

**OTAGO AND SOUTHLAND PART-TIME DAIRY FACTORIES SECRETARIES—
INDUSTRIAL AGREEMENT**

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

THIS industrial agreement made in pursuance of the Industrial Conciliation and Arbitration Act 1954, this 18th day of October 1962, between the Otago and Southland Dairy Factories Industrial Union of Employers, (hereinafter referred to as "the employer") on the one part and the Otago and Southland Part-Time and Full-Time Dairy Factory Secretaries Industrial Union of Workers (hereinafter referred to as "the union") on the other part wherein it was mutually agreed by and between parties as set out below:

(1) That the terms and conditions, stipulations and provisions contained and set out in the Schedule hereto shall be binding on the said parties and that they shall be deemed to be and are hereby declared to form part of this agreement.

(2) The said parties hereto shall respectively do, observe, and perform every matter and thing by this agreement and by the said terms, conditions, and stipulations and provisions but shall in all respects abide by and perform the same.

SCHEDULE

Salaries

1. (a) The following shall be the minimum rates of salaries which shall be paid by the employers for secretarial work to the respective companies:

Up to 50 tons — £127:

Plus 20s. 4d. per ton for each additional ton over 50 and up to 100 tons:

Plus 12s. 8d. per ton for each additional ton over 100 and up to 200 tons:

Plus 8s. 10d. per ton for each additional ton over 200 and up to 300 tons:

Plus 5s. 1d. per ton for each additional ton over 300 tons:

Plus £3 for each supplier in each of the above cases.

(b) For the purpose of the above calculations each 10 lb. of milk not manufactured into cheese but sold as whole milk or cream or made into creamery butter shall be treated as the equivalent of 1 lb. of cheese.

(c) In addition to the foregoing salaries there shall be paid a further allowance at the rate of 2½rds per cent on the trading turnover of the factory, such trading not to include sales of butter or cheese or orders on milk cheques which are not for payment of ordinary trading accounts—e.g., payments to State Advances Corporation.

Application of Agreement

2. This agreement shall not apply to any persons engaged as full-time secretary to any dairy factory.

Term of Agreement

3. This agreement operates from the commencement of the 1962–63 financial year of each company and continues in force until the end of the financial year of the 1963–64 season.

Scope of Agreement

4. This agreement shall operate throughout the Otago and Southland Industrial Districts.

Unqualified Preference

5. (a) Any adult person engaged or employed in any position or employment subject to this award by any employer bound by this award shall, if he is not already a member of a union of workers bound by this award, become a member of such union within 14 days after his engagement, or after this clause comes into force; as the case may require.

(b) Subject to sub-clause (a) hereof, every adult person so engaged or employed shall remain a member of a union of workers bound by this award so long as he continues in any position or employment subject to this award.

(c) Every worker obliged under sub-clause (a) hereof to become a member of a union who fails to become a member, as required by that sub-clause, after being requested to do so by an officer or authorised representative of the union, and every worker who fails to remain a member of a union in accordance with sub-clause (b) hereof commits a breach of this award.

(d) Every employer bound by this award commits a breach of this award if he continues to employ any worker to whom sub-clause (a) and (b) apply, after having been notified by any officer or authorised representative of the union that the worker has been requested to become a member of the union and has failed to do so, or that the worker having become a member of the union has failed to remain a member.

(e) For the purposes of this clause “adult person” means a person of the age of 18 years or upwards, or a person who for the time being is in receipt of not less than the minimum rate of wages prescribed for adult workers by this award.

Duties

6. The duties of secretaries covered by this industrial agreement shall be deemed to be as follows:

(a) The keeping of the usual books and accounts for recording all transactions of the company, both financial and statistical.

(b) The keeping of proper records of all meetings of directors and of shareholders of the company.

(c) The secretary shall supply, free of charge, his own office, telephone, and post-office box, except where a previous arrangement exists, and shall pay out of his annual salary such expense as is necessary to attend meetings of directors and general meetings of shareholders.

- (d) The secretary shall not be required by the company to attend more than six directors' meetings in the evening and one shareholders' meeting per year.
- (e) In the event of the companies requiring secretaries to do work beyond the scope of the duties set out above, the secretary shall be paid for such work at a fee to be arranged.
- (f) It is expressly agreed that the secretaries' duties do not cover the preparation of income-tax returns or other local-body or Government returns required to be supplied to such local bodies or Government Departments by the suppliers individually.

In witness whereof the parties have executed these presents:

For and on behalf of the Otago and Southland Dairy Factories' Industrial Union of Employers—

R. F. DICKIE, President.
ALAN S. ALSWEILER, Secretary.

For and on behalf of the Otago and Southland Part-Time and Full-Time Dairy Factory Secretaries' Industrial Union of Workers—

F. C. CARSWELL, President.
A. G. HARRINGTON, Secretary.
