NORTHERN INDUSTRIAL DISTRICT LOCAL AUTHORITIES' OFFICERS-AWARD

In the Court of Arbitration of New Zealand, Northern Industrial District—In the matter of the Industrial Conciliation and Arbitration Act 1954; and in the matter of an industrial dispute between the Auckland Provincial District Local Authorities' Officers Industrial Union of Workers (hereinafter called "the union") and the undermentioned boards and councils (hereinafter called "the employers"):

ROAD BOARDS

Waiheke Road Board, Waiheke Island.

MILK BOARDS

Auckland Metropolitan Milk Board, Auckland.

BOROUGH COUNCILS

Birkenhead Borough Council, Birkenhead. Cambridge Borough Council, Cambridge. Dargaville Borough Council, Dargaville. Devonport Borough Council, Devonport, Auckland. Gisborne Borough Council, Gisborne. Glen Eden Borough Council, Glen Eden, Auckland. Ellerslie Borough Council, Ellerslie, Auckland. Helensville Borough Council, Helensville. Henderson Borough Council, Henderson. Howick Borough Council, Howick. Huntly Borough Council, Huntly. Kaikohe Borough Council, Kaikohe. Kaitaia Borough Council, Kaitaia. Manurewa Borough Council, Manurewa. Matamata Borough Council, Matamata. Morrinsville Borough Council, Morrinsville. Mt. Albert Borough Council, Mt. Albert, Auckland. Mt. Eden Borough Council, Mt. Eden, Auckland. Mt. Maunganui Borough Council, Mt. Maunganui. Mt. Roskill Borough Council, Mt. Roskill, Auckland. Mt. Wellington Borough Council, Mt. Wellington. New Lynn Borough Council, New Lynn, Auckland. Newmarket Borough Council, Newmarket, Auckland. Ngaruawahia Borough Council, Ngaruawahia. Northcote Borough Council, Northcote, Auckland. One Tree Hill Borough Council, One Tree Hill. Opotiki Borough Council, Opotiki. Otahuhu Borough Council, Otahuhu, Auckland. Otorohanga Borough Council, Otorohanga. Paeroa Borough Council, Paeroa. Papakura Borough Council, Papakura. Papatoetoe Borough Council, Papatoetoe. Pukekohe Borough Council, Pukekohe. Putaruru Borough Council, Putaruru. Rotorua Borough Council, Rotorua. Takapuna Borough Council, Takapuna, Auckland. Taumarunui Borough Council, Taumarunui. Taupo Borough Council, Taupo. Tauranga Borough Council, Tauranga. Te Aroha Borough Council, Tauranga. Te Awamutu Borough Council, Te Avamutu. Te Kuiti Borough Council, Te Kuiti. Te Ruita Borough Council, Te Kuiti. Te Puke Borough Council, Te Puke. Thames Borough Council, Te Puke. Tuakau Borough Council, Tuakau. Waihi Borough Council, Waihi. Waiuku Borough Council, Waiuku. Whakatane Borough Council, Whakatane. Warkworth Borough Council, Warkworth.

TOWN BOARDS

Hikurangi Town Board, Hikurangi. Kamo Town Board, Kamo. 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 31st day of January 1963 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 20th day of September 1961.

[L.S.]

A. TYNDALL, Judge.

SCHEDULE

Operation of Award

1. This award shall apply to the officers employed by road boards, borough councils, town boards, municipal electrical supply authorities, and the Auckland Metropolitan Milk Board.

Such officers shall not include:

- (a) Chief or sole executive officers.
- (b) Male workers in receipt of a salary of more than £1,090 per annum apart from overtime, and female workers in receipt of a salary of more than £725 per annum apart from overtime.
- (c) Working gangers, leading hands, rangers, or dog-tax collectors.
- (d) Abattoir-managers, supervising gardeners, and managers of bus services substantially engaged at manual work.
- (e) Part-time officers if they work less than 50 per cent of the hours normally worked by the administrative staff of the employer.

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, engineers' assistants, and draughtsmen, noxious weeds inspectors, cashiers, senior female bookkeepers, engineering and professional cadets, foremen, overseers, inspectors, and meter-readers, and, if not substantially engaged at manual work, abattoir-managers, supervising gardeners, managers of bus services, librarians and library assistants. "Senior female bookkeeper" shall mean an officer who has had at least six years' clerical experience and whose duties consist of keeping financial books (other than sectional books of accounts), including the extracting of a trial balance therefrom: Provided no officer shall have her salary reduced by virtue of this provision.

Provided no officer shall have her salary reduced by virtue of this provision. "Overseer" and "road inspector": Each means an employee not substantially employed at manual work responsible for the carrying out of the work of other employees and who gives directions or instructions or who proceeds from job to job on inspections.

"Working ganger" or "leading hand" is an employee who is in charge of four or more workers, but who has not all the responsibilities or duties of an overseer or road inspector as defined above.

"Temporary or casual employee": Any person employed for less than one month continuously shall be termed a temporary or casual employee.

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

Rates and Conditions of Pay

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

					Per Annu £	m
First year					355	
Second year		••			400	
Third year	• •		•••		450	
Fourth year					510	
Fifth year					565	
Sixth year					620	
Seventh year		••			680	
Eighth year						
Ninth year				••	770	
Tenth year	••	••		••	805	
Eleventh year				••	850	
Twelfth year	••	••		••	890	
Thirteenth year					905	
Fourteenth year	••	••			940	

Males with School Certificate commence at second year of scale. Males with University Entrance commence at third year of scale.

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

200
350
370
410
465
510
540
590
635
675

Females with School Certificate or Junior Typing Examination shall be advanced one year above the appropriate scale rate.

Females with University Entrance or Senior Shorthand-typing Examination shall be advanced two years above the appropriate scale rate.

(c) For the purposes of qualification under the foregoing scales, experience in any employment of a similar character to that covered by this award shall be counted as it it were experience covered by this award.

(d) The following employees are specifically classified and shall receive a salary in the case of males not less than the tenth year scale prescribed in subclause (a) hereof as a minimum; in the case of females not less than the eighth year scale prescribed in subclause (b) hereof as a minimum:

Engineer's assistant and draughtsman;

Draughtsman with five years' experience;

First assistant engineer (if qualified);

Assistant Town Clerk (in charge of four or more);

Accountant (if on duty as such full time);

Senior female bookkeeper (if on duty as such full time);

Traffic inspector (if employed as such for 80 per cent of working hours);

Traffic inspector (if employed as such for 80 per cent of working hours and in charge of one or more other men);

Noxious weeds inspector;

- Sanitary, health, building, or plumbing inspector (if employed as such for 80 per cent of working hours);
- Abattoir-manager and supervising gardener (not substantially employed at manual work): On appointment;
- Manager of bus service (not substantially employed at manual work and/or driving): On appointment.

Provided that all employees in the foregoing classification shall be paid not less than the amount to which they would be entitled according to service under subclauses (a) or (b) as the case may be.

(c) Meter-readers shall be paid in accordance with the general scale up to and including the twelfth year, and chainmen shall be paid in accordance with the general scale up to and including the eleventh year, but if 21 years of age they shall be paid a commencing salary of not less than £620 per annum. Meter-readers who collect cash shall be paid a cashier's risk allowance of 9s. per week.

(f) A worker who handles cash in acting as a cashier, wages or pay clerk, in any one week shall be paid a risk allowance of 9s. for that week in addition to the rate to which such worker is entitled under subclauses (a) or (b) of this clause.

(g) A worker employed on ledger posting machines or bookkeeping machines in any one week shall be paid 9s. for that week in addition to the rate to which such worker is entitled under subclauses (a) or (b) of this clause.

(h) The rates prescribed in subclauses (e), (f), and (g) of this clause shall not be cumulative.

(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 the 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.

 (\bar{k}) Every temporary or casual employee shall be paid 15 per cent *pro rata* above the weekly rate.

(1) 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) Librarians and library assistants not being casual workers employed for less than 40 hours but more than 20 hours in any week, shall be paid *pro rata* on the appropriate rate under subclauses (a) or (b) of this clause.

(n) Part-time workers: (i) 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 worker *pro rate* the appropriate scale of salary plus 10 per cent.

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

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

Employees Performing Higher-grade Duties

4. Any employee who performs the duties of a higher-grade employee shall, if he occupies the higher-grade position for more than eight weeks continuously, be paid from the date upon which he commenced the higher-grade duty at a rate of not less than the minimum salary paid for the higher position.

Where any employee is engaged on higher-grade 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 performance of higher-grade duties, such employee shall be paid at the higher-grade rate of pay.

Conditions of Employment

5. (a) All other things being equal, it is desirable that in making appointments to the staff positions preference shall be given to officers already on the staff.

(b) Applicants, before joining staff, shall pass a medical examination by an approved doctor, if required to do so.

(c) In offices in which females are employed, reasonable accommodation shall be provided for their exclusive use.

There shall also be provided, where practicable, a room with suitable couch accommodation to be used in cases of temporary indisposition, but where it is impracticable to set a room apart for that purpose, it will be sufficient for a couch or couches to be provided in a portion of the cloakroom screened off for privacy.

(d) Adequate lighting, heating, and ventilation shall be provided in all offices.

Hours of Work

6. (a) (i) Except in the case of traffic inspectors, the normal hours of work shall not exceed $37\frac{1}{2}$ per week, seven and a half of which shall be worked on each of five days of the week, and, except in the case of traffic inspectors, librarians and library assistants, between the hours of 8 a.m. and 5 p.m. Monday to Friday inclusive.

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

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

Overtime

7. (a) (i) Any time worked in excess of seven and a half hours a day on any ordinary working day shall be considered as overtime and shall be paid for at the rate of time and one half for the first three hours and thereafter at double time, with a minimum of 4s. per hour.

(ii) In the case of traffic officers' time, time worked in excess of eight hours a day on any ordinary working day shall be considered as overtime and shall be paid for at the rate of time and one half for the first three hours and thereafter at double time.

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

(c) Overtime shall be shown on either the weekly or fortnightly time-sheet, and overtime pay shall be included with the payment for that period.

(d) Any worker called upon to work later than 6 p.m. on any day of the week shall be paid 5s. meal money if that worker cannot reasonably journey to and from his home for a meal.

(e) 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.

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Holidays

8. (a) Holidays shall be allowed in accordance with the provisions of the Annual Holidays Act 1944, but in the case of officers with 10 years' continuous service, part of which may have been served with any other local authority in New Zealand or, at the discretion of the local body or board party to this award, similar local body experience in New Zealand, three weeks' holiday shall be allowed.

(b) The undermentioned shall be paid holidays and shall be allowed in addition to the annual holiday referred to in the preceding subclause: New Year's Day, Good Friday, Easter Monday, Anzac Day, the birthday of the reigning Sovereign, Labour Day, Christmas Day, Boxing Day, and two other days to be arranged between the employer and his employees. The employer shall notify the union of the two days agreed upon.

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

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

(e) Where practicable, the annual holiday shall be given in proximity to the Christmas or Easter holiday, and the employer shall give as much notice as practicable to employees of the date of the annual holidays.

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

(g) This award shall not operate so as to reduce the aggregate number of days' holiday previously enjoyed by any worker under the award during his present employment.

Sick-leave

9. (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 employer may, however, allow the first 10 days' sick-leave to be spread over the first two years' service with the local body 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 employer may, in cases in which it is considered special, vary and extend the period of pay during sick-leave as stated in subclause (a) of this clause particularly when in its opinion the illness resulted from causes that are due to conditions under which an officer has been working.

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

Transport and Travelling Expenses

10. (a) All out-of-pocket expenses reasonably incurred by an employee in the execution of his duties shall be paid by such local authority concerned. All claims for such expenses shall be rendered fortnightly or as agreed, and such claims shall give particulars of travelling done and the expenses incurred in the discharge of the employee's duties. A local body may, in connection with any particular claim, require that such claim shall 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 such traffic, and any worker who may work continuously until after the cessation of public wheeled traffic and cease work

before the ordinary time of starting such traffic, shall be conveyed to or from his home at the expense of the employer or shall be paid for time reasonably occupied in travelling at ordinary rates of pay. For the purposes 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.

Allowances for the Purpose of Encouraging Officers to Qualify

11. Where an officer employed by any local authority party to this award 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 qualification 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 current year of service this provision shall apply as from the beginning of his or her next year of service after the date of making of the award.

Clerical—	£
Solicitors' Professional Examination	36
Accountants' Professional, Local Bodies Administrative	
Officers' Institute Examination (£12 on passing three sections	
with a minimum of £36 on completion).	36
LL.B. Degree	36
Barristers' Professional Examination	36
B.Com	36
Intermediate and Final Examination for Chartered Institute of	
Secretaries, each	18
Civil Engineers' A.M.Inst.C.E	36
Examination of New Zealand Engineers' Registration Board	
(Civil Engineers' Section)	36
Architects' A.R.I.B.A	36
Surveyors' Land Surveyors' Diploma	36
Membership by examination of Institute of Electrical	50
Engineering	26
Examination in electrical engineering by Engineers' Regi-	20
stration Board, New Zealand	26
	20
Libraries—	
New Zealand Library Association General Certificate	15
New Zealand 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
New Zealand Library School Certificate Additional	25

General-

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B.Sc	36
Diplomas of Horticulture (£12 10s. on passing first examined	n-
ation and £12 10s. on completion)	25
Associated Dairy Manufacturer's Diploma	25
	25
Sanitary Science Diploma (M.R.S.I.)	25
Highways Foreman	20

Application

12. No person in the employment of any local authority who at the date of this award has been carrying out any of the duties within the scope of this award who is in receipt of a higher rate of remuneration than that provided by this award 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 award.

Morning Tea

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

Uniforms

14. Every employee who is required by the employer to wear a uniform when on duty shall be provided with same at the expense of the employer.

Employees required to work in all weather shall be supplied with suitable waterproof clothing.

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 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 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.

(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 wag 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 o Awards or such other person as the Court may from time to time appoint for tha purpose; and such inspector or other person in so fixing such wage shall have regard to to the worker's capability, his past earnings, and such other circumstances as sucl 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 inspecto or other person shall determine, and after the expiration of such period shall continu in force until 14 days' notice shall have been given to such worker by the secretary o he union requiring him to have his wage again fixed in manner prescribed by this lause: Provided that in the case of any person whose wage is so fixed by reason of old ge 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 vriting with the president or secretary of the union upon such wage without having the ame so fixed.

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

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

Termination of Employment

17. Except in the case of temporary or casual employees, in the absence of special vritten agreement between the employer and employee, one month's notice of resignation or dismissal shall be given by the officer or the employer, except in cases of nisconduct, where an officer shall be subject to instant dismissal; but this shall not be leemed to restrict or in any way impair the statutory powers as to appointment or lismissal of officers invested in local authorities.

Disputes Committee

18. 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, t is provided that if any dispute or difference shall arise between the parties bound by his award, or any of them, as to any matter whatsoever arising out of or connected herewith and not specifically dealt with in this award, every such dispute or difference hall be referred to a committee to be composed of two representatives of each side, ogether with an independent chairman, if required by either party, to be mutually agreed upon or, in default of agreement, to be appointed by the Conciliation Commissioner for the district. If the committee fails to reach a decision the chairman shall aither decide the question or refer the matter to the Court within one month from the late of hearing by the committee. Either side shall have the right to appeal to the Court against a decision of any such committee or chairman upon giving to the other ide written notice of such appeal within 14 days after such decision has been made mown to the party desirous of appealing.

Effective Operation of Award

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

(b) In every establishment the employer shall at all times keep a time and wages ook or other suitable record showing in the case of each employee:

- (i) The name of the worker, together with his age if under 21 years of age;
- (ii) The kind of work on which he is usually employed;
- (iii) The hours during which he has actually been employed on each day;
- (iv) The wages paid on each pay day and the date thereof; and
- (v) Such other particulars as are prescribed by regulations.

(c) Employers bound by this award shall, upon request by the union, supply a list f their employees and rates of remuneration: Provided, however, that this request hall not be made more often than once every three months.

Scope of Award

20. (a) This award shall operate throughout the Northern Industrial District.(b) 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, o 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 the award applies within the industrial district to which this award relates.

Term of Award

21. 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 August 1961 and so far as all other provisons of the award are concerned, it shall come into force of the day of the date hereof; and this award shall continue in force until the 31st day of January 1963.

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 20th day of September 1961 [L.S.] A. TYNDALL, Judge.

MEMORANDUM

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

A. TYNDALL, Judge.