
PALMERSTON NORTH CITY COUNCIL OFFICERS'—INDUSTRIAL AGREEMENT

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

THIS industrial agreement, made in pursuance of the Industrial Conciliation and Arbitration Act 1954, this 14th day of December 1961, between the Palmerston North City Council (hereinafter called "the council" or the employer) of the one part and the Wellington, Marlborough, Westland, Nelson and Taranaki Local Bodies' 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

Application

1. (a) The agreement shall apply to all technical, professional, administrative and clerical officers employed by the Palmerston North City Council, whose conditions of service are based on an annual salary. It shall not apply to any officer in receipt of more than £1,199 per annum, or university or secondary school students temporarily employed.

(b) Employees subject to this agreement shall be grouped under one of the three following sections each of which shall be represented in negotiating its own salary scale.

1. Clerical Staff.
2. Technical Staff.
3. Library Staff.

(c) No person to whom this agreement applies shall have his present salary or conditions of employment lessened by virtue of its coming into force.

Hours of Work

2. (a) The ordinary hours of work shall be the existing customary hours which shall not exceed 40 per week, eight of which shall be worked on each of five days of the week between the hours of 8 a.m. and 5 p.m. Monday to Friday inclusive.

(b) Where special circumstances dictate, the hours of work of any officer may be extended or varied by mutual agreement between a staff committee and the council, provided that the officer is adequately compensated by extended annual leave, payment in lieu of overtime or in some other manner acceptable to all the aforesaid parties. In the event of failure to agree, the matter may be referred to a committee as provided in clause 12.

(c) The hours of library staff may be arranged to provide that the ordinary hours may extend beyond 5 p.m. on any day Monday to Friday inclusive, and between 9 a.m. and 12 noon on Saturdays, provided that 40 hours or the existing customary hours where less shall not be extended without the payment of overtime: Provided also that not more than eight hours shall be worked on any day without payment of overtime. These hours shall also apply to health and sanitary inspectors, and bus inspectors, provided in their case not more than 10 hours including a meal break where it does not exceed 30 minutes, shall be worked in any one day without payment of overtime. To compensate for the elasticity of hours when worked, the employees concerned shall be paid 6s. per week additional on usual rates.

Overtime

3. (a) Any time worked in any one day outside or in excess of the hours specified in clause 2 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. Double time rates shall be paid for all work performed on Sundays or afternoon on Saturdays. A minimum of 2 hours at overtime rates shall be paid for each period worked on any non-working day; Provided, however, that no overtime will be paid where gross salary exceeds £1,200 for males and £900 for females.

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

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

(d) An officer shall not be required to work for more than five hours continuously without a reasonable interval for a meal.

(e) Any worker required to commence work after the cessation of public wheeled traffic or before the ordinary time of starting such traffic shall be conveyed to and from his home at the expense of the council or shall be paid

for time reasonably occupied on travelling at ordinary rates of pay. For the purpose of this agreement "public wheeled traffic" shall mean buses or trains, ordinarily used by such worker travelling to and from his work.

(f) None of the clauses in this section shall apply to clause 17 (iii) (c), (d) and (e).

General

4. (a) Officers shall be paid at the rate of the next year above their present salary as from 1 January 1962, except where officers present salary is maximum for his position under this agreement. These officers shall be considered by council for a salary increase which will be at the discretion of council.

(b) The council may engage an officer at any stated rate of salary in clause 17 (i) to (vi) inclusive being not less than the amount to which the officer is entitled under the agreement, provided that such commencing rate shall be increased by the increments for subsequent service as set out therein.

(c) The rates set out in 17 (ii) to (vi) inclusive represent the annual increments which shall apply to the officer and be paid to him as from 1 January of the year nearest to the anniversary of his engagement.

(d) For the purpose of qualifications under the General Scale in 17, experience in any employment of a similar character to that upon which the officer is engaged shall be counted as if it were experience in employment covered by this agreement.

(e) Electric and Gas Meter Readers who collect cash from slot meters shall be paid a Cashier's Risk Allowance of 7s. 6d. each period during which cash is collected.

(f) An officer who acts as cashier, or relieving cashier, shall be paid 10s. per week as a Cashier's Risk Allowance. Officers required to relieve as cashiers shall qualify for 5s. per week allowance.

(g) Any person substantially employed on ledger-posting machines or book-keeping machines, or analysis machines, (other than adding machines) shall be paid 10s. per week in addition to the rate which that person is receiving under sub-clause (a) or (b) of this clause.

(h) No deduction (other than superannuation or such other contribution as may be agreed upon between the employer and the officer) shall be made from the wages of any officer except for time lost by the officer through default or sickness.

(i) All salaries shall be payable fortnightly.

(j) *Part-time workers*—Where the employer does not regularly require the services of the worker for the full period per week, he shall be paid as follows—

(i) Part time employees shall receive *pro rata* the appropriate salary scale.

(ii) Temporary employees shall receive 10 per cent above the appropriate scale.

"Part-time employee" means a regular employee who is engaged every week of the working year for a specified number of hours or days per week.

"Temporary employee" is an employee who is employed at random during the year for period of not longer than three months. This clause shall not apply to the library.

Conditions of Employment

5. (a) Applicants before joining the staff shall pass a medical examination by a selected doctor if required to do so.

(b) In offices in which three or more females are employed, reasonable accommodation shall be provided for their exclusive use. Where satisfactory arrangements do not already exist, 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.

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

(d) Hot and cold water shall be provided in toilets or washrooms in municipal buildings.

(e) There shall be provided a lunch room for tea and lunch breaks suitably equipped to seat 50 per cent of the staff.

Tea Breaks

6. An interval not exceeding 10 minutes shall be allowed each morning and afternoon.

Holidays

7. (a) Holidays shall be allowed in accordance with the provisions of the Annual Holiday Act 1944, but in the case of officers with five years continuous service with the council, or senior officers, overseers or library staff, three weeks holiday shall be allowed. Holidays shall not be accumulated for more than two years without consent of council.

(b) The undermentioned shall be paid holidays and shall not be considered as part of the annual holidays. New Year's Day and the following day, Anniversary Day, Christmas Day, Boxing Day, Good Friday, Easter Monday, Anzac Day, the birthday of the reigning Sovereign, Labour Day, and one other day to be arranged.

(c) The provisions of the Public Holidays Act 1955, shall be deemed to be incorporated in this agreement.

(d) Where practicable, the annual holidays shall be given in proximity to the Christmas or Easter holidays. The dates of the holidays shall be mutually agreed upon between officers and heads of departments.

(e) Except as may be provided in accordance with the provisions of subclause (b) of clause 2, time on duty on Christmas Day, Boxing Day and New Year's Day, mentioned herein shall be paid for at double rates in addition to the usual rates.

Expenses

8. (a) All authorised out-of-pocket expenses incurred by any officer in the execution of his duties shall be paid by the council.

(b) Officers who provide their own cars or motor cycles by and at the request of the employer through Departmental Head for carrying out their official duties shall be paid an allowance in accordance with the Public Service scale.

(c) Officers shall be paid an allowance of 3s. 6d. for each week during which they are required to use their own bicycles in the performance of their duties.

Uniforms and Footwear

9. Existing conditions as to uniforms shall continue. Officers required to work in all weathers shall be supplied with suitable waterproof clothing and protective footwear.

Higher Grade Duties

10. Any officer who is instructed to perform the full duties of a higher-grade officer under this agreement shall, if he occupied the higher-grade position for more than four weeks continuously, be paid from the date upon which he commenced the higher-grade duty and whilst engaged in performing such higher grade duty, at a rate not less than the minimum salary for the higher position. Provided that where a position is vacant, promotion on trial for a maximum of six months may be made at a salary not less than the present salary of such appointee if already covered by this agreement.

General Conditions

11. Vacant positions shall be filled, where practicable by promoting 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 be called from the staff at the same time as any applications are called from the general public.

Matters Not Provided For and Appeals

12. 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 difference has arisen, it is hereby provided that if any difference in interpretation of this agreement shall arise between the parties bound by this agreement, or any of them, every such difference shall be referred to a committee to be composed of three members of the council and three persons representing the staff together with the mayor as chairman, provided that all differences shall be considered by this committee within one month of the date of being requested to do so.

Termination of Employment

13. In the absence of special written agreement between the officer and the council, one month's notice of resignation or dismissal shall be given by the officer or the council except in 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 vested in local authorities, provided that one month's notice shall not be required in the case of temporary employees.

Workers to be Members of Union

14. (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 the council 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.

(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 and upwards shall be deemed to be an adult.

(NOTE—Attention is drawn to section 74 (3) of the Industrial Conciliation and Arbitration Act 1954, which gives to workers the right to join the union.)

Under-rate Workers

15. (a) Any worker who considers himself incapable of earning the minimum wages 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 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 be 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 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 an employer, before employing a worker at such lower wage to examine the permit or agreement by which such wage or agreement is fixed.

Effective Operation of Agreement

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

(b) Employers bound by this agreement shall, upon request by the union, supply a list of officers, 18 years of age and over, or who are in receipt of adult salary covered by this agreement, and the date of commencement of new employees. Provided, however, that this request shall not be made more often than once every three months.

(c) The employer shall allow any officer or executive member of the union leave of absence on pay to attend union business, provided such leave does not exceed 12 hours in any period of three calendar months.

Salary Scales

17. (i) *General scale:* All officers except those mentioned elsewhere in this agreement shall be paid in accordance with the following scale:

	Males	Females
	£	£
1st year	475	407
2nd year	535	455
3rd year	600	513
4th year	650	545
5th year	700	575
6th year	750	615
7th year	800	665
8th year	840	Grade I £680 - £700 - £725
9th year	865	
10th year	890	
11th year	915	
12th year	940	
Grade I	£955 - £970 - £990	

Commencing rate for school certificate shall be: 1st year.

Commencing rate for university entrance shall be: 2nd year.

Commencing rate for higher leaving certificate shall be: 3rd year.

Officers can proceed to higher grades after 10 years service for males and six years for females on recommendation of Departmental Head and Staff Salaries Committee.

(ii) Clerical scale:

For special appointments

Special 5	£1,100	£1,125	£1,150	£1,175/1,200
Special 4	£1,050	£1,075	£1,100	£1,125/1,150
Special 3	£1,000	£1,025	£1,050	£1,075/1,100

Officers in special grades shall not proceed beyond the bar to the final step without specific approval of the council.

Grade 1

Chief cashier	}	£955 - £970 - £990
Cemetery mail and booking clerk		
Garage clerk		
Rates clerk		

Grade 2

Engineers clerk	}	£975 - £1,010 - £1,050
Chief wages clerk		
Rates control clerk		
Vouchers and Ac- counts clerk		
Outward clerk		
Records clerk		
Senr. gas and elec- tric store clerk		

General:

Gasworks clerk and storeman	9th year on scale (£865)
Gas and electric complaints clerk	8th year on scale (£840)
Misc. clerks (salary personal to appointee):			
(Licences)	9th year on scale (£865)
(Stores clerk)	8th year on scale (£840)
(Storeman)	8th year on scale (£840)
(Gasworks clerk)	9th year on scale (£865)
(Engineers storeman clerk)	8th year on scale (£840)

Meter Readers:

Head Meter Reader	11th year on scale (£915)
Serviceman Reader	10th year on scale (£890)
Meter Readers	9th year on scale (£865)

Typistes:

Charge typiste	£800 - £840 - £880
City engineers sec./typiste	£775 - £815 - £855
Inspectors' typiste	£740 - £785 - £825
Senior typiste	Grade I of general scale.
Senior clerk (female)	£750

(iii) Technical scale:

(a) Graduates—

Graduate engineers holding Bachelor of Engineering Degree or engineers who have passed two sections of N.Z.I.E. examination or equivalent. To work as general assistants under supervision. Promotion to staff engineer to be automatic on registration.

£1,125

£1,175

(b) *Engineers' assistants*—

Unregistered engineers working as general assistants to staff engineers and senior staff engineers under supervision. On passing N.Z.C.E. examinations to receive an additional step of £10 for each step passed, with a maximum of £50 for the completed qualification. Minimum experience to be six years and position to be by appointment.

	£1,025	£1,075	£1,125
(c) Senior Electrical Inspector		£1,035	£1,075 - £1,090
Senior Inspectors—			
Health			} £1,000 - £1,020 - £1,045 - £1,075
Building			
(d) <i>Inspectors</i> —			
General			} £940 - £970 - £1,000
Dangerous goods and noxious weeds			
Water			
Special investigators			} £850 - £885 - £920 - £940
(e) <i>Overseers</i> —			
Works overseer and inspec- tor of works			} £1,157 - £1,182
Waterworks overseer			} £1,101 - £1,131 - £1,151 - £1,182
Works foreman			
Foreman gas works			} £1,070 - £1,110 - £1,150 - £1,195
Gas distribution Supvr.			
Workshop manager			
Deputy waterworks over- seer			} £1,000 - £1,020 - £1,036 - £1,057
Deputy works foreman			
Building overseer			
Plant foreman			} £1,050 - £1,100 - £1,130
(f) <i>Town planning</i> —			
Town planning asst.			} £1,010 - £1,060 - £1,125
Senr. draughtsman			
Traffic eng. draughtsman			} £850 - £885 - £920 - £955 - £990
Draughtsman			
Tracers (female)			
(g) <i>Baths custodian</i>			In accordance with general scale. £1,100 - £1,130 - £1,160

(iv) *Library scale*—(a) *Assistants*—

Assistants shall be paid according to the following scale:
£415 - £475* - £535 - £575 - £615 - £665

Minimum qualification for this grade is School Certificate.

*Commencing rate for staff with University Entrance.

An assistant who gains the N.Z.L.A. Certificate shall be credited with one year's extra service which shall be paid as from 1st of the month subsequent to the date of notification. A female assistant shall not proceed beyond £615 without passing the preliminary examination of the N.Z.L.A. or having obtained two units of a degree.

Assistants shall be engaged wholly or substantially on general library duties of a non-professional or routine nature such as charging and discharging of loans, sorting, filing, keeping records, counting cash, mailing, typing and such clerical work incidental to the library processes. Shelving, dusting and tidying (not cleaning) pasting, branding, stamping, and similar work in connection with preparing library stock for use; mending and repairing. The shelving, filing or disposing of newspapers, periodicals and pamphlets and work in connection with the public.

(b) *Qualified assistants*—

Qualified assistants shall be paid according to the following scale:

£665 – £705 – £745* – £805 – £850

The minimum qualification shall be the N.Z.L.A. Certificate or equivalent.

*The commencing rate for staff with B.A. Degree. While performing where necessary non-professional, routine or administrative work, these assistants will be required to undertake duties of a professional nature, including the organisation of books for the use of the public including the selection, classification, cataloguing, display, reader-adviser and reference work in connection with such books and may be required to undertake the explanation of library policy, give books and similar talks.

(c) *Librarians*—

Librarians shall be paid according to the following scale:

£805 – £850 – £900 – £950

The commencing rate for staff with the certificate of the N.Z.L.S. shall be £805. The commencing rate for staff with B.A. Degree and Dip. N.Z.L.S. shall be £850. The commencing rate for staff with M.A. Degree and Dip. N.Z.L.S. shall be £900.

Librarians shall be engaged substantially on duties of a professional nature, viz. the organisation of books for the use of the public including the selection, classification, cataloguing, display, reader-adviser and reference work in connection with such books. A librarian may be required to undertake the explanation of library policy and give book and similar talks.

(d) *Senior librarians*—

Senior librarians shall be paid in accordance with the following scale:

£1,000 – £1,050 – £1,100 – £1,150

Minimum qualifications Dip. N.Z.L.S. Duties as for librarians but exercising additional administration duties.

(e) *Casual staff*—

Casual assistants both full and part time shall be paid not less than the following hourly rates:

	Per Hour	
	s.	d.
Professional	8	6
Skilled males	7	3
Skilled females	6	0
Unskilled males	6	8
Unskilled females	4	6
Secondary school student assts.	2	6
Typists	6	0

Casual staff employed over weekends when library is open only for reading and browsing, shall be paid not less than:

	Per Hour	
	s.	d.
Males	7	3
Females	6	0

Examination Qualifications

All those officers in the General Scale holding the following examinations shall receive the additional annual payments as shown—

	£
A.A.S.E. A.O.S.M. A.R.A.N.Z. Diploma or Urban Valuation or Examination of N.Z. Institute of Valuers	60
B.A., B.Sc., B.Comm.	90
Typistes Advanced Examination	30
Typistes Special Examination	48
N.D.H.	30
(Maximum payment for qualifications £150)	
Each section of (1) Intermediate Examination Town Planning Institute	30
Section A. or B. of the Leading Eng. Institutes each	30
Five subjects or more of A.A.S.E., A.O.S.M. or Diploma of Urban Valuation of Exam. of N.Z. Institute of Valuers	30
Four subjects or more of the A.R.A.N.Z.	30
Six units of B.A. or B.Sc. or six subjects of the B.Comm. or LL.B. Examination	45

Examination Expenses

All those officers on £1,250 per annum or less who are taking examinations shall receive in the beginning of the year following the year in which they passed any examination or parts thereof the actual university or college fees and examination fees for the subject or subjects in which they are successful. Plus an allowance of £5 per annum towards text books used in the successful subjects.

Terms of Agreement

18. This agreement shall be deemed to come into force on the 1st day of January 1962, and shall continue in force until the 31st day of March 1963.

In witness whereof the parties have executed these presents.

Signed on behalf of the Palmerston North City Council.

A. M. P. HALL, Town Clerk.

Signed on behalf of the Wellington, Marlborough, Westland, Nelson and Taranaki Local Bodies Officers' Industrial Union.

P. M. BUTLER, Secretary.