



**SOUTHERN**

**LOCAL GOVERNMENT  
OFFICERS UNION**

**CHRISTCHURCH:**  
260 Cashel Street  
P O Box 13-316  
Telephone: 03-379-8319  
Fax: 03-366-4755  
E-mail: union@slgou.org.nz

**DUNEDIN:**  
1st Floor 26 The Octagon  
Telephone: 03-479-2953  
Fax: 03-479-2955  
E-mail: dunedin@slgou.org.nz

Visit the Union Website for further information and on-line registration [www.slgou.org.nz](http://www.slgou.org.nz)

Freephone: 0800-229-998

## Application for Membership

- I hereby apply to become a Member of the Southern Local Government Officers Union.
- I have read the “Conditions of Membership Relating to the Bargaining for Collective Agreements” on page two of this Form, and accept such conditions.

Miss/Ms/Mrs/Mr \_\_\_\_\_  
(Surname) (Initials) (Preferred First Name)

Address: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Location/Section: \_\_\_\_\_

Occupation: \_\_\_\_\_ Normal Weekly Hours: \_\_\_\_\_

Email contact \_\_\_\_\_

**I wish to pay my Union Subscription by (tick the box beside the option of your choice):**

Giving my employer authority to **deduct Union fees from my salary/wages.**   
This is the preferred option of most members.

A single **annual payment.**   
An account will be sent to you on receipt of this Application Form,  
and thereafter prior to the beginning of each financial year.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I was introduced to the Union by: \_\_\_\_\_

Fax this Form to (03) 3664 – 755 or  
Return to the Union office at the above address marked Freepost 1042 Armagh (No stamp required)

## **Membership of the Union & Coverage of Collective Agreements**

Under the provisions of the Employment Relations Act 2000, all members of the Southern Local Government Officers Union will automatically be bound by any Collective Agreement negotiated by the Union with the Member's employer where the Member's work comes within the coverage clause of the Agreement.

There is an associated Union (SLGOU Associates) that any employee may join if they wish to receive all the other benefits of being a member of the Southern Local Government Officers Union but do not wish to be bound by a Collective Agreement, but to be employed under an individual employment agreement.

*Applications for Membership of SLGOU Associates should be made on an "Application Membership of SLGOU Associates" Form available from the Union Office or from the Union website [www.slgou.org.nz](http://www.slgou.org.nz)*

### **Change of Membership**

A Member wishing to transfer her/his membership from the Southern Local Government Officers Union to SLGOU Associates, or vice versa, should contact the Union Office.

## **Pursuant to Principle 3 of the Privacy Act 1993, we advise that the information sought on the reverse of this form is required and used for the following purposes:**

- The Union is required under its Rules and under Section 22 of the Incorporated Societies Act 1908, to maintain a register of the names, addresses and occupations of Members, and to supply such to the Registrar of Incorporated Societies upon request.
- The Union uses the names and addresses of Members in order to communicate with Members by post.
- The Union uses the information about the Members' employer and the section in which they work to enable it to identify Members in each workplace, and to communicate with them at work.
- The names of Full Members of the Union will be provided to the employer where necessary to establish coverage of a Collective Agreement.
- The Union uses the information about the normal weekly hours:
  - for statistical purposes
  - to monitor Contract compliance
  - in establishing the appropriate membership fee
  - in reconciling fee receipts

## **Conditions of Membership Relating to the Bargaining for Collective Agreements**

The Union undertakes collective bargaining in respect of Collective Agreements on the following basis.

### **Ratification Procedures:**

The Member accepts and agrees to abide by the ratification procedures that follow

### ***In respect a new or renewed Collective Agreement:***

The Union may, upon the advice of the Negotiating Team chosen from the members, ratify a proposed settlement of the Collective Agreement without reference back to the Members. This will be done only where the members have previously given a mandate for ratification upon certain conditions being met, or where all the Members' claims have been satisfied, or in exceptional circumstances.

Where the Union decides to refer the matter of ratification of the Collective Agreement to a vote of the Members to be covered by the proposed Agreement, the Member agrees to be bound by the majority decision of a meeting, or meetings, of such Members called for such purpose, or of the majority of the votes cast in a postal ballot.

### ***In respect of Variations to Collective Agreements:***

The Union shall put the proposed variation to a vote of those Members directly affected by such variation, and the Member agrees to be bound by the majority decision of a meeting, or meetings, of such Members called for such purpose, or of the majority of the votes cast in a postal ballot.

## **Information for New Employees**

Where a Collective Agreement in a workplace applies to the work performed by a new employee, he/she must be employed on the same terms and conditions as the Collective Agreement for the first 30 days.

However, the new employee is not actually bound by the Collective, but is employed on an Individual Agreement. They can also agree on additional terms and conditions that are not inconsistent with those of the Collective Agreement.

When the employee joins the union, the employee becomes covered by the Collective Agreement immediately.

If the employee does not join the union, the employee remains on the individual agreement and after 30 days (and not before) the employer and employee can bargain for changes in the Agreement.

New employees may join the Union at any time during the 30 day period.

## ***The Value of Belonging to Your Union***

**Collective Employment Agreement** - The Union negotiates the Collective Agreement for its members. The Union's Advocates have wide knowledge and experience in negotiations over our broad range of membership. A copy of the Agreement is sent to each member.

**Collective Voice** - The Union is a vehicle for members to be heard collectively regarding workplace issues such as work practices, policies, procedures, workplace changes, performance appraisals, job evaluation. Members are not alone when dealing with these issues, but are part of a team with co-workers.

**Workplace Issues** - The Union is actively involved in Members' workplaces, giving assistance to Members in reorganisation, redeployment, redundancy, dealing with complaints or appeals, and any other matters.

**Workplace Health and Safety** - The Union can assist and advise on workplace health and safety issues. If you have difficulties at work with problems such as stress, workload or ergonomic issues, talk to the Union about them and get advice or action.

**Enforcement of Members Rights** - If your pay is wrong, or you don't get the holidays or conditions you are entitled to under your Agreement, the Union will advise you or take this up with your employer.

**Advice and Information** - Advice and assistance is available by telephone, fax, e-mail, or by personal appointment. Union staff often visit workplaces to deal with Members' issues. The Union regularly publishes a Union Journal (the "Local Body Language"), negotiation updates, and other information relevant to Members.

**Representation** - If any matter is not resolved directly we can use the Mediation Service and if necessary go on to the Employment Relations Authority or Employment Court. The Union prepares and advocates cases on behalf of Members in these cases.

**Advocacy** - Union staff have wide advocacy experience. We can also represent Members with Government Agencies such as WINZ, ACC and OSH.

**Personal Grievances** - If Members are unjustifiably dismissed or disadvantaged, subject to discrimination, harassment or duress, the Union can support and represent you.

**Disputes** - If there is disagreement between Member/s and the employer about the interpretation application or operation of the Employment Agreement the Union can represent you.

### ***Membership***

Where your position is covered by the Collective Agreement, you will automatically be covered by the Agreement when you join the Union.

As a member we give you advice and assistance on a range of employment related matters. Your union fee is about the same, on an annual basis, as it would cost to consult a lawyer for an hour or two.

### ***How to Join***

Membership application forms and other information about membership services are available from delegates, other staff, the Union office or visit our website at [www.slgou.org.nz](http://www.slgou.org.nz)

### ***Union fees***

The union fees **per week** for the 2009 - 10 year are:

- \$5.90 - for those employed over 20 hours per week
- \$3.90 – for those employed over 10½ and up to 20 hours per week.
- \$1.95 – for those employed over 7 hours and up to and including 10½ hours.
- \$1.30 – for those employed over 3½ and up to 7 hours.
- \$0.70 – for those employed up to 3½ hours.

Union fee levels are reviewed annually in June.

### ***A Democratic Organisation***

The Union is a democratically organised Incorporated Society, and every Member has the opportunity to participate fully in the affairs of the organisation.

A Management Committee elected by and from the membership governs the Union. The Management Committee employs the Union's Secretary, who in turn employs the Union's staff.

Members have the right to elect Union Liaison Committees and/or Delegates to represent their interests in their workplace, and to participate in Union affairs on behalf of Members.

Union staff deal with industrial matters in conjunction with Liaison Committees and/or Delegates.

### ***Legislation updates***

Your Union keeps abreast of developments in employment law, including Parental Leave, Human Rights, Equal Employment Opportunities, ACC laws. We maintain a comprehensive electronic law library and our staff can provide advice and assistance with the relevant legislation.