
WHANGAREI BOROUGH COUNCIL CLERICAL AND OTHER OFFICERS—
INDUSTRIAL AGREEMENT

[Filed in the Office of the Clerk of Awards, Auckland]

THIS industrial agreement, made in pursuance of the Industrial Conciliation and Arbitration Act 1954, this 23rd day of August 1960 between the Whangarei Borough Council (hereinafter called "the council" or "the employer") of the one part, and the Auckland Provincial District Local Authorities' Officers' Industrial Union of Workers (hereinafter called "the union"), of the other part, whereby it is mutually agreed by and between the said parties as set out in the following Schedule:

SCHEDULE

Scope of Agreement

1. This agreement shall apply to all salaried employees of the council except those covered by or subject to any other award or industrial agreement or any employee under the following classifications:

- (a) Male officers in receipt of a salary of more than £1,090 10s. 4d. per annum apart from overtime.
- (b) Female officers in receipt of a salary of more than £765 11s. per annum apart from overtime.
- (c) Part-time employees if they work less than 50 per cent of the hours normally worked by officers covered by this agreement and all secondary and university students temporarily employed by the council.
- (d) Casual or temporary employees as defined in clause 4 (k) shall not be covered in so far as clause 8 (sick leave).

Definitions

2. "Clerks" are employees who are principally engaged in writing operating mechanical machines, or any other form of office work.

"Typists" are employees who are engaged in typing, operating mechanical machines and/or shorthand, and who may in addition perform any other form of office work.

"Officers" include purchasing officers, storemen, clerks, chief clerks, assistant clerks, accountants, qualified assistant engineers, engineer's assistants and draughtsmen, noxious-weeds inspectors, cashiers, senior female bookkeepers, engineering and professional cadets, foremen, overseers, chainmen, inspectors, and meter readers, and, if not substantially engaged at manual work, abattoir managers, supervising gardeners and managers of bus services.

"Substantially" means engaged at a particular job for more than 50 per cent of the time during any pay period.

"Library clerical assistants" includes all persons engaged in the library department without specific library qualifications or without undergoing courses of study which should lead to the gaining of such qualifications.

Hours of Work

3. (a) Except where otherwise specified, the normal hours of work shall not exceed $37\frac{1}{2}$ hours per week, between the hours of 8 a.m. and 5 p.m. Monday to Friday inclusive.

(b) The normal hours of work of traffic inspectors shall not exceed 40 hours per week or eight hours a day, and shall be worked on any five of the seven days of the week.

(c) Notwithstanding the foregoing provisions of this clause to provide a measure of elasticity in the case of essential work or where the sub-clause (a) if not practicable, time may be worked between the hours of 8 a.m. and noon on Saturday, provided always that not more than $37\frac{1}{2}$ hours are worked at ordinary rates in any one week.

(d) A working week may be deemed to commence at 8 a.m. on Saturday.

(e) The normal hours of work for supervisors, storemen, foremen, and chainmen on the Borough Engineer's staff shall be the same as those of the men over whom they exercise control i.e. eight hours per day to be worked between the hours of 7.30 a.m. and 5 p.m. Monday to Friday, both days inclusive.

(f) The staff on the library department shall not be required to work more than nine hours on any one day between 9 a.m.-9 p.m. not more than $37\frac{1}{2}$ hours per week, five days, Monday to Friday. The Librarian shall decide on the number of hours to be worked each day by the staff under his or her control. The staff of the library department shall be exempt from clause 3 (a) of this agreement.

(g) That hours for assistant engineers and engineering assistants shall not exceed $37\frac{1}{2}$ hours per week, seven and one half of which shall be worked on each of the five days of the week between the hours of 7 a.m. and 6 p.m. Monday to Friday inclusive.

Rates of Remuneration

4. (a) Where the salary of any employee bound by this agreement is not provided for in this clause, or where an employee completed one year's service in the maximum of his grade on 31 March in any year and no provision is made in this clause for his transferance to a higher grade, his salary shall be considered by the

council in the month of March of year during which his salary is not provided for or while he is at the maximum of his grade as aforesaid, and any increment granted to any employee as the result of such consideration shall take effect from the 1st day of April of that year.

Where an employee completes one year's service in the maximum of his grade, during the year and no provision is made in this clause for his transference to a higher grade, his salary shall be considered by council in the month of March preceding the date on which he completed his service above referred to. Any increment granted as a result of such consideration shall operate from the day following that on which such service is completed.

(b) The increments shown in the various grades shall be considered as annual increments and shall be paid according to years of service in each particular grade.

(c) All employees entering the service after 1 April 1959 shall receive their first annual increment after 12 months service, and all future annual increments to which they become entitled shall take effect each 12 months thereafter.

(d) Where any employee is promoted or is transferred from one position to another and is thereby entitled to be transferred to a higher grade, the commencing salary of which is below or equal to that being received by him when promoted or transferred he shall be paid the salary in the higher grade which is immediately above that being paid to him at the time of his promotion or transfer. Any subsequent annual increments to which the employee becomes entitled shall be paid in each succeeding year from the date of promotion or transfer.

(e) The minimum wage shall be payable to males and females on attaining the age of 21 years.

(f) For the purpose of qualification under the undermentioned scales, experience gained in any employment of a character similar to that covered by this agreement shall be counted as if it were experience in employment covered by this agreement.

(g) A worker who for 75 per cent of his or her time acts as a cashier wages or pay clerk shall be paid 12s. 6d. per week in addition to the rate to which such worker is entitled under Grade 1, and 2 hereof. Meter readers who collect cash shall be paid a cashiers risk allowance of 9s. 6d. per week.

(h) A worker in receipt of £584 per annum or less, employed on ledger-posting machines or bookkeeping machines, shall be paid 12s. 6d. per week in addition to the rate to which such worker is entitled under Grades 1 and 2 hereof.

(i) No deductions (other than for superannuation and such other contributions as may be agreed upon between the employer and employee) shall be made from the wages of any member of the administrative staff, except for time lost by worker through sickness, accident, or default.

(j) Except by mutual agreement salaries, including overtime, shall be paid at not longer than fortnightly intervals, and during working hours.

(k) Every temporary or casual employee shall be paid 15 per cent *pro rata* above weekly rate. For the purpose of this section, a temporary or casual worker shall be deemed to be an employee engaged as such for not more than one month continuously.

(l) For the purpose of calculating the amount payable weekly in respect of annual salaries the amount of the annual salary shall be divided by 52.

(m) The following shall be the minimum salaries payable to all employees specified in the following grades:

Grade 1

(a) Except in the case of employees specifically classified, all male, employees shall be paid in accordance with the following scale.

	£	s.	d.	
First year	356	0	0	
Second year	409	0	0	Commencing salary, School Certificate.
Third year	449	8	0	Commencing salary, University Entrance.
Fourth year	504	8	0	
Fifth year	584	0	0	
Sixth year	642	6	0	
Seventh year	686	10	4	
Eighth year	716	10	4	
Ninth year	751	10	4	
Tenth year	781	10	4	
Eleventh year	812	10	4	
Twelfth year	851	10	4	
Thirteenth year	875	0	0	
Fourteenth year	910	0	0	

Grade 1A

£	s.	d.
924	0	0
939	0	0

Officers may be transferred from Grade 1 onto this grade at the recommendation of the Town Clerk or Borough Engineer. Increase on this grade are not automatic.

Grade 2 (Females)

	£	s.	d.	
First year	340	0	0	
Second year	370	16	5	Commencing Salary Junior Government Shorthand Typists Examination or School Certificate.
Third year	413	8	0	Commencing Salary Senior Government Shorthand Typists Examination or University Entrance.
Fourth year	458	8	0	
Fifth year	503	7	6	
Sixth year	535	3	8	
Seventh year	575	0	0	Commencing with N.Z. Library Assn. Maximum without School Certificate.
Eighth year	615	0	0	
Ninth year	650	0	0	
	672	0	0	Maximum for library assistants with N.Z. Library Assn. Certificate commencing rate with Diploma or Certificate of the Library School.
	712	0	0	
	752	0	0	Assistant librarian.

Grade 3

Senior Female Typist: £675.

Grade 4

Meter Readers: Meter readers shall be paid in accordance with the general scale up to and including the twelfth year, but if 21 years of age, they shall be paid a commencing salary of not less than £642 6s. per annum.

Grade 4A

Chainmen: Chainmen shall be paid in accordance with the general scale up to a maximum of £817 10s. 4d; but if 21 years of age they shall be paid a commencing salary of not less than £642 6s. per annum.

Grade 5

Workshop Foreman: £932 10s. 4d.

Grade 5B

Waterworks Foreman: £971 10s. 4d.

Grade 6

Milk Clerk: £939; £969; £1,004; £1,039.

Grade 6A

	£
Librarian	999
Borough Inspector	1,019
Building Inspector	1,039
	1,059

Grade 6B

Rates and Property and Valuation Clerk: £939; £989; £1,039; £1,069.

Grade 7

Assistant Accountant: £989; £1,039; £1,069; £1,109.

Grade 7A

Class (a)—Junior engineering assistants and draughtsmen without qualifications but with some engineering or draughting experience: £593 10s.; £630 10s.; £666 10s.; £703 0s. 4d.; £737 0s. 4d.; £771 0s. 4d.; £805 0s. 4d.; £843 3s. 4d.

Class (b)—Draughtsmen having necessary experience and qualifications and recommended by the Borough Engineer: £748 10s. 4d.; £807 10s. 4d.; £862 10s. 4d.; £912 10s. 4d.; £962 10s. 4d.; £987 10s. 4d.; £1,012 10s. 4d.; £1,037 10s. 4d.

Class (b) (1)—Intermediate engineering assistants with some engineering qualifications (such as partial or full pass in section A of the E.R.C. Examination) but not university engineering graduates and such assistants recommended by the Borough Engineer and having the necessary experience and/or qualifications with other approved institutions: £806 10s. 4d.; £1,081 10s. 4d.

Class (c)—Junior qualified engineers being university graduates in civil engineering and such junior engineers who have sections A and B of the E.R.C. Examinations etc, but not having had four years experience in civil engineering: £947 3s. 4d. with two increments of £37 10s. 0d.

Class (d)—Senior engineering assistants (i) Engineering assistants, having passed sections (a) and (b) of the E.R.B. Examination or equivalent institutions examination in civil engineering with not less than 4 years experience (ii) Engineers Assistants having a B.E. (civil) degree together with two years practical experience in civil engineers: £1,112 10s. 4d.; £1,237 10s. 4d. with one increment of £50 and two of £37 10s.

Class (e)—Assistant engineers in addition to having qualifications and experience required previously in this grade assistant engineers shall have considerable direct but limited responsibility for administration or design, construction or operation of works: £1,112 10s. 4d.; £1,262 10s. 4d. with three increments of £50.

Class (f)—Assistant engineers in addition to having qualifications and experience required previously in this grade, assistant engineers shall have considerable direct but limited responsibility for administrating or design, construction or operation

of works. In order to qualify for classification in this grade, officers shall have the qualifications and experience set out hereunder and shall be engaged as general assistants working under supervision: £1,212 10s. 4d.; £1,362 10s. 4d.

B.E. or B.Arch.	} or equivalent
or A.M.I.C.E.	
or A.M.I. Mech.E.	
or A.M.N.Z.I.E.	
or A.M.Z.I.A.	
or A.R.I.B.A.	
or A.M.N.Z.I.S.	
or A.M.T.P.I. (London)	

or registered engineer (by examination) and including three year's practical experience to the satisfaction of the Borough Engineer in the case of those holding B.E., B.Arch, or A.M.T.P.I. and four year's practical experience to the satisfaction of the Borough Engineer in the case of those holding A.M.N.Z.I.S.

Grade 8

	£	s.	d.
Clerical Staff	1,060	10	4
	1,090	10	4
	1,120	10	4
	1,150	10	4

All clerical staff must be professionally qualified before proceeding above £1,090 10s. 4d. or on the recommendation of the Town Clerk and subject to having the necessary experience. Allowance under clause 5 will not be paid to officers in this grade. Increases in this grade are not automatic.

Allowances for the Purpose of Encouraging Officers to Qualify

5. Where an officer employed by any local authority party to this agreement obtains a full pass (subject to the sectional examinations) in one of the examinations listed below, he or she, shall, on completion of the salary year in which he or she obtains the pass and each year thereafter, have added to his or her appropriate scale rate, an allowance as denoted below: Provided that an officer holding more than one qualification shall be paid for that carrying the higher allowance. The allowance shall apply or continue only while the officer concerned is engaged on duties to which the qualifications is appropriate: An officer who at the date of this award has already obtained a full pass in one of the undermentioned examinations and has not received extra payment, shall provided he is engaged on duties to which the qualification is appropriate, become entitled to the benefit of this clause as from the date upon which the award is made, excepting that when the officer has obtained his or her full pass during his or her next year of service after the date of making the award.

Clerical:

Solicitors' Professional Examination	£36
Accountants' Professional Local Bodies Administration Officers' Institute Examination (£12 on passing three sections with a maximum of £36 on completion).....	£36
LL.B. Degree	£36
Barristers' Professional Examinations	£36
B.Com.	£36
Intermediate and Final Examinations for Chartered Institute of Secretaries (Aust. or N.Z.) £18 each examination	£18

B.E. (£11 10s. on passing First Professional Examinations, £14 7s. 6d. on completion)	£25 17s. 6d.
Civil Engineers' A.M. Inst. C.E. (£21 on passing section B and £15 on completion)	£36
Examination of N.Z. Engineers' Registration Board (Civil Engineers' Section) £21 10s. on passing section B - £14 10s. on completion)	£36
Architects' A.R.I.B.A.	£36
Surveyors' Land Surveyors Diploma	£36
Membership by examination of Institute of Electric Engineering (£19 10s. on passing section B and £6 10s. on completion)	£26
Examination in Electrical Engineering by Engineers' Registration Board N.Z. (£19 on passing section B and £7 on completion)	£26

Libraries:

N.Z. Library Association General Certificate	£15
N.Z. Library Association Children's Librarians Certificate	£25
Library Association (London) Entrance	£15
Library Association (London) Registration	£15
Library Association (London) Specialists' Certificate Additional	£10
Library Association (London) Final Additional	£15
N.Z. Library School Certificate, or Diploma Additional	£25

General:

B.Sc.	£36
Diploma of Horticulture (£13 on passing first examination and £13 on completion)	£26
Associated Dairy Manufacturers' Diplomas	£26
Sanitary Inspectors' Diploma (A.M.R.S.I.)	£26
Highways Foreman	£20
Sanitary Science Diploma (M.R.S.I.)	£26

That the additional annual payments for examinations by officers in Grades 6, 6A, 6B, and 7 and 7A, be reduced by one third except for officers covered by Class (d) and (e) and (f) Grade 7 (a) who will not be entitled to payment of any allowance.

Overtime

6. (a) All time worked in excess of the hours specified in clause 3 sub-clause (a) (b) (d) (e) (f) (g) (h) shall be considered as overtime and shall be paid for at the rate of time and a half for the first three hours and thereafter payable at double time. The total overtime payment in respect of any one year shall not exceed 15 per cent of the grade salary. No more than eight hours are to be worked in any one week without the special authority of the Town Clerk.

(b) All overtime shall be calculated daily.

(c) No overtime for which overtime rates are payable shall be worked by any employee without the approval of the head of the department concerned.

(d) Overtime will be shown on the weekly timesheet, and overtime pay will be included with the payment for that period.

(e) Any worker called upon to work later than 6 p.m. on any day of the week shall be paid 5s. meal money, if in the opinion of the head of his or her department, that worker cannot be reasonably journeyed to and from his or her home for a meal.

(f) A worker shall not be required to work for more than five hours continuously without an interval of at least one hour for a meal.

Holidays and Annual Leave

7. (a) The provisions of the Annual Holiday Act shall apply to workers covered by this agreement, but after 10 years with the Whangarei Borough Council, or any local authority, or service of an equivalent nature including five years with the Whangarei Borough Council employees be granted three weeks leave annually.

(b) The undermentioned shall be paid holidays and shall be allowed in addition to the annual holiday referred to in the preceding sub-clause; New Year's Day and the next following day, Anniversary Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, Labour Day, Christmas Day and Boxing Day. Personnel of the Borough Engineer's staff shall be allowed a floating holiday in lieu of Anniversary Day.

(c) Time worked on any holiday mentioned in sub-clause (b) shall be paid for at the rate of double time in addition to the weekly wage.

(d) When any holiday other than Anzac Day falls on a Sunday the following day shall be observed. If any holiday in sub-clause (b) other than Anzac Day, falls on a Saturday or Sunday the following Monday or Tuesday shall be observed.

(e) Notwithstanding the foregoing provisions of clause 1, annual leave and holidays will be granted in accordance with clauses 7A, B, D, to the council's officers concerned with the exception of those covered by clause 1c and 1d.

(f) When a holiday falls on a non-working day, a worker shall not be entitled to receive more than the ordinary salary or to receive any payment in respect of that holiday unless work is done on such day.

Sick Leave

8. (a) Pay during sick leave of absence, as a minimum shall be granted in accordance with the following Schedule:

Length of Service with Present Employer	Aggregate Period for Which Sick Leave on Pay Shall be Granted During Service
Up to 3 months	7 days on full pay
Over 3 months and up to 6 months	14 days on full pay
Over 6 months and up to 9 months	31 days on full pay
Over 9 months and up to 5 years	46 days on full pay
Over 5 years and up to 10 years	92 days on full pay
Over 10 years and up to 20 years	183 days on full pay
Over 20 years and up to 30 years	275 days on full pay
Over 30 years	365 days on full pay

(b) Notwithstanding the foregoing provisions of clause 1, pay during sick leave of absence shall also be granted in accordance with the above Schedule to the council's officers concerned with the exception of those covered by clause 1 (c) and 1 (d).

(c) Sick leave with pay for any one period of absence from duty allowed under this Schedule is to be reckoned in working days. The aggregate period for which sick leave on pay to be granted may consist of one or more periods but shall be computed in respect of the whole period of an officer's service.

(d) An employer may require worker to produce a medical certificate before making any payment under this clause.

Transport Travelling Expenses and Boarding Allowance

9. (a) All out-of pocket expenses reasonably incurred by any employee in the execution of his duties shall be paid by the council. All claims for such expenses shall be rendered fortnightly or as agreed and such claims shall give particulars of travelling done and expenses incurred in the discharge of the employee's duties. The council may in connection with any particular claim, require that such claim be supported by statutory declaration.

(b) Any worker required to commence work after the cessation of public wheeled traffic or before the ordinary time of starting of such traffic and any worker who may continuously work until after the cessation of public wheeled traffic and ceased work before the ordinary time of starting of such traffic shall be conveyed to or from his or her home at the expense of the employer or shall be paid for time reasonably occupied in travelling at ordinary rates of pay. For the purpose of this award "public wheeled traffic" shall mean trams, buses, trains, or ferries, ordinarily used by workers travelling to or from their work.

(c) Public-works scale for own conveyance.

(d) Boarding allowance will be paid in terms of the Public Service scale to any worker receiving pay in accordance with the first three years of service in Grades 1 and 2 clause 4 (m).

(e) Payment will be made of half fares incurred by staff receiving pay in accordance with the first three years of service in Grades 1 and 2 where such fare incurred in the course of daily employment exceed fourteen shillings (14s.) per week.

Application

10. No person in the employment of the council who at the date of this agreement has been carrying out any of the duties within the scope of this agreement who is in receipt of a higher rate of remuneration than that provided by this agreement at the time of its coming into force shall have his or her rate of remuneration reduced nor shall any worker suffer any reduction of status due to the operation of this agreement.

Morning and Afternoon Teas

11. An interval not exceeding 10 minutes shall be allowed to the staff for morning and afternoon teas.

Uniforms

12. Every employee who is required by the council to wear a uniform when on duty shall be provided with same at the expense of the employer. Employees required to work in all weathers shall be supplied with suitable waterproof clothing.

Workers to be Members of Union

13. (a) Subject to the provisions of sub-sections (5) of section 18 of the Industrial Conciliation and Arbitration Amendment Act 1936, it shall not be lawful for any employer bound by this agreement to employ or to continue to employ in any position or employment subject to this agreement, any adult person who is not for the time being a member of an industrial union of workers bound by this agreement.

(b) For the purpose of sub-clause (a) of this clause a person of the age of 18 years and upwards, and every other person who for the time being is in receipt of not less than the minimum rate of wages prescribed by this agreement for workers of the age of 21 years and upwards, shall be deemed to be an adult.

(c) Every person who, being obliged to become a member of any union, by operation of the foregoing provision, fails to become a member of that union when requested so to do by his employer or any officer or representative of the union, commits a breach of this agreement and shall be liable accordingly.

NOTE—Attention is drawn to sub-clause (4) of section 18 of the Industrial Conciliation and Arbitration Amendment Act 1936 which gives to workers the right to join the union.

Termination of Employment

14. Except in the case of casuals or in the absence of special written agreements between the council and employee, one month's notice of resignation or dismissal shall be given by the officer or the employer except in the cases of misconduct, where an officer shall be subject to instant dismissal, but this shall not be deemed to restrict or in any way impair the statutory powers as to appointment or dismissal of officers invested in local authorities.

Matters Not Provided For and Appeals

15. The essence of this agreement being that the work of the employers shall not on any account whatsoever be impeded; but shall always proceed as if no dispute has arisen, it is hereby provided that if any dispute or difference shall arise between the parties bound by this agreement or any of them, as to any matter whatsoever arising out of or connected therewith and not dealt with in this agreement, every dispute or difference shall be referred to a committee composed of two representatives of the employer and two representatives of the union together with, if required by either party, and an independent chairman to be mutually agreed upon or, in default of agreement, to be appointed by the Conciliation Commissioner, for the district: Provided that all disputes shall be considered by the committee within one month of the date of notification to the unions concerned of such dispute. Either side shall have the right to appeal to the Court against a decision of any such committee upon giving to the other side written notice of such appeal within 14 days after decision has been made known to the party desirous of appealing.

Effective Operation of Award

16. (a) The secretary or other authorised officers of the union of workers shall, with the consent of the employer (such consent not to be unreasonably withheld) be entitled to enter at all reasonable times the office or works and there interview any worker, but not so as to impede work of the office.

(b) In every establishment the occupier shall at all time keep a time and wage book or other suitable record showing in the case of each employee:

- (1) The name of the worker, together with his age if under 21 years.
- (2) The kind of work on which he is usually employed.
- (3) The hours during which he has actually been employed on each day.
- (4) The wages paid on each day and the date thereof.
- (5) Such other particulars as are prescribed by regulations.
- (6) Employers bound by this agreement shall upon request by the union supply list of their employees and rates of remuneration. Provided, however, that this request shall not be made more often than once every three months.

Term of Agreement

17. This agreement shall come into force on the 1st day of April 1960 and shall continue until the 31st day of March 1961.

1980

The common seal of the body corporate called the Mayor, Councillors and Citizens of the borough of Whangarei was hereto affixed pursuant to resolutions passed by the Whangarei Borough Council at meeting held on the 23rd day of August 1960.

[L.S.]

J. O. JOHNSON, Mayor.
R. HASLITT, Councillor.
R. C. MAJOR, Town Clerk.

The common seal of the Auckland Provincial District Local Authorities Officers' Industrial Union of Workers was hereto affixed pursuant to a resolution of the committee held on the 20th day of September 1960.

J. W. MADDEN, President.
J. B. DAVY, Secretary.
