

NEW ZEALAND INSURANCE WORKERS—AWARD

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

In the Court of Arbitration of New Zealand, Northern, Taranaki, Wellington, Marlborough, Nelson, Westland, Canterbury, and Otago and Southland Industrial Districts—In the matter of the Industrial Conciliation and Arbitration Act 1954; and in the matter of an industrial dispute between the New Zealand General Insurance Industrial Union of Workers (hereinafter called “the union”) and the under-mentioned persons, firms and companies (hereinafter called “the employers”):

NORTHERN INDUSTRIAL DISTRICT

Alliance Assurance Co. Ltd., O'Connell Street, Auckland.
Australian T. and G. Mutual Life Society, Auckland.
Hunt, P. L., Ltd., Wrights Building, Fort Street, Auckland.
New Zealand Insurance Co. Ltd., Queen Street, Auckland.
New Zealand Co-operative Dairy Co. Ltd., Hamilton.
South British Insurance Co. Ltd., Shortland Street, Auckland.

TARANAKI INDUSTRIAL DISTRICT

A.M.P. Society, Devon Street, New Plymouth.
Alliance Assurance Co. Ltd., care of Duff and Wynward, New Plymouth.
Nolan and Co., Devon Street, New Plymouth.

WELLINGTON INDUSTRIAL DISTRICT

Australasian T. and G. Mutual Life Society, Napier.
Australian T. and G. Mutual Life Society Wellington.
A.M.P. Society, Customhouse Quay, Wellington.
Colonial Mutual Life Association, Wellington.
Council of Fire and Accident Underwriters Association, 97 The Terrace, Wellington.
Dugan, C. L., and Co., 75 Ridgway Street, Wanganui.
Dominion Life Insurance Office of New Zealand Ltd., Wellington.
Edward Lumley and Sons (N.Z.) Ltd., Brandon House, Featherston Street, Wellington.
F.A.M.E. Insurance Co. Ltd., Waring-Taylor Street, Wellington.
Mutual Life and Citizens' Assurance Co. Ltd., 80 Victoria Street, Wanganui.

MARLBOROUGH INDUSTRIAL DISTRICT

Graham Fuller, Alfred Street, Blenheim.
National Insurance Co. Ltd., Blenheim.
South British Insurance Co. Ltd., Blenheim.

NELSON INDUSTRIAL DISTRICT

A.M.P. Society, Nelson.
Buxton and Co. Ltd., Nelson.
New Zealand Insurance Co. Ltd., Nelson.

WESTLAND INDUSTRIAL DISTRICT

Provident Life Assurance Co. Ltd., Greymouth.

CANTERBURY INDUSTRIAL DISTRICT

British Traders Insurance Co. Ltd., Hereford Street, Christchurch.
 Colonial Mutual Life Assurance, 187 Hereford Street, Christchurch.
 Fletcher Humphries and Co. Ltd., 49 Cathedral Square, Christchurch.
 Sun Insurance Office Ltd., 184 Hereford Street, Christchurch.
 S.I.M.U., Christchurch.

OTAGO AND SOUTHLAND INDUSTRIAL DISTRICT

Caw, R. B., and Co., 21 Tay Street, Invercargill.
 Mercantile and General Insurance Co. Ltd., 2 Dowling Street, Dunedin.
 National Insurance Co. Ltd., P.O. Box 539, Dunedin.
 Provident Life Assurance Co. Ltd., Dunedin.
 Standard Insurance Co. Ltd., P.O. Box 120, Dunedin.
 Victoria Insurance Co. Ltd., care of Dalgety and Co. Ltd., Dunedin.

THE COURT of Arbitration of New Zealand (hereinafter called "the Court"), having taken into consideration the terms of settlement arrived at in the above-mentioned dispute and forwarded directly to the Court pursuant to the provisions of section 130 of the Industrial Conciliation and Arbitration Act 1954, doth hereby order and award:

That, as between the union and the members thereof and the employers and each and every of them, the terms, conditions, and provisions set out in the Schedule hereto and of this award shall be binding upon the union and upon every member thereof and upon the employers and upon each and every of them, and that the said terms, conditions, and provisions shall be deemed to be and they are hereby incorporated in and declared to form part of this award; and, further, that the union and every member thereof and the employers and each and every of them shall respectively do, observe, and perform every matter and thing by this award and by the said terms, conditions, and provisions respectively required to be done, observed, and performed, and shall not do anything in contravention of this award or of the said terms, conditions, and provisions, but shall in all respects abide by and perform the same. And the Court doth hereby further award, order, and declare that any breach of the said terms, conditions, and provisions set out in the Schedule hereto shall constitute a breach of this award, and that a penalty as by law provided shall be payable by any party or person in respect thereof. And the Court doth further order that this award shall take effect as hereinafter provided and shall continue in force until the first day of June 1962 and thereafter as provided by section 152 of the Industrial Conciliation and Arbitration Act 1954.

In witness whereof the seal of the Court of Arbitration hath hereto been affixed, and the Judge of the Court hath hereunto set his hand, this 16th day of December 1960.

[L.S.]

A. TYNDALL, Judge.

SCHEDULE

Industry to Which Award Applies

1. (a) This award shall apply to all members of the indoor clerical staff and inspectors who are in receipt of less than £50 in excess of the maximum general award scale or as such scale is increased by any general award order and who

are engaged either wholly or for the greater part of their time in insurance work and/or trustee or executor duties for any insurance company or any insurance company acting as agents for any trustee and executor company of any institution or company subsidiary to any insurance company, or merged in any insurance company, and to all other such officers who are engaged wholly or for the greater part of their time in insurance work for other companies or employers carrying on insurance business in New Zealand.

(b) Industrial superintendents supervising four or more agents shall be paid not less than £15 per week by way of salary, commissions, and/or other earnings and shall be allowed an annual holiday as prescribed in this award, but shall not otherwise be bound by the provisions hereof, except that clause 15 (Workers to be Members of Union) shall apply.

(c) Messengers employed substantially as such shall not be bound by this award.

Salaries

2. The following shall be the minimum salaries payable:

(a) Males—	£
First year	365
Second year	405
Third year	450
Fourth year	505
Fifth year	560
Sixth year	610
Seventh year	655
Eighth year	690
Ninth year	735
Tenth year	765
Eleventh year	800
Twelfth year	835
Thirteenth year	875
Fourteenth year	895
Fifteenth year	915
Sixteenth year	935
Seventeenth year	955
Eighteenth year and thereafter	975
 Females—	
First year	365
Second year	405
Third year	445
Fourth year	485
Fifth year	510
Sixth year	540
Seventh year	560
Eighth year	575
Ninth year	595
Tenth year	615
Eleventh year and thereafter	635

Employees with School Certificate shall be paid one year's advancement on the above appropriate salary scale.

Employees with University Entrance shall be paid two years' advancement on the above appropriate salary scale.

(b) For the purpose of determining the commencing salary, time worked in any clerical or shorthand-typists' capacity shall be counted as if it had been time worked in an insurance office.

(c) Where a worker of 55 years or over is employed under this award without insurance experience, he shall be paid not less than the salary provided herein for the ninth year, and increments shall be arranged by agreement between the union and the employer.

Hours of Work

3. The normal working-week shall be Monday to Friday inclusive, and the total hours worked shall not exceed $37\frac{1}{2}$, except that in special cases an employee may be required to work a greater number of total hours, but not exceeding 40 without payment of overtime. Office hours shall commence not earlier than 8 a.m., with time off for lunch between noon and 2 p.m.

Overtime

4. (a) All hours worked in excess of 40 hours per week shall be regarded as overtime and shall be paid for at the rate of time and a half for the first four hours on any one day and double time thereafter.

(b) An employee required to work overtime beyond 6 p.m. on any day shall be paid 5s. meal-money unless he or she can reasonably go home for the meal in the time allowed.

(c) Nothing in this clause shall apply to life office industrial superintendents.

Existing Conditions

5. No worker shall have his or her salary reduced, nor shall any worker have his or her annual holiday reduced by reason of the coming into force of this award, so long as the worker remains in the present employment.

Sick-leave

6. Sick-leave up to 14 days per annum shall be granted on full pay, provided medical evidence of incapacity (if required) is produced to the employer.

Payment of Salaries

7. Salaries shall be paid fortnightly and not later than Thursday in the pay week.

Termination of Employment

8. Two weeks' notice of the termination of the employment shall be given by either party.

Delegate to Union Conference

9. Any employee appointed a delegate to the annual conference of the union shall be granted the requisite leave without deduction from salary or loss of holidays.

Holidays

10. (a) Every employee after 12 months' service shall be entitled to two weeks' leave of absence per annum on full pay. Every employee with 10 years' service and over shall be entitled to three weeks' leave of absence per annum on full pay. An employee entitled to three weeks' annual leave whose service is terminated for other than wilful misconduct shall be paid a *pro rata* holiday allowance.

For the purpose of determining the above holidays, time worked in any clerical, typist's, or shorthand-typist's capacity shall be counted as if it had been worked in an insurance office.

(b) The following shall be paid holidays, and shall not be considered as part of the annual leave: New Year's Day and the following day, Anzac Day, Good Friday, Easter Monday and the following day, the Anniversary Day in each province, the birthday of the reigning Sovereign, Labour Day, Christmas Day, Boxing Day and the following day. Should New Year's Day and the following day, Christmas Day, Boxing Day and the day following, or Anniversary Day fall on either a Saturday or a Sunday the next succeeding working day or days shall be observed in their stead.

(c) In any locality where any of the above holidays is not generally observed another may be substituted by mutual agreement between the employers and the union subject, however, to the proviso that in the place of Anniversary Day employers in Christchurch and Napier districts shall observe Show Day. Invercargill and Southland employers shall observe the same Anniversary Day holiday as Otago or a day in lieu thereof.

Right of Entry

11. The secretary or other authorised representative of the union shall be entitled at all reasonable times, but not so as to interfere unreasonably with the employer's business, to enter upon the premises of any employer bound by this award for all or any of the following purposes:

- (a) To inspect the time and wages records of the employer in so far as they relate to workers bound by this award.
- (b) To interview any worker bound by this award in connection with its operation.
- (c) To make inquiries necessary for the effective operation of this award in so far as such inquiries relate to workers bound by this award.

Part-time Workers

12. Where a worker is unable to accept full-time employment the employer shall pay *pro rata* the appropriate scale salary plus 10 per centum.

This provision shall not be used for the purposes of reducing the hours of work or the earnings of any worker.

Conditions as to Employees

13. Every employer shall permit his employees, should they so desire, to have their lunches during the period provided, on the premises.

Disputes

14. The essence of this award 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 provided that if any dispute or difference shall arise between the parties bound by this award, or any of them, as to any matter whatsoever arising out of or connected therewith and not dealt with in this award, every such dispute or difference shall be referred to a committee to be composed of two representatives of each side, 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. 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 such decision has been made known to the party desirous of appealing.

Workers to be Members of Union

15. (a) Subject to the provisions of sections 174 (5) and 175 of the Industrial Conciliation and Arbitration Act 1954, it shall not be lawful for any employer bound by this award to employ or to continue to employ in any position or employment subject to this award any adult person who is not for the time being a member of an industrial union of workers bound by this award.

(b) For the purpose 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 award 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 the operation of the foregoing provisions, 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 award and shall be liable accordingly.

(d) On the written request of the union, but not more often than once in every three months, the employer shall supply a list of workers (including place of employment) in his employ and coming within the scope of this award.

(NOTE—Attention is drawn to section 174 (3) of the Industrial Conciliation and Arbitration Act 1954, which gives to workers the right to join the union.)

Under-rate Workers

16. (a) Any worker who considers himself incapable of earning the minimum wage fixed by this award 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 such 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 again fixed in manner prescribed by 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) Notwithstanding the foregoing, it shall be competent for a worker to agree in writing with the president or secretary of the union upon such wage without having the same so fixed.

(d) It shall be the duty of the union to give notice to the Inspector of Awards of every agreement made with a worker pursuant hereto.

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

Application of Award

17. This award shall apply to the original parties named herein, and shall extend to and bind as subsequent party hereto every industrial union, industrial association, or employer who, not being an original party hereto, is, when this

award comes into force or at any time whilst this award is in force, connected with or engaged in the industry to which this award applies within the industrial districts to which this award relates.

Scope of Award

18. This award shall operate throughout the Northern, Taranaki, Wellington, Marlborough, Nelson, Westland, Canterbury, and Otago and Southland Industrial Districts.

Term of Award

19. This award, in so far as the provisions relating to the rates of wages to be paid are concerned, shall be deemed to have come into force on the 1st day of December 1960, and so far as all other provisions of the award are concerned, it shall come into force on the day of the date hereof; and this award shall continue in force until the 1st day of June 1962.

In witness whereof the seal of the Court of Arbitration hath hereto been affixed, and the Judge of the Court hath hereunto set his hand, this 16th day of December 1960.

[L.S.]

A. TYNDALL, Judge.

MEMORANDUM

The award, including the operative date of provisions relating to wages, embodies the terms of settlement arrived at by the assessors in Conciliation Council.

A. TYNDALL, Judge.
