

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

This industrial agreement made in pursuance of the Industrial Conciliation and Arbitration Act 1954, this 24th day of November 1972 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 100 tons . . . . .	693.00
Next 100–300 tons . . . . .	2.29 per ton
Next 300–500 tons . . . . .	1.52 per ton
Over 500 tons . . . . .	0.77 per ton
Plus \$12.20 per supplier.	

Plus \$6.10 per supplier on milk collection where the company owns the tankers, reduced to \$3.05 per supplier where collection is done by contract.

(b) For the purpose of the above calculations each 10lb 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 4.6 percent on the trading turnover of the factory, such trading not to include sales of 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 1971–72 financial year of each company and continues in force until the end of the 1971–72 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 agreement by any employer bound by this agreement shall, if he is not already a member of a union of workers bound by this agreement, become a member of such union within fourteen days after his engagement, or after this clause comes into force; as the case may require.

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

(c) Every worker obliged under subclause (a) hereof to become a member of a union who fails to become a member, as required by that subclause, 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 subclause (b) here commits a breach of this agreement.

(d) Every employer bound by this agreement commits a breach of this agreement if he continues to employ any worker to whom subclauses (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, or that the worker having become a member of the union has failed to remain a member.

(e) For the purpose 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 agreement.

### 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 expenses as are necessary to attend meetings of directors and general meetings of shareholders.
- (d) The first six directors meetings in a financial year and any meeting of shareholders should be included in the basic salary, with any additional directors meetings to be paid for at the rate of \$20.75 per meeting, together with mileage at 13 cents per mile.
- (e) In the event of the companies requiring secretaries to do work beyond the scope of the duties set out above, including extensive sales on the local market, 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 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. J. Hall, 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.

I. A. Folster, Secretary.