

Please post in a Conspicuous Place accessible to Workers

---

## **New Zealand Photo Engravers Collective Agreement (Conciliated)**

**Dated 10/12/74**

---

**NOTE: See clause 28 herein for the date on which wage rates come into force.**

NEW ZEALAND PHOTO ENGRAVERS —  
REGISTERED COLLECTIVE AGREEMENT

In the Industrial Commission of New Zealand — In the matter of the Industrial Relations Act 1973; and in the matter of the New Zealand Photo Engravers Dispute of Interest between the New Zealand Photo Engravers Industrial Union of Workers, and the undermentioned:

New Zealand Photo Process Industrial Union of Employers, Industry House, 38-44 Courtenay Place, Wellington.

NORTHERN INDUSTRIAL DISTRICT

Addressograph-Multigraph Ltd, France Street, Auckland.  
Auckland Star Commercial Printers Ltd, Gt South Road, Wiri, Auckland.  
Crown Lynn Potteries, New Lynn, Auckland.  
Harvey, Alex and Sons Ltd, Mt Wellington Highway, Auckland.  
Nameplates and Signs (N.Z.) Ltd, Mackelvie Street, Grey Lynn, Auckland.  
Photo Engravers Ltd, 4 Poynton Terrace, Auckland.  
Rennies-Illustrations Ltd, Farnham Street, Parnell, Auckland.  
Wilson and Horton Ltd, Queen Street, Auckland.

TARANAKI INDUSTRIAL DISTRICT

Stratford Press Ltd, Stratford.  
Taranaki Newspapers Ltd, New Plymouth.

WELLINGTON INDUSTRIAL DISTRICT

Blundell Bros Ltd, Willis Street, Wellington.  
Daily Telegraph Co. Ltd, P.O. Box 173, Napier.  
Herald Tribune Ltd, Karamu Road, Hastings.  
I.N.L. Print Co. Ltd, Eastern Hutt Road, Taita.  
Process Engravers Ltd, 3 Herbert Street, Wellington.  
Reid Containers Ltd, 83 Nelson Street, Petone.  
U.E.B. Packaging Ltd, Randwick Road, Lower Hutt.  
Warburton and Golder Ltd, Ocean House, Jervois Quay, Wellington.  
Wellington Publishing Co. Ltd, Mercer Street, Wellington.

MARLBOROUGH INDUSTRIAL DISTRICT

The Marlborough Express Newspaper Co. Ltd, P.O. Box 242, Blenheim.

NELSON INDUSTRIAL DISTRICT

Lucas, R. and Sons Ltd (Nelson Mail Ltd), Nelson.

WESTLAND INDUSTRIAL DISTRICT

Greymouth Evening Star Co. Ltd, Greymouth.

CANTERBURY INDUSTRIAL DISTRICT

Bascands, W. A. Ltd, Kilmore Street, Christchurch.  
Christchurch Press Co. Ltd, Cathedral Square, Christchurch.  
New Zealand Newspapers Ltd, Kilmore Street, Christchurch.

OTAGO AND SOUTHLAND INDUSTRIAL DISTRICT

Craig Printing Co. Ltd, Printers, Invercargill.  
Evening Star Co. Ltd, Printers and Publishers, Dunedin.  
Otago Daily Times Ltd, Printers and Publishers, Dunedin.  
Whitcoulls Ltd, Dunedin.

The Industrial Commission, having before it the terms of a conciliated settlement arrived at in the abovementioned dispute of interest and notified to the Commission pursuant to the provisions of section 82 of the Industrial Relations Act 1973, hereby registers as a collective agreement the terms, conditions, and provisions set out in the schedule hereto, and orders:

1. That the said terms, conditions, and provisions shall be binding on the parties hereto; and

2. That the said parties shall respectively do, observe, and perform every matter and thing by this collective agreement required to be done, observed, and performed, and shall not do anything in contravention of this collective agreement but shall in all respects abide by and perform it.

In witness of the registration of this collective agreement the seal of the Industrial Commission has hereto been affixed, and the President of the Commission has hereunto set his hand, this 10th day of December 1974.

(L.S.)

G. O. Whatnall, President.

## INDEX

Clause Number	Title
1 —	Industry to which Agreement Applies
2 —	Foremen
3 —	Hours of Work
4 —	Holidays
5 —	Annual Holidays
6 —	Long Service Leave
7 —	Meal Interval
8 —	Overtime
9 —	Meal Allowance
10 —	Wages
11 —	Sick Pay
12 —	Bereavement Leave
13 —	Casual Workers
14 —	Part-Time Workers
15 —	General Conditions
16 —	Saturday and Sunday Work
17 —	Deductions of Subscriptions
18 —	Payment of and Deduction From Wages
19 —	Notice
20 —	Disputes
21 —	Personal Grievances
22 —	Unqualified Preference
23 —	Right of Entry
24 —	Under-Rate Workers
25 —	Existing Conditions
26 —	Application of Agreement
27 —	Scope of Agreement
28 —	Term of Agreement

## SCHEDULE

### INDUSTRY TO WHICH AGREEMENT APPLIES

1. This agreement shall apply to the photo-engraving industry and to all persons engaged in technical operations in the industry. The photo-engraving industry comprises any process of manufacture of which the end result is a plate intended for use on printing machines covered by the New Zealand Printing Trades Employees Award, the Northern, Wellington, Nelson,

Canterbury, and Otago and Southland Packaging and Associated Printing Employees Award, and the Wellington Industrial District Wallpaper Manufacturing Employees Award, and in which at any stage a light-sensitive material or mechanical method of engraving has been used, but expressly excludes stereotyping, electrotyping, and photo-type setting as covered under the New Zealand Printing Trades Employees Award, the Northern, Wellington, Nelson, Canterbury, and Otago and Southland Packaging and Associated Printing Employees Award, and the Wellington Industrial District Wallpaper Manufacturing Employees Award.

The provisions of this agreement shall not apply to operators who are employed on electrostatic and/or photographic-transfer litho platemaking equipment for not more than 25 per cent of their time.

The following are the branches of the industry:

- (a) Photo-process engraving;
- (b) Photo-lithography;
- (c) Photo-gravure;
- (d) Electronic engraving machine operating;
- (e) Camera operating in the silk-screen printing industry.

#### FOREMEN

2. In every factory a foreman may be nominated for each branch of the industry provided five or more journeymen are employed in the branch. At the employer's request foremen shall be deemed to be executive agents of the employer and shall be exempt from the provisions of this agreement, provided they are paid not less than the appropriate journeyman's rate of wages.

#### HOURS OF WORK

3. (a) The ordinary hours of work shall not exceed 40 per week.

(b) The ordinary hours of work in trade houses shall be worked on five days of the week, Monday to Friday, both days inclusive.

(c) In Newspaper Offices — The ordinary hours for a worker employed upon the production of a newspaper shall be arranged to meet the requirements of the employer's business on any six days of the week, but so that a worker is not required to work on more than five days in any week.

(d) Jobbing work in newspaper offices shall be performed in accordance with subclause (b) of this clause and between the hours of 7.30 a.m. and 5.30 p.m. and in accordance with subclause (g) of this clause. This subclause shall apply to the Roberts Photo Engravers Limited, Hamilton, Graphic Productions (Timaru) Limited, Royal Arcade, Timaru, and Craig Printing Co. Limited, Invercargill.

(e) The ordinary hours of work for day workers shall be between 7.30 a.m. and 5.30 p.m. The above starting hour may be varied in any establishment by agreement in writing between the employer and the local branch of the union after consulting the workers in the particular establishment: Provided that the starting hour shall not be earlier than 6 a.m. and provided, further, that no worker shall be obliged to start before 7.30 a.m.

(f) Night shifts may be worked in morning newspaper offices and also in offices where printing presses are operated in the production of newspapers and periodicals. This subclause shall apply to Graphic Productions (Timaru) Limited, Royal Arcade, Timaru, and Craig Printing Co. Limited, Invercargill.

(g) Night shifts may be worked in trade houses where they are required to provide services for which the end result is a plate intended for use on printing machines operated on shift. Work in trade houses shall not be deemed to be night shift work unless the hours of work of the night shift embrace not less than five consecutive working days.

As far as is possible night shifts in trade houses shall be arranged in

accordance with the wishes of the workers concerned.

(h) A "night shift" is one of which the greater part (meal times being excluded) is worked between 5.30 p.m. and 7.30 a.m.

(i) In all cases the regular hours of work shall be fixed by the employer within the prescribed limits. Time worked shall be reckoned continuously each day from the time of starting work. Actual meal intervals, each of which shall not exceed one hour, shall not be included in the computation of time worked.

#### HOLIDAYS

4. (a) The provisions of the Factories Act 1946 with regard to holidays, payment for holidays, and payment for work done on Sundays and holidays shall apply to all workers employed under this agreement. The holidays to be allowed under this clause shall be New Year's Day, New Zealand Day, Good Friday, Easter Monday, Anzac Day, the birthday of the reigning Sovereign, Labour Day, Christmas Day, and Boxing Day.

In addition to the holidays aforesaid Anniversary Day (or Show Day) shall also be observed as a paid holiday, but if a worker is required to work on such holiday payment shall be at the rate prescribed for work done on any of the other foregoing prescribed holidays. In trade houses 2 January shall be observed as a holiday.

In newspaper offices 2 January or a day in lieu thereof shall be observed as a holiday: Provided that instead of this holiday, any worker so entitled shall be allowed one day on full pay in addition to his annual holiday or shall be paid a day's wages at his ordinary rate of pay.

(b) If any holiday, except Anzac Day or New Zealand Day, falls on a day other than a working day, that holiday shall be allowed on the next succeeding working day.

#### ANNUAL HOLIDAYS

5. (a) Except as otherwise provided, every worker shall at the end of each year of his employment by any employer become entitled to an annual holiday of three weeks paid on the basis of the worker's average weekly taxable earnings: Provided that the holiday pay does not exceed the worker's ordinary pay plus 30 per cent and provided, further, that in no case shall the holiday pay be less than the worker's ordinary pay at the time of taking the holiday. For the purposes of calculating a worker's average weekly taxable earnings for the year the employer may fix a close-off date other than the anniversary date of the worker's commencement of employment.

(b) The third week's holiday may be taken in conjunction with or separately from the first two weeks' holiday as shall be mutually agreed, provided that not less than one month's notice of the intended holiday shall be given by either party.

(c) In lieu of the annual holidays provided for in subclause (a) of this clause, night workers shall be allowed four weeks' annual holiday on completion of each year's service. When a worker is employed on night work for less than a complete year pro rata of the fourth week shall be paid. The extra week's holiday may be allowed either in conjunction with or separately from the first three weeks.

(d) For the purposes of this clause lump sum special payments shall be excluded from the computation of average weekly taxable earnings, and ordinary pay shall be as defined in the Annual Holidays Act 1944.

(e) Where a holiday is taken in more than one period the amount payable under this clause shall be divided proportionately. Where a holiday is allowed wholly or partly in advance of the date fixed by the employer as provided in subclause (a) of this clause it shall be sufficient compliance with this clause for payment to be assessed on the percentage formula prescribed in subclause (f) of this clause subject to final adjustment and payment of any remainder after

that date, provided that in no case shall the holiday pay be less than the worker's ordinary pay at the time of taking the holiday.

(f) Where the employment of any worker is terminated at the end of a period of employment which is less than one year, the employer shall forthwith pay to the worker, in addition to all other amounts due to him, an amount equal to 6 per cent of his gross taxable earnings but not exceeding 7.8 per cent of his gross ordinary pay for that period of employment.

(g) Where it is customary for any employer to allow annual holidays to his workers or to any class of his workers during a period in each year when his premises are closed or the work of those workers is for any reason discontinued, and at the date of the commencement of any such period any such worker has not become entitled to an annual holiday then the worker shall not be entitled to any wages for three weeks following that date, but the employer shall before that date pay to him, in addition to all other amounts due to him, an amount equal to 6 per cent of his gross taxable earnings but not exceeding 7.8 per cent of his gross ordinary pay for the period of his employment up to that date, and the next year of his employment shall be deemed to commence on that date.

(h) Where a worker is entitled to an extra week's holiday as provided for in subclause (c) the provisions of subclauses (f) and (g) of this clause shall be modified to provide payment of an amount equal to 8 per cent of the worker's gross taxable earnings but not exceeding 10.4 cent of his gross ordinary pay for the period of his employment.

#### LONG SERVICE LEAVE

6. (a) A worker shall be entitled to special holidays as follows:

- (i) One period of two weeks after the completion of 15 years and before the completion of 25 years of continuous service with the same employer;
- (ii) One period of three weeks after the completion of 25 years and before the completion of 35 years of continuous service with the same employer;
- (iii) One period of four weeks after the completion of 35 years and before the completion of 40 years of continuous service with the same employer;
- (iv) One period of five weeks after the completion of 40 years' continuous service with the same employer.

Where a worker has become entitled to or taken a special holiday of two weeks in lieu of having completed 20 years' continuous service, the holiday shall be deemed to be taken in lieu of having completed 15 continuous years with the same employer. Where a worker has become entitled to or has taken a holiday of three weeks in lieu of having completed 30 years' continuous service, the holiday shall be deemed to be taken in lieu of having completed 25 years' continuous service with the same employer.

(b) Should a worker have completed 25 years' continuous service with the same employer prior to the date of this agreement, he shall not be entitled to the special holiday provided in paragraph (i) of subclause (a) of this clause. Should a worker have completed 35 years of continuous service with the same employer prior to the date of this agreement he shall not be entitled to the special holiday provided in paragraph (i) or (ii) of subclause (a) of this clause. Should a worker have completed 40 years of continuous service with the same employer prior to the date of this agreement he shall not be entitled to the special holiday provided in paragraph (i) or (ii) or (iii) of subclause (a) of this clause.

(c) All such special holidays provided for in subclause (a) of this clause shall be on ordinary pay as defined by the Annual Holidays Act 1944, and may be taken in conjunction with the annual holiday or at such other time as may be

agreed upon by the employer and the worker.

(d) If a worker entitled to such special holidays leaves his employment before such holidays have been taken he shall be paid in lieu thereof.

(e) Continuity of service with the same employer shall not be deemed to be broken by reason of the sale, transfer or lease of the business to a new employer who continues to employ the worker.

#### MEAL INTERVAL

7. No worker shall be employed for more than four hours and one half continuously without an interval for a meal. By agreement between the employer and the majority of the workers the interval may be less than three-quarters of an hour. In newspaper offices the period of four hours and one half may be exceeded in cases of emergency.

#### OVERTIME

8. (a) For the purpose of this clause payment shall be computed upon the basis of the "hourly rate" calculated by dividing the ordinary weekly wage of the worker concerned by the number of hours constituting a week's work under the terms of his employment.

(b) All time worked on any day before or after the regular hours fixed in accordance with clause 3 of this agreement shall be counted as overtime and except as hereinafter provided, shall be paid for at the rate of time and a half for the first three hours and double time thereafter: Provided that overtime not exceeding three hours may be worked on any Saturday morning before 12 noon and shall be paid for at time and a half rates; for overtime worked in excess of three hours, or after 12 noon on any Saturday, double time rates shall be paid.

(c) If a worker is required to work on other than a normal working day or, not having been given prior notice, is recalled to work after an interval (other than a meal interval) on a normal working day, he shall be provided with not less than three hours' work or equivalent payment at the appropriate overtime rate: Provided that where a worker is specifically requested by the employer to stand-by and has agreed to be available for work during Saturday, Sunday or a holiday and such worker is not actually called out to work, he shall be paid a stand-by allowance equivalent to three hours of ordinary pay for each day that he is specifically required to stand-by.

Where such worker is called out to work, he shall not be entitled to the above stand-by payment in respect of that day.

No worker shall be permitted or required to stand-by during his annual holiday period or if on long service leave.

(d) Except with the consent of the local branch secretary of the union, no worker shall be required nor permitted to work overtime on the night of any meeting of the union provided that at least seven days' notice of such meeting has been given to both the worker and his employer. This provision shall not apply to workers required for the production of morning newspapers.

(e) A worker who has worked overtime exceeding four hours on any day and is required to return to work at ordinary rates next day shall either be allowed an interval after finishing the overtime of not less than nine hours without any deduction from his ordinary wages or shall be paid double rates in addition to his ordinary wages for any time worked within the nine hours.

#### MEAL ALLOWANCE

9. (a) (i) When a worker is required to work overtime exceeding one hour after the completion or one hour before the commencement of his day's work he shall be paid meal money of not less than \$1.10: Provided that additionally if a worker is required to work more than five hours' overtime after completion of

his ordinary hours on the day, a further meal money payment shall be made.

(ii) Where a worker (other than a worker working a five-day rostered week) is required to work overtime on a Saturday or Sunday, meal money shall be paid to such worker who works during the morning and continues working after the meal break.

(b) Where the employer maintains a canteen at which workers may purchase meals of a standard determined by agreement between the employer and the workers the employer may provide a meal in lieu of the meal money provided by subclause (a) of this clause.

(c) When a worker has been notified that he will be required to work overtime, and the notice is subsequently withdrawn, he shall receive meal money.

## WAGES

10. (a) The following shall be the minimum rates of wages:

	After one year's continuous employment with the same employer as a journeyman or adult
	\$
Group 1 — \$66.85 per week: Percentage 100 General hands	68.85
Group 2 — \$74.89 per week: Percentage 112 Electronic engraver operators (mono); Electrostatic and photographic transfer lithographic plate-makers; Provers (mono) and operators of conversion machines; Lithographic plate processors (presensitised and wipe-on plates solely).	76.89
Group 3 — \$79.48 per week: Percentage 119 Retouchers and opaquers on film or plate; Film contactors; Film imposers (monochrome and simple colour); Gravure stages; Gravure grinders; Gravure lay-on workers; Printers on metal; Mounters and routers; Electrostatic and photographic colour provers.	81.48
Group 4 — \$83.56 per week: Percentage 125 Strippers (monochrome); Film processing machine operators; Provers (colour); Operators of powderless etching machines for metal and other materials; Line etchers; Film imposers (complicated colour); General lithographic plate processors; Line colour separators.	85.56
Group 5 — \$88.24 per week: Percentage 132	90.24



agreed upon by the employer and the worker.

(d) If a worker entitled to such special holidays leaves his employment before such holidays have been taken he shall be paid in lieu thereof.

(e) Continuity of service with the same employer shall not be deemed to be broken by reason of the sale, transfer or lease of the business to a new employer who continues to employ the worker.

#### MEAL INTERVAL

7. No worker shall be employed for more than four hours and one half continuously without an interval for a meal. By agreement between the employer and the majority of the workers the interval may be less than three-quarters of an hour. In newspaper offices the period of four hours and one half may be exceeded in cases of emergency.

#### OVERTIME

8. (a) For the purpose of this clause payment shall be computed upon the basis of the "hourly rate" calculated by dividing the ordinary weekly wage of the worker concerned by the number of hours constituting a week's work under the terms of his employment.

(b) All time worked on any day before or after the regular hours fixed in accordance with clause 3 of this agreement shall be counted as overtime and except as hereinafter provided, shall be paid for at the rate of time and a half for the first three hours and double time thereafter: Provided that overtime not exceeding three hours may be worked on any Saturday morning before 12 noon and shall be paid for at time and a half rates; for overtime worked in excess of three hours, or after 12 noon on any Saturday, double time rates shall be paid.

(c) If a worker is required to work on other than a normal working day or, not having been given prior notice, is recalled to work after an interval (other than a meal interval) on a normal working day, he shall be provided with not less than three hours' work or equivalent payment at the appropriate overtime rate: Provided that where a worker is specifically requested by the employer to stand-by and has agreed to be available for work during Saturday, Sunday or a holiday and such worker is not actually called out to work, he shall be paid a stand-by allowance equivalent to three hours of ordinary pay for each day that he is specifically required to stand-by.

Where such worker is called out to work, he shall not be entitled to the above stand-by payment in respect of that day.

No worker shall be permitted or required to stand-by during his annual holiday period or if on long service leave.

(d) Except with the consent of the local branch secretary of the union, no worker shall be required nor permitted to work overtime on the night of any meeting of the union provided that at least seven days' notice of such meeting has been given to both the worker and his employer. This provision shall not apply to workers required for the production of morning newspapers.

(e) A worker who has worked overtime exceeding four hours on any day and is required to return to work at ordinary rates next day shall either be allowed an interval after finishing the overtime of not less than nine hours without any deduction from his ordinary wages or shall be paid double rates in addition to his ordinary wages for any time worked within the nine hours.

#### MEAL ALLOWANCE

9. (a) (i) When a worker is required to work overtime exceeding one hour after the completion or one hour before the commencement of his day's work he shall be paid meal money of not less than \$1.10: Provided that additionally if a worker is required to work more than five hours' overtime after completion of

his ordinary hours on the day, a further meal money payment shall be made.

(ii) Where a worker (other than a worker working a five-day rostered week) is required to work overtime on a Saturday or Sunday, meal money shall be paid to such worker who works during the morning and continues working after the meal break.

(b) Where the employer maintains a canteen at which workers may purchase meals of a standard determined by agreement between the employer and the workers the employer may provide a meal in lieu of the meal money provided by subclause (a) of this clause.

(c) When a worker has been notified that he will be required to work overtime, and the notice is subsequently withdrawn, he shall receive meal money.

## WAGES

10. (a) The following shall be the minimum rates of wages:

	After one year's continuous employment with the same employer as a journeyman or adult \$
Group 1 — \$66.85 per week: Percentage 100 General hands	68.85
Group 2 — \$74.89 per week: Percentage 112 Electronic engraver operators (mono); Electrostatic and photographic transfer lithographic plate-makers; Provers (mono) and operators of conversion machines; Lithographic plate processors (presensitised and wipe-on plates solely).	76.89
Group 3 — \$79.48 per week: Percentage 119 Retouchers and opaquers on film or plate; Film contactors; Film imposers (monochrome and simple colour); Gravure stages; Gravure grinders; Gravure lay-on workers; Printers on metal; Mounters and routers; Electrostatic and photographic colour provers.	81.48
Group 4 — \$83.56 per week: Percentage 125 Strippers (monochrome); Film processing machine operators; Provers (colour); Operators of powderless etching machines for metal and other materials; Line etchers; Film imposers (complicated colour); General lithographic plate processors; Line colour separators.	85.56
Group 5 — \$88.24 per week: Percentage 132	90.24

Strippers (colour) forme layout planners;  
 Half-tone fine etchers (monochrome);  
 Dot etchers (monochrome);  
 Camera operators (monochrome and line colour);  
 Step and repeat machine operators;  
 Hand engravers;  
 Gravure depositers;  
 Gravure planners.

Group 6 — \$96.26 per week:

98.26

Percentage 144

Colour half-tone etchers;  
 Colour tone correctors;  
 Colour tone camera operators;  
 Colour electronic scanner and engraver operators;  
 Gravure colour retouchers.

(b) A worker employed to perform skills covered by more than one group shall be entitled to the wage applicable to the higher group.

(c) A general hand may mix proprietary chemicals but otherwise shall not perform any skills listed in the Photo Engraving Apprenticeship Order or technical operations undertaken by tradesmen listed in this agreement.

(d) The following definitions shall be applicable to subclause (a) of this clause:

- (i) Unless inconsistent with the text, "colour" denotes colour half-tone process work and "monochrome" covers all work other than colour half-tone process.
- (ii) An "imposer" is a worker who assembles separate films or copy in the final position required by a page or forme layout, whereas a "stripper" is a worker who completes an individual illustration by the combination of two or more separate films. A "forme layout planner" plans the position in which films or copy are to be imposed to suit the needs of the final printing plate.
- (iii) "Conversion machines" are machines designed to convert photo-engraving or type into their film equivalent.
- (iv) Multiple exposing of pre-sensitised and wipe-on plates shall be the work of general lithographic plate processors.
- (v) A "film contactor" is a worker who produces negatives, positives, duplicates and bromide prints by photographic contact methods only and excepting bromide prints shall not handle any continuous tone materials.

(e) Every night worker shall receive, in addition to the prescribed weekly wage, an extra allowance of \$7 a week. Except as provided for in subclause (g) of clause 3 of this agreement a day worker who is employed as a night worker for less than a week shall be paid the extra allowance pro rata to the time worked on night shift with a minimum of \$1.40 per shift. This allowance shall not be payable to day workers employed on overtime. This allowance shall not be included in the worker's wages for the purpose of computing overtime payments. The additional payment includes an allowance to recompense the worker for transport expenses incurred after the hours of normal transport.

(f) The minimum rates of wages shall be increased by \$2.88 per week for a worker who holds a Trade Certificate and by \$5.76 per week for a worker who holds an Advanced Trade Certificate.

(g) Notwithstanding any provision contained in this agreement an employer may by agreement with the union pay the amount of wages due to any worker to the nearest dollar above the precise calculation: Provided that the difference between the precise calculation and the nearest dollar payment above that calculation is carried forward into the following pay calculation.

### SICK PAY

11. (a) After 12 months' continuous service with the same employer a worker shall be entitled in each subsequent year of service to sick pay for up to five days calculated at the rate of his ordinary pay. Sick pay shall accumulate to 80 days by carrying forward from one year to another any unused sick pay to a maximum of 75 days.

(b) Sick pay shall not be paid in respect of any statutory or agreement holiday for which the worker is entitled to full pay.

(c) Sick pay for a day shall be calculated according to the number of working days for which the worker's ordinary weekly pay is paid.

(d) Where required by the employer, a claim for sick pay shall be supported by a medical certificate.

(e) The worker shall ensure notice is given to the employer on the first day of absence due to illness not later than two hours after his normal starting time for that day.

(f) The employer shall also have the right to require the worker to produce additionally a medical certificate at the employer's expense from a doctor nominated by the employer.

### BEREAVEMENT LEAVE

12. A worker who suffers a bereavement in the form of the death of an immediate relative will normally be granted up to three days' paid leave including the day of the relative's funeral.

"Immediate relatives" are defined as the worker's husband or wife, parents or children.

### CASUAL WORKERS

13. A casual worker is a worker who is employed for a period of less than one week. Every such worker shall be paid at the rate of 10 per cent above prescribed rates, with a minimum of one day's pay except on Saturday.

### PART-TIME WORKERS

14. (a) (i) Where the employer does not regularly require the services of a worker for the full period of 40 hours per week or such other number of ordinary hours as is normally worked by workers in the particular establishment he shall pay such workers pro rata the appropriate wage plus 10 per cent.

(ii) Where a worker is not available for the full period of 40 hours per week, or such other number of ordinary hours as is normally worked by workers in the particular establishment, he shall be paid pro rata the appropriate wage.

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

(c) This clause shall apply only to workers who have had at least three years' previous experience in the industry and then only in the proportion of one to every two tradesmen engaged on the same group of skills.

### GENERAL CONDITIONS

15. (a) A rest period of ten minutes each morning and each afternoon shall be allowed to all workers.

(b) Overalls or smocks shall be provided and laundered by the employer.

(c) Soap and cloth towels or paper towels shall be provided by the employer and reasonable washing facilities (with hot water) not used for the manufacturing processes.

(d) An efficient exhaust system shall be installed to remove surplus etching powder and acid fumes.

(e) Where an adequate and suitable change-room is not available the employer shall provide individual lockers or other adequate and suitable accom-

modation in which workers may keep their clothes.

(f) Protective footwear, such as rubber galoshes, shall be provided for operators of acid-etching machines if desired.

(g) The employer shall reimburse the workers' insurance premiums required to protect against loss by fire or theft whilst on the employer's premises, tools of trade to a maximum cover of \$100: Provided the worker completes a specific insurance policy on this risk.

(h) If a worker, other than a worker engaged upon the production of a newspaper or periodical, is required to start or to finish work upon urgent production at a time at which his ordinary means of transport is not available, the employer shall provide transport from or to his home, as the case may be.

(i) Five minutes shall be allowed without deduction of wages immediately prior to the completion of the day's work for washing up, provided that the workers shall not leave the premises until the five minutes has expired.

#### SATURDAY AND SUNDAY WORK

16. (a) Any worker to whom clause 3 of this agreement applies, whose ordinary hours of work in any week include time actually worked on a Saturday or a Sunday in that week, shall receive, in addition to his ordinary wages, payments computed in respect of the actual time worked as follows:

(i) In respect of time worked on a Saturday before the hour of 12 noon: payment at one half of his ordinary rate.

(ii) In respect of time worked on a Saturday after the hour of 12 noon or on a Sunday: payment at his ordinary rate, except that any worker employed on Sundays for the production of morning newspapers shall be guaranteed eight hours' wages.

(b) "Ordinary rate" means one fortieth of the worker's weekly wages per hour.

(c) The provisions of this clause shall not apply to overtime nor shall they operate to increase any additional allowance prescribed for night workers.

(d) The provisions of this clause shall also apply to the Roberts Photo Engravers Limited, Hamilton, Graphic Productions (Timaru) Limited, Timaru, and Craig Printing Co. Limited, Invercargill.

#### DEDUCTION OF SUBSCRIPTIONS

17. (a) It shall be a condition of employment under this agreement that the employer shall deduct from the wages of each worker the appropriate amount of union membership subscription payable by the worker, such amounts together with a list of the persons from whom deductions were made to be remitted to the union office at regular intervals not exceeding two months.

(b) It shall be the responsibility of the union to provide the employer with all information relevant to the making of such deductions. This clause shall apply as from the first day of the pay week commencing on or after 1 September 1974.

#### PAYMENT OF AND DEDUCTION FROM WAGES

18. (a) Subject to the provisions of the Accident Compensation Act 1972 no deduction shall be made from the weekly wage fixed by this agreement except for union deductions, time lost through the worker's sickness or default, or through accident to the worker not arising out of and in the course of the employment.

(b) Wages shall be paid weekly, not later than Thursday, and during working hours: Provided that where wages are normally paid on a Thursday and a holiday falls on the Friday following, wages for that week shall be paid in full not later than Wednesday.

(c) Each worker shall be supplied with details of how his wages are made up.

## NOTICE

19. Any worker employed for two consecutive months in any office shall be entitled to one week's notice that his services are dispensed with, and any such worker leaving his employment shall likewise give one week's notice. Where the employment is terminated by either party without the requisite notice and without good cause, one week's wages shall be paid or forfeited in lieu of notice: Provided that nothing herein contained shall affect the right of any employer to dismiss without notice any worker guilty of such misconduct as would at common law justify the immediate dismissal of such worker.

## DISPUTES

20. (a) The procedure set out in the succeeding provisions of this clause shall apply to a dispute of rights between the parties bound by this instrument, or any of them, including a dispute on:

- (i) The interpretation of this instrument; or
- (ii) Any matter (not being a personal grievance within the meaning of section 117 of the Industrial Relations Act 1973) related to matters dealt with in this instrument and not specifically and clearly disposed of by the terms of this instrument.

(b) Either the workers' union or the employer or employers who are parties to any such dispute may invoke the procedure.

(c) The union and the employer or employers who are parties to any such dispute shall refer the dispute to a committee consisting of an equal number of representatives appointed respectively by the union and the employer or employers concerned, together with a chairman who shall be:

- (i) Mutually agreed upon by the parties; or
- (ii) If there is no such agreement, either a conciliator or a person appointed by him.

(d) A decision reached by a majority of the committee shall be the decision of the committee; but if the members of the committee (other than the chairman) are equally divided in opinion, the chairman may either:

- (i) Make a decision, which shall then be the decision of the committee;
- or

(ii) Refer the dispute forthwith to the Industrial Court for settlement.

(e) Subject to the right of appeal conferred by subclause (f) of this clause, the decision of the committee shall be binding on the parties to the dispute.

(f) Any party may appeal to the Industrial Court against a decision of the committee, or any part of that decision. The appellant shall:

- (i) Within 14 days after the date on which the decision of the committee has been made known to him, give to every other party written notice of his intention to appeal; and
- (ii) Within seven days after the date on which that notice has been given, lodge with the Registrar of the Industrial Court a written notice of appeal; and
- (iii) Specify in each such notice the decision or the part of the decision to which the appeal relates.

(g) The essence of this clause being that, pending the settlement of the dispute, the work of the employer shall not on any account be impeded but shall at all times proceed as if no dispute had arisen, it is hereby provided that:

- (i) No worker employed by any employer who is a party to the dispute shall discontinue or impede normal work, either totally or partially, because of the dispute;
- (ii) While the provisions of this clause are being observed no such employer shall, by reason of the dispute, dismiss any worker directly involved in the dispute.

(NOTE—This clause has been inserted in accordance with the require-

ments of section 115 of the Industrial Relations Act 1973.)

### PERSONAL GRIEVANCES

21. (a) For the purpose of this clause, the expression "personal grievance" means any grievance that a worker may have against his employer because of a claim that he has been unjustifiably dismissed, or that other action by the employer (not being an action of a kind applicable generally to workers of the same class employed by the employer) affects his employment to his disadvantage.

(b) The standard procedure for the settlement of any personal grievance shall include the following:

- (i) Any worker who considers that he has grounds for a personal grievance shall have the right to submit his grievance in accordance with this procedure;
  - (ii) As soon as practicable after a personal grievance arises, the worker shall submit the grievance to his immediate supervisor, affording him an opportunity to remedy the cause of the grievance, the intent being that it is desirable, if the circumstances permit it, to settle the grievance rapidly and as near as possible to the point of origin;
  - (iii) Where any such attempt at settlement has failed, or where the grievance is of such a nature that a direct discussion between the worker and his immediate supervisor would be inappropriate, the worker shall notify the branch secretary or secretary or a duly authorised representative of his union, who, if he considers that there is some substance in the personal grievance, shall forthwith take the matter up with the employer or his representative;
  - (iv) If the matter is not disposed of in discussion with the employer or his representative, the grievance shall be reduced to writing in a statement setting out all the facts relied on. The statement shall establish the nature of the worker's grievance, and of the issues, for all subsequent consideration of the case;
  - (v) The written statement shall be referred to a grievance committee consisting of an equal number of representatives (not exceeding three) nominated respectively by the union and the employer, with or without a chairman as the parties may decide;
  - (vi) The employer shall have the right to be assisted or represented before the grievance committee by an employers' organisation;
  - (vii) If the matter is not settled by the grievance committee, it shall be referred to the Industrial Court;
  - (viii) The reference to the Court may be made by the employer or his representative, or by the worker's union or its representative, or by both;
  - (ix) The Court, after inquiring fully into the matter and considering all representations made by or on behalf of the parties, may make a decision or award by way of a final settlement which shall be binding on the parties;
  - (x) It shall be the duty of every party to the award or agreement to promote the settlement of personal grievances under the procedures hereinbefore provided and to abstain from any action that might impede the effective functioning of the procedures.
- (c) For the purpose of ensuring that the work of the employer shall not be impeded but shall at all times proceed as if no dispute relating to the personal grievance had arisen:
- (i) No worker employed by any employer who is a party to the dispute shall discontinue or impede normal work, either totally or par-

tially, because of the dispute;

- (ii) While the provisions of the procedure for the settlement of the personal grievance are being observed, no such employer shall, by reason of the dispute, dismiss any worker directly involved in the dispute.

(d) Any statements made or information given in the course of any proceedings before a grievance committee or the Court in respect of an alleged unjustifiable dismissal shall be absolutely privileged.

(e) In the case of an alleged unjustifiable dismissal, any final settlement, decision or award made under this clause, may, if it includes a finding that the worker was unjustifiably dismissed, provide for any one or more of the following:

- (i) The reimbursement to him of a sum equal to the whole or any part of the wages lost by him;
- (ii) His reinstatement in his former position or in a position not less advantageous to him;
- (iii) The payment to him of compensation by his employer.

(NOTE — This clause has been inserted in accordance with the requirements of section 117 of the Industrial Relations Act 1973.)

### UNQUALIFIED PREFERENCE

22. (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 14 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 the union in accordance with subclause (b) hereof 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 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 of any age who for the time being is in receipt of not less than the minimum rate of wages payable to a person of the age of 18 years or upwards.

(NOTE — Attention is drawn to section 104 of the Industrial Relations Act 1973 which gives to workers the right to join the union.)

### RIGHT OF ENTRY

23. (a) The secretary or any authorised representative of the union shall be entitled to enter at all reasonable times upon the premises, factory and manufacturing areas of any employer bound by this agreement for the purpose of interviewing any worker or to collect any fees, subscriptions, levies or other charges payable to the union by any workers (with the consent of the employer, such consent not to be unreasonably withheld), but not so as to interfere unreasonably with the employer's business.



ments of section 115 of the Industrial Relations Act 1973.)

### PERSONAL GRIEVANCES

21. (a) For the purpose of this clause, the expression "personal grievance" means any grievance that a worker may have against his employer because of a claim that he has been unjustifiably dismissed, or that other action by the employer (not being an action of a kind applicable generally to workers of the same class employed by the employer) affects his employment to his disadvantage.

(b) The standard procedure for the settlement of any personal grievance shall include the following:

- (i) Any worker who considers that he has grounds for a personal grievance shall have the right to submit his grievance in accordance with this procedure;
  - (ii) As soon as practicable after a personal grievance arises, the worker shall submit the grievance to his immediate supervisor, affording him an opportunity to remedy the cause of the grievance, the intent being that it is desirable, if the circumstances permit it, to settle the grievance rapidly and as near as possible to the point of origin;
  - (iii) Where any such attempt at settlement has failed, or where the grievance is of such a nature that a direct discussion between the worker and his immediate supervisor would be inappropriate, the worker shall notify the branch secretary or secretary or a duly authorised representative of his union, who, if he considers that there is some substance in the personal grievance, shall forthwith take the matter up with the employer or his representative;
  - (iv) If the matter is not disposed of in discussion with the employer or his representative, the grievance shall be reduced to writing in a statement setting out all the facts relied on. The statement shall establish the nature of the worker's grievance, and of the issues, for all subsequent consideration of the case;
  - (v) The written statement shall be referred to a grievance committee consisting of an equal number of representatives (not exceeding three) nominated respectively by the union and the employer, with or without a chairman as the parties may decide;
  - (vi) The employer shall have the right to be assisted or represented before the grievance committee by an employers' organisation;
  - (vii) If the matter is not settled by the grievance committee, it shall be referred to the Industrial Court;
  - (viii) The reference to the Court may be made by the employer or his representative, or by the worker's union or its representative, or by both;
  - (ix) The Court, after inquiring fully into the matter and considering all representations made by or on behalf of the parties, may make a decision or award by way of a final settlement which shall be binding on the parties;
  - (x) It shall be the duty of every party to the award or agreement to promote the settlement of personal grievances under the procedures hereinbefore provided and to abstain from any action that might impede the effective functioning of the procedures.
- (c) For the purpose of ensuring that the work of the employer shall not be impeded but shall at all times proceed as if no dispute relating to the personal grievance had arisen:

- (i) No worker employed by any employer who is a party to the dispute shall discontinue or impede normal work, either totally or par-

tially, because of the dispute;

- (ii) While the provisions of the procedure for the settlement of the personal grievance are being observed, no such employer shall, by reason of the dispute, dismiss any worker directly involved in the dispute.

(d) Any statements made or information given in the course of any proceedings before a grievance committee or the Court in respect of an alleged unjustifiable dismissal shall be absolutely privileged.

(e) In the case of an alleged unjustifiable dismissal, any final settlement, decision or award made under this clause, may, if it includes a finding that the worker was unjustifiably dismissed, provide for any one or more of the following:

- (i) The reimbursement to him of a sum equal to the whole or any part of the wages lost by him;
- (ii) His reinstatement in his former position or in a position not less advantageous to him;
- (iii) The payment to him of compensation by his employer.

(NOTE — This clause has been inserted in accordance with the requirements of section 117 of the Industrial Relations Act 1973.)

### UNQUALIFIED PREFERENCE

22. (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 14 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 the union in accordance with subclause (b) hereof 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 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 of any age who for the time being is in receipt of not less than the minimum rate of wages payable to a person of the age of 18 years or upwards.

(NOTE — Attention is drawn to section 104 of the Industrial Relations Act 1973 which gives to workers the right to join the union.)

### RIGHT OF ENTRY

23. (a) The secretary or any authorised representative of the union shall be entitled to enter at all reasonable times upon the premises, factory and manufacturing areas of any employer bound by this agreement for the purpose of interviewing any worker or to collect any fees, subscriptions, levies or other charges payable to the union by any workers (with the consent of the employer, such consent not to be unreasonably withheld), but not so as to interfere unreasonably with the employer's business.

(b) The employer shall recognise as the representative of the union the worker who is appointed union delegate in the establishment in which he is employed.

(c) The employer shall, on the written request of the branch secretary of the union, which shall not be made at more frequent intervals than six-monthly, supply the names of all employees employed in the terms of this agreement.

#### UNDER-RATE WORKERS

24. (a) Any worker who considers himself incapable of earning the minimum wage fixed by this agreement may be paid such lower wage as may from time to time be fixed, on application of the worker after due notice to the union, by the local Inspector of Awards and Agreements 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 and Agreements 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.

#### EXISTING CONDITIONS

25. Nothing in this agreement shall be construed as permitting or requiring any reduction in the wage or holidays of any present employee.

#### APPLICATION OF AGREEMENT

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

#### SCOPE OF AGREEMENT

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

#### TERM OF AGREEMENT

28. This agreement, 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 July 1974, and so far as all other provisions of the agreement are concerned, it shall come into force on the day of the date hereof; and this agreement shall continue in force until the 30th day of June 1975.

In witness whereof the seal of the Industrial Commission has hereto been affixed, and the President of the Commission has hereunto set his hand, this 10th day of December 1974.

(L.S)

G. O. Whatnall, President.

### MEMORANDUM

In registering this document the Commission accepts that an application pursuant to Regulation 7 of the Wage Adjustment Regulations 1974 has been sustained. The two rates affected have been adjusted by the Commission in clause 10 (a) groups 5 and 6.

The unqualified preference provision (clause 22) has been inserted in accordance with the agreement of all the assessors.

The rates of remuneration prescribed by this collective agreement are NOT to be increased by the application of the 9 per cent general wage adjustment that was effective from 1 July 1974 pursuant to the Wage Adjustment Regulations 1974.

Having regard to prevailing circumstances the Commission has, pursuant to section 92 (2) of the Industrial Relations Act 1973, consented to the specified period for which this agreement is to continue in force being less than one year from the date of registration of this agreement.

G. O. Whatnall, President.

### APPENDIX

#### INDEX OF EMPLOYING PARTIES — N.Z. PHOTO ENGRAVERS' COLLECTIVE AGREEMENT

##### NORTHERN INDUSTRIAL DISTRICT

Addressograph Multigraph Limited, France Street, Auckland.  
 Allen, L. R. and Company Limited, Ponsonby Road, Auckland.  
 Amba Graphics, Bath Street, Parnell, Auckland.  
 Auckland Star Commercial Printers Limited, Gt. South Road, Wiri, Auckland.  
 Auckland Typographic Services, Airdale Street, Auckland 1.  
 Batley Printing Company, 7 Veronica Street, New Lynn, Auckland.  
 Clark and Matheson (Photo Mechanical Division), P.O. Box 5418, Auckland.  
 Colorite Reproductions Limited, 58 Aitken Terrace, Kingsland, Auckland 3.  
 Crown Lynn Potteries, New Lynn, Auckland.  
 Dawson Printing Company Limited, Broadway, Newmarket, Auckland.  
 Don Kale Printers, Tauranga.  
 East Waikato Publishers Limited, Putaruru.  
 Gisborne Herald, The, P.O. Box 573, Gisborne.  
 Harvey, Alex and Sons Limited, Mt. Wellington Highway, Auckland.  
 Hygrade Packaging Company Limited, Great South Road, Penrose, Auckland.  
 Kennedy-lock, R., Barries Point Road, Takapuna, Auckland.  
 Lamson Paragon N.Z. Limited, P.O. Box 3375, Auckland.  
 Leader Press Limited, Hobson Street, Auckland.  
 Lithographics Auckland Limited, Gundry Street, Newton, Auckland.  
 Logan Publishing Company Limited, 87 Derby Street, Gisborne.  
 Maxwell Printing Company (N.Z.) Limited, 445 New North Road, Kingsland, Auckland.  
 M.H. Photo Engraving Company Limited, St. Paul's Street, Auckland.

Nameplates and Signs (N.Z.) Limited, Mackelvie Street, Grey Lynn, Auckland.  
 News Media Ownership Limited, Hamilton.  
 New Zealand Newspapers Limited, 20 Shortland Street, Auckland.  
 Northern Publishing Company Limited, Whangarei.  
 Offset Plates Limited, City Chambers, Queen Street, Auckland.  
 Offset Workshops Limited, 18 Morrow Street, Newmarket, Auckland.  
 Photo Engravers Limited, 4 Poynton Terrace, Auckland.  
 Photo Litho Services, Lorne Street, Auckland.  
 Process Art Studies, West Street, Auckland.  
 Quickstick Limited, Hastie Road, Mangere, Auckland.  
 Rennies Illustrations Limited, Farneham Street, Parnell, Auckland.  
 Repair Graphics Limited, 176 King Street, Pukekohe.  
 Roberts Photo Engravers Limited, P.O. Box 624, Hamilton.  
 Rotorua Newspapers Limited, P.O. Box 1442, Rotorua.  
 Simplicity Patterns Limited, Wagener Place, Mt. Albert, Auckland.  
 Shakespeare Press, Milford, Auckland.  
 South Auckland News Advertisers Limited, Papakura.  
 Stanley Newcomb Limited, 127 Trafalgar Street, Onehunga, Auckland.  
 Suburban Newspapers Limited, Stoddard Road, Mt. Roskill, Auckland.  
 Tanner Couch Limited, 79-85 Onewa Road, Northcote, Auckland 9.  
 Wilson and Horton Limited, Queen Street, Auckland.

#### TARANAKI INDUSTRIAL DISTRICT

Stratford Press Limited, Stratford.  
 Taranaki Newspapers Limited, New Plymouth.  
 Master Print Limited, Egmont Street, New Plymouth.

#### WELLINGTON INDUSTRIAL DISTRICT

Acme International Limited, 14 Holland Street, Wellington.  
 Addressograph Multigraph Limited, Wakefield Street, Wellington.  
 Bayleys Secretarial Services Limited, British Sailors Society Building, Brandon Street, Wellington.  
 Blundell Bros. Limited, Willis Street, Wellington.  
 Bond Print Limited, 70 Jervois Quay, Wellington.  
 Bryce Francis Limited, Cathies Building, Marion Street, Wellington.  
 Consolidated Press Holdings Limited, 13-15 Victoria Street, Wellington.  
 Cosmo Colour Sets (N.Z.) Limited, 58 Kent Terrace, Wellington.  
 Whitcoulls Limited, Palmerston North.  
 Daily Telegraph Company Limited, P.O. Box 173, Napier.  
 Deslandes Limited, Willis Street, Wellington.  
 Format Publishers Limited, 277 High Street, Lower Hutt.  
 Giles Screen Print Limited, Thorndon Quay, Wellington.  
 Graphis Limited, Cuba Street, Wellington.  
 Herald Tribune Limited, Karamu Road, Hastings.  
 Hutcheson Bowman and Stewart Limited, 15-19 Tory Street, Wellington.  
 INL Print Limited, Eastern Hutt Road, Taita.  
 Keeling and Mundy Limited, P.O. Box 61, Palmerston North.  
 Kerslake, Billings and Humphrey Limited, P.O. Box 19, Levin.  
 Lithographic Laboratories Limited, 86 Nelson Street, Petone.  
 Lithographic Laboratories, 9 Vivian Street, Wellington.  
 Manifold Services Limited, 148 Tory Street, Wellington.  
 Martin Print, A.H.I. Limited, Napier.  
 Masterton Printing Company Limited, Lincoln Road, Masterton.  
 Milne, John and Company Limited, 166A Cuba Street, Wellington.  
 Moore, C. and Son, Process Engravers, Atlas Building, Ghuznee Street, Wellington.

National Airways Corporation, 70 The Terrace, Wellington.  
 National Cash Register Company (N.Z.) Limited, 74 Main Road, Tawa.  
 News Media Ownership Limited, 23-27 Garrett Street, Wellington.  
 Offset Plates (N.Z.) Limited, 111 Taranaki Street, Wellington.  
 Packwell Containers Limited, 1 Owen Street, Feilding.  
 Palmerston Photo Engravers Limited, 92 Princess Street, Palmerston North.  
 Photolithox Printing Company Limited, P.O. Box 806, Hastings.  
 Pictorial Publications Limited, Heretaunga Street, Hastings.  
 Process Engravers Limited, 3 Herbert Street, Wellington.  
 Reid Containers Limited, 83 Nelson Street, Petone.  
 Standard Press Limited, 25A Marion Street, Wellington.  
 Stone and Son Limited, 64 Ghuznee Street, Wellington.  
 Sun Litho Limited, 70B Dixon Street, Wellington.  
 The Chronicle, P.O. Box 352, Levin.  
 Thomson Photo Engravers Limited, 36 Vivian Street, Wellington.  
 U.E.B. Packaging Limited, Randwick Road, Lower Hutt.  
 Valley Printing Company Limited, 57 Victoria Street, Petone.  
 Vickery and Inkersell Limited, O'Reilly Avenue, Wellington.  
 Viscount Printing, Church Street, Palmerston North.  
 Wanganui Newspapers Limited, Wanganui.  
 Warburton and Golder Limited, Ocean House, Jervois Quay, Wellington.  
 Wellington Publishing Company Limited, Mercer Street, Wellington.  
 Whitcoulls Limited, Tremaine Avenue, Palmerston North.  
 Whitcoulls Limited, Taradale Road, Onekawa, Napier.

#### MARLBOROUGH INDUSTRIAL DISTRICT

Marlborough Express Company Limited (Marlborough Express Newspapers), Blenheim.

#### NELSON INDUSTRIAL DISTRICT

Lucas, R. and Sons Limited (Nelson Mail Limited), Nelson.  
 Stiles, R. W. Limited, Rutherford Street, Nelson.

#### WESTLAND INDUSTRIAL DISTRICT

Greymouth Evening Star Company Limited, Greymouth.

#### CANTERBURY INDUSTRIAL DISTRICT

Avon Platemakers, 10 Saxon Street, Christchurch.  
 Adams, D. N., Hereford Street, Christchurch.  
 Addressograph Multigraph Limited, 150 St. Asaph Street, Christchurch.  
 Bascands Limited, Kilmore Street, Christchurch.  
 Christchurch Photo Engravers Limited, Bath Street, Christchurch.  
 Christchurch Press Company Limited, Cathedral Square, Christchurch.  
 Graphic Productions (Timaru) Limited, Royal Arcade, Timaru.  
 Graphic Services Limited, Saxon Street, Christchurch.  
 New Zealand Newspapers Limited, Kilmore Street, Christchurch.  
 Whitcoulls Limited, Colombo Street, Christchurch.

#### OTAGO AND SOUTHLAND INDUSTRIAL DISTRICTS

Copy Services Limited, Grey Street, Invercargill.  
 Whitcoulls Limited, Dunedin.  
 Craig Printing Company Limited, Printers, Invercargill.  
 Dunedin Photo Engravers Limited, Hannah's Building, George Street, Dunedin.  
 Evening Star Company Limited, Printers and Publishers, Dunedin.

Irish Lithographics, Moray Place, Dunedin.  
McIndoe, John Limited, Vogel Street, Dunedin.  
Otago Daily Times Limited, Printers and Publishers, Dunedin.  
The Southland Times, Invercargill.  
Whitcliffe Press Limited, 51 Clyde Street, Dunedin.  
Wyberite Photo Process Company, 15 Great King Street, Dunedin.  
McKenzies Print Limited, P.O. Box 107, Invercargill.  
Progress Printing Company Limited, Corner Hyde and Albany Streets,  
Dunedin.