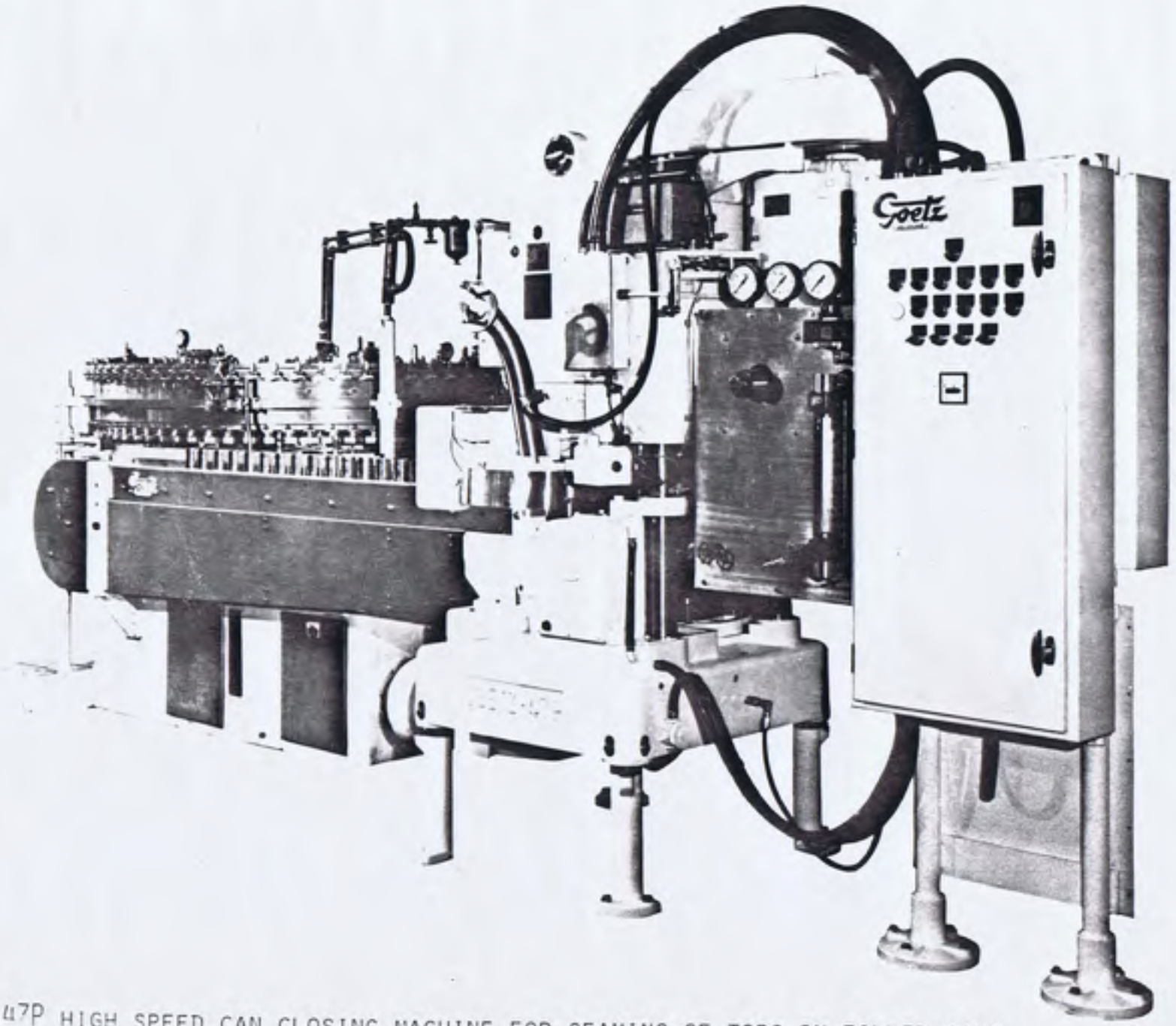
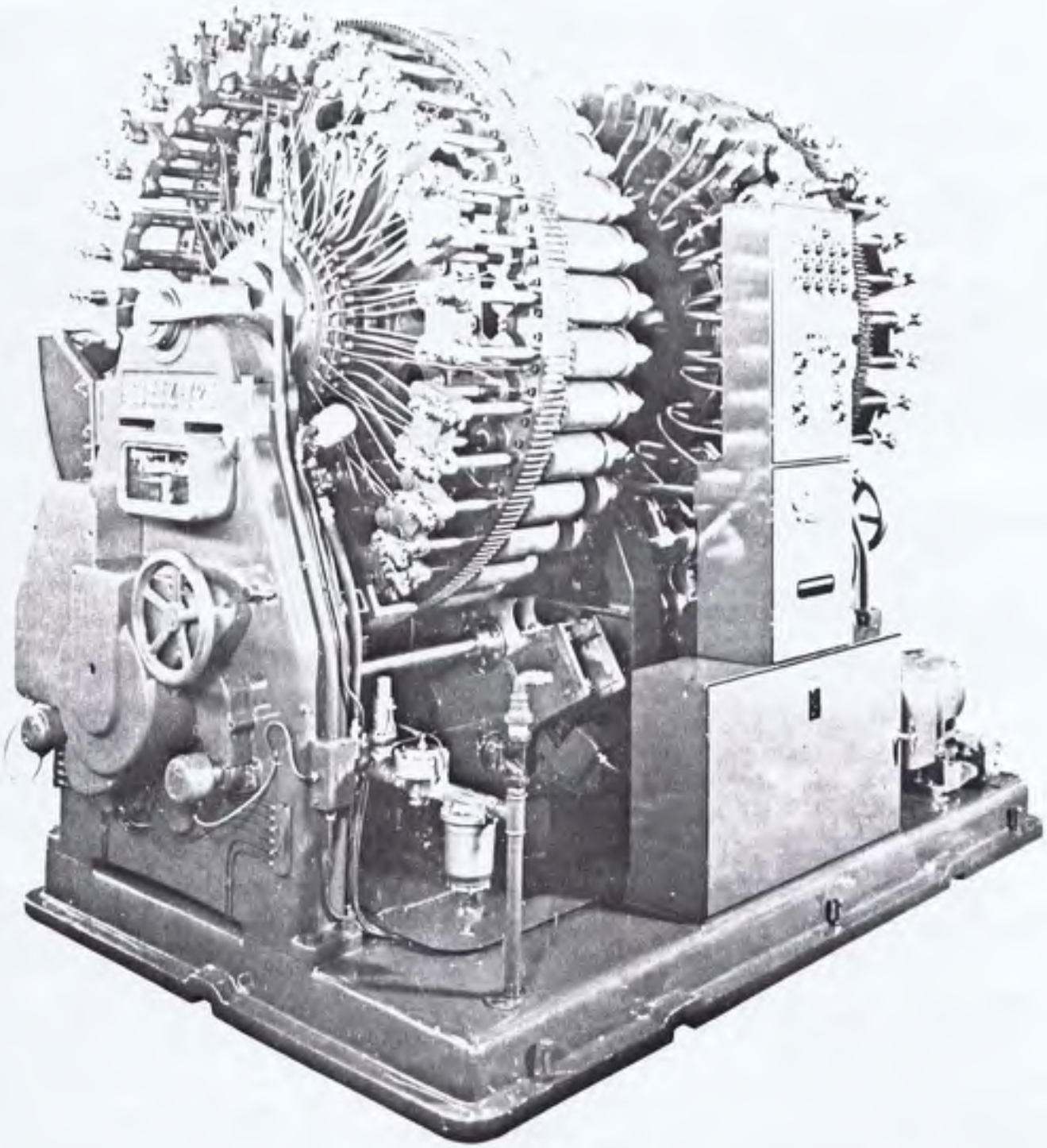


MODEL 47P HIGH SPEED CAN CLOSING MACHINE FOR SEAMING OF TOPS ON FILLED CANS AT SPEEDS IN EXCESS OF 1400 CANS PER MINUTE.



MODEL 72T ROTARY CAN TESTING MACHINE FOR TESTING OF CANS AT 600 CANS PER MINUTE.