
ONEHUNGA 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 15th day of December 1960 between the Onehunga Borough Council (hereinafter called “the Board 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: town clerk, borough engineer, swimming pool manager, assistant town clerk, assistant borough engineer and chief clerk.

“Salaried employees shall include all staff employed in the offices of the town clerk and borough engineer and in the Carnegie Public Library; also traffic officers, inspectors, foreman of works, superintendent of parks and reserves, storekeeper, employee in charge of pumping station, meter serviceman, sexton-in-charge of Hillsborough and Waikaraka Cemeteries.”

Hours of Work

2. (a) Other than the employees listed in subclauses (b), (c) and (d) hereof, 37½ hours shall constitute a week’s work and shall be worked between the hours of 7.30 a.m. and 5 p.m. on Monday to Friday both days inclusive, but not more than seven and a half hours each day with an interval of three-quarters of an hour for lunch.

(b) In the case of the following employees, viz:

Foreman of works,
 Waterworks pumping station operator,
 Sexton-in-charge of Waikaraka and Hillsborough Cemeteries,
 Superintendent of parks and reserves,
 Foremen supervising men on a 40 hour week,
 Storekeeper,
 Meter serviceman.

40 hours shall constitute a week's work and shall be worked between the hours of 7.30 a.m. and 5 p.m. on Monday to Friday both days inclusive, but not more than eight hours each day with an interval of three-quarters of an hour for lunch.

(c) In the case of the sexton-in-charge of Waikaraka and Hillsborough Cemeteries 40 hours shall constitute a week's work and shall be worked between the hours of 7.30 a.m. and 5 p.m. Monday to Friday, both days inclusive, but not more than eight hours each day with an interval of three-quarters of an hour for lunch. All time worked on Saturday shall be paid for at the rate of time and one half for the first four hours and thereafter at double time. In lieu of payment time off may be given at the rate of one and one half hours for each hour worked for the first four hours and thereafter at the rate of two hours off for each hour worked and such time off shall be taken at a later date to be arranged by the head of the department concerned.

(d) In the case of traffic inspectors, 37½ hours shall constitute a week's work and shall be worked as follows:

Early shift:

Monday to Thursday	7 a.m. to	2 p.m.
Friday	7 a.m. to	3.30 p.m.
			6 p.m. to	8 p.m.

Late shift:

Monday to Thursday	11.30 a.m. to	6.30 p.m.
			9.45 a.m. to	6.15 p.m.
			7.15 p.m. to	9.15 p.m.

In addition, each officer is required to be on duty for four hours every second Saturday.

(e) 1. In the case of the female attendant at the pool, 40 hours shall constitute a week's work but not more than eight hours each day with an interval of one hour for lunch.

2. Ordinary rates of pay shall be paid for any five consecutive days of the week.

(f) A working week may be deemed to commence at 7.30 a.m. on Monday.

Remuneration or Wages

3. (a) Where the salary of any employee bound by this agreement is not provided for in this clause or where an employee completes one year's service in the maximum of his grade and no provision is made in this clause for his transference to a higher grade, his salary shall be considered by the council in the month of March of every year during which his salary is not provided for or while he is at the maximum of his grade as aforesaid and any increments granted to any employee as the result of such consideration shall take effect from the 1st day of April of that year.

(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) 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 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 his promotion or transfer.

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

(e) 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.

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

Grade 1—	£
First year	359
Second year	411
Third year	454
Fourth year	512
Fifth year	585
Sixth year	643
Seventh year	686
Eighth year	716
Ninth year	751
Tenth year	781
Eleventh year	821
Twelfth year	851
Thirteenth year	881
Fourteenth year	910

Males with School Certificate: Commencing salary £411 then by male scale.

Males with University Entrance: Commencing salary £454 then by male scale.

(g) Except in the case of employees specifically classified all female employees shall be paid in accordance with the following scale:

Grade 2—	£
First year	358
Second year	411
Third year	454
Fourth year	510
Fifth year	545
Sixth year	580
Seventh year	615
Eighth year	645
Ninth year	670

Entrants with School Certificate or Junior Typing Examination commence at £411 then by female scale.

Entrants with University Entrance commence at £454 then by female scale.

Female employees engaged on accounting and book-keeping machines, posting and analysis machines and the addressograph operator shall be paid an additional £25 per annum, provided they pass a departmental test of efficiency to be approved between the council and the union. Any person passing such test of efficiency during any year, shall receive any increase to which she is entitled through passing such test as from the 1st day of April or the 1st day of September next following the date on which such qualification is obtained.

The following employees are specifically classified and shall receive the salary mentioned as a minimum:

Grade 3—	£	£	£	£	£
Rates clerk	910	950	985	1,001	1,021
Building inspector	910	933	963	993
Sanitary inspector	910	933	963	993
Traffic inspector	910	933	963	993
Foreman of streets	851	881	910	953	993
Superintendent of parks	851	881	910	953	993
Storekeeper	851	881	910
Officer in charge waterworks	851	881	910	953	993
Librarian (including qualifications)	780	825	855	880	900
Assistant Traffic inspector	821	851	881	910	948
Sexton	821	851	881	910	948

Cashier—A worker who acts as a cashier, shall be paid £26 per annum above the amount he or she would be entitled to under Grades 1 and 2 plus a cashier's allowance of 9s. 4d. per week.

That in addition to the salaries provided for in Grades 1, 2 and 3 a service bonus be paid to all males and female employees on the following basis:

	£	s.	d.
For 2 years service	15	0 0
5 years service	17	10 0
10 years service	20	0 0
15 years service	25	0 0
20 years service	30	0 0

The council may by resolution, grant a gratuity payment as follows:

- For ten years' service to receive an amount equal to one month's pay.
- For 20 years' service to receive an amount equal to two months' pay, and
- For 30 years or over service, to receive an amount equal to three months pay.

Should an employee be discharged for breach of discipline or any wrong act in regard to his appointment, the council reserves the right not to pay any retiring allowance, or only such an amount as shall be decided by council at a properly convened meeting of which notice has been given.

For the purpose of salaries in Grades 1 to 3 of this agreement, the attaining of any of the following qualifications shall be rewarded by additional annual payments as follows:

	£
Each section of the examination of the New Zealand Institution
Architects	12
New Zealand Institute of Surveyors—
First section of three subjects	15
Second section of three subjects	15
Third section of five subjects	15
Fourth section of three subjects	15
B.E. Degree—
First section	30
Second section	30
Third section	30
Section (a) or section (b) of the examination of the Leading Engineering Institutions, each	30

	£
Intermediate and final examination for Chartered Institute of Secretaries, each	24
A.A.S.E., A.O.S.M., A.R.A.N.Z., Diploma of Urban Valuation	60
B.A., B.Sc., B.Com.	90
M.A., M.Sc., M.Com., LL.B., Diplomas, London University School of Librarianship or N.Z. Library School	120
Typistes Advance Examination	30
Typistes Special Examination	48
Typistes Senior Reporters Examination	60
N.Z. Library Association General Certificate	36
N.Z. Library Association Children's Librarians' Certificate	60
Library Association (London) Entrance	36
Library Association (London) Registration (additional)	36
Library Association (London) Specialists' Certificate (additional)	18
Library Association (London) Final (additional)	48
N.Z. Library School Certificate	60
Maximum payment for these Library sections to be £120.	

For passing the following number of subjects in the undermentioned degrees or examinations—

	£
Each section of the intermediate examination of the Town Planning Institute	30
Five subjects of the A.A.S.E., A.O.S.A., or Diploma, Urban Valuation Examination or four subjects of the A.R.A.N.Z.	30
Six units of the B.A., or B.Sc., or six subjects of the B.Com., or LL.B. examinations	45

The borough council may allow credit for any other qualifications held by an employee and such credit shall be as may be agreed upon between the council and the union.

Where any person, by reason of a double qualification, is entitled to more additional payments, he shall receive only the higher amount provided for in this agreement.

Any person employed by the council gaining any of the above qualifications during any year, shall receive any increase to which he is entitled through gaining such qualifications, as from the 1st day of April next following the date on which such qualification is obtained.

Overtime

4. (a) All time worked in excess of the hours specified in clause 2 hereof 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 at double time, and all time worked on statutory holidays and Sundays shall be paid for at double time with a minimum of two hours for work done on Saturdays and Sundays and four hours on statutory holidays, and all time worked on Saturday after 12 noon shall be paid for at double time rates.

(b) No person shall receive payment for overtime if such payment of overtime together with his grade salary shall exceed the sum of £1,250. All overtime worked and for which payment exceeds the above mentioned maximum shall be paid for at ordinary rates. Payment of overtime for work carried out on Sundays and statutory holidays shall not be included in the said amount of £1,250.

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

(d) All overtime pay to which an employee is entitled shall be due at the end of every week and shall be paid the following pay day.

Holidays and Annual Leave

5. (a) Except as provided in subclause (b) hereof, all employees shall be entitled to the following public holidays without any deductions of pay viz, New Year's Day and the next following day, Anniversary Day, Anzac Day, Good Friday, Easter Monday, sovereign's Birthday, Labour Day, Christmas Day, Boxing Day, and the working days between Christmas Day and 2 January, and any other day or days which may from time to time be proclaimed as public holidays or usually observed or granted by the Onehunga Borough Council.

(b) Where any employee is required to be on duty on any holiday or any portion of a holiday above prescribed in subclause (a) hereof, he shall be paid at the rate of double time in addition to ordinary rates of pay and any sanitary inspector required to communicate with the office of the Department of Health regarding diseases on any of the above holidays shall be paid a minimum of one hour at double rate of pay. In lieu of being paid for such holidays or portion of a holiday at the rate above prescribed an employee may at the discretion of the head of the department or the council be allowed time off duty at the rate of two hours for each hour, worked with a minimum of four hours - such time off duty shall not be deducted from the annual recreation leave.

For work done on the working days between Christmas and New Year equivalent time off shall be given at a later date as arranged with the town clerk or borough engineer.

(c) All employees after 12 months' continuous service shall be entitled annually to two calendar weeks' recreation leave on full pay exclusive of any holidays mentioned in subclause (a) hereof: Provided however that after 10 years' in the council's service, employees shall be entitled annually to three calendar weeks' recreation leave on full pay exclusive of any holidays mentioned in subclause (a) hereof.

(d) Annual leave may accumulate for, but not beyond two years with the consent of the council.

(e) At least 14 days' notice of the commencement of annual leave shall be given by the council to the employee.

(f) That any holiday in subclause (a) other than Anzac Day falls on a Saturday or Sunday the following Monday or Tuesday shall be observed.

Sick Leave

6. (a) Any employee unable to perform his or her duties on account of sickness or accident shall, on production of a medical certificate where such absence exceeds three working days continuously be entitled to sick leave on full pay at the rate of 10 working days per annum for each completed year of local authority service and such sick-leave shall be regarded as accumulative over the whole of the employee's service. The council may, however allow the first 10 days sick-leave to be spread over the first two years' service with the council and any sick-leave over and above 10 working days shall not become due until after the completion of the second year of local authority service.

(b) The council may, in cases which it is considered special, vary and extend the period of pay during the sick-leave as stated in subclause (a) hereof, particularly when in its opinion, the illness results from causes that are due to conditions under which an officer has been working.

(c) For the purpose of this clause "local authority service" shall mean service with the Onehunga Borough Council, except in the case of amalgamation of local authorities or services.

(d) Time off caused by injuries received in course of duty is not to be included in computing sick-leave under this clause.

Uniforms

7. Every employee who is required by the council to wear a uniform when on duty shall be provided with same at periods not exceeding 12 months at the expense of the employer. Employees required to work in all weathers shall be supplied with suitable weatherproof clothing.

Meal Allowance

8. Any employee who is required to work after 6 p.m. on any day shall be paid a meal allowance of 5s.: Provided that this allowance shall not be paid to shiftworkers.

Morning Tea and Afternoon Tea

9. An interval not exceeding 10 minutes shall be allowed to the staff for morning tea, and afternoon tea.

Expenses

10. (a) All authorised out-of-pocket expenses incurred by an employee in the execution of his duties shall be paid by the council.

(b) When an employee is required to be on duty before or after ordinary public means of conveyance, other than specially hired conveyance are available, he shall either be supplied with transport or his fares paid by the council to enable him to proceed to or from his home.

Employees Performing Higher-grade Duties

11. Any employee who performs the duties of a higher-paid employee shall, if he occupies the higher-paid position for more than eight weeks continuously, be paid from the date upon which he commenced the higher-paid duty and while engaged in performing such higher-paid duty at a rate of not less than the minimum salary for the higher position, as per the general award.

Where any employee is engaged on higher-paid work for a period exceeding eight weeks continuously, and where sickness may occur or annual leave becomes due or a public holiday occurs whilst engaged in the performance of higher-paid duties, such employee shall be paid at the higher-paid rate of pay.

Payment of Salaries

12. All salaries and wages shall be paid weekly, fortnightly or halfmonthly at the discretion of the council. 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.

Terms of Employment

13. In the absence of special written agreement, between the council and the employee, one month's notice of resignation or dismissal shall be given by the employee or the employer, except in cases of dishonesty or other good cause when any employee shall be subject to instant dismissal.

General Conditions

14. (a) Vacant positions shall be filled, where practicable by promotion of employees already on the staff and the appointment of juniors and where any position is created or a vacancy occurs in the staff, applications to fill same shall first be called from members of the permanent staff of all departments to ascertain whether, in the opinion of the council, there is any person available in the council's service suitable for appointment.

(b) The appointment of employees to the permanent staff of the council shall be after a satisfactory period of six months on probation. Employees, except temporary employees as provided for in subclause (c) hereof, may become contributors to the superannuation fund from the date of their commencing their duties.

(c) Temporary employees shall not be engaged for periods longer than three months except upon conditions as shall be agreed upon between the council and the union.

(d) Where an agreement is reached during the currency of this agreement between the council and the union in respect to the salary or any conditions of employment of any employees or class of employment covered by this agreement, then such agreement shall be deemed to be part of this agreement, and the provisions contained therein shall be binding upon both the council and the union as if such provisions were included in this agreement.

Workers to be Members of the Union

15. (a) It shall not be lawful for the council to employ or 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 the Auckland Provincial District Local Authorities Officers' Industrial Union of Workers.

(b) For the purposes of subclause (a) of this clause, a person of the age of 18 years or 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.

Matters Not Provided For and Appeals

16. 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 had 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, including any dispute or difference as to the decision of the council respecting the dismissal, disrating or promotion of any employee, and not dealt with in this agreement, every such dispute or difference shall be referred to a committee to be composed of two representatives of the union and two representatives of the employers none of whom shall be members of the legal profession, together with 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 council of such dispute. Either side shall have the right to appeal to the Arbitration Court against a decision of any such committee upon giving to the other side written notice of such appeal within 14 days after such decision has been made known to the party desirous of making the appeal.

Under-rate Workers

17. (a) Any worker who considers himself incapable of earning the minimum wage fixed by this agreement may be paid such lower wage as may from time to time be fixed, on the application of the worker after due notice to the union by the local Inspector of Awards, or such other person as the Court may from time to time appoint for that purpose; and such inspector or other person in so fixing such wage shall have regard to the worker's capability, his past earnings and such other circumstances as such inspector or other person shall think fit to consider after hearing such evidence and argument as the union and the worker shall offer.

(b) Such permit shall be for such period, not exceeding six months as such inspector or other person shall determine, and after the expiration of such period shall continue in force until 14 days' notice shall have been given to such worker by the secretary of the union requiring him to have his wage fixed again in manner prescribed in this clause: Provided that in the case of any person whose wage is so fixed by reason of old age or permanent disability it may be fixed for such longer period as such inspector or other person shall think fit.

(c) It shall be the duty of the council, before employing a worker at such lower wage, to examine the permit or agreement by which such wage is fixed.

Part-time Employees

18. (1) Where the employer does not regularly require the services of a worker for the full period of $37\frac{1}{2}$ hours per week, he shall pay such workers *pro rata* the appropriate scale of salary plus 10 per cent.

(2) Where a worker is unable to accept full-time employment the employer shall pay *pro rata* the appropriate scale salary.

(3) These provisions shall not be used for the purposes of reducing the hours of work or the earnings of any worker.

Right of Entry Upon Premises

19. The secretary or other authorised officer of the union shall be entitled to enter at all reasonable times upon the premises or offices of the council for the purpose of interviewing any employee in connection with the operation of this agreement, but not so as to interfere unreasonably with the employer's business.

The council shall upon request by the union supply a list of their employees: Provided however that this request shall not be made more often than once every three months.

Application

20. No person in the employment of the council who, at the date of this agreement is in receipt of a higher rate of pay or other remuneration or who has been carrying out any of the duties covered by this agreement for a period of 12 months or over prior to the date of this agreement shall have any portion of his or her pay or remuneration reduced or suffer any reduction of status on account of this agreement.

Terms of Agreement

21. This agreement in so far as it relates to rates of wages shall be deemed to have come into force on the 1st day of April 1960 and so far as all other conditions of the agreement are concerned, it shall come into force on the day of the date hereof, and this agreement shall continue in force until the 31st day of March 1962.

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 December 1960.

[L.S.]

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

Signed for and on behalf of the Onehunga Borough Council this 15th day of December 1960.

N. L. NORMAN, Town Clerk.
