

# DECIMAL CURRENCY PROGRAMME

## DECIMAL CONVERSION PLANT CIRCULAR No.15

Date: 27th April, 1967.

Subject: Insurance

1.0. Insurance cover as follows has been effected in relation to Plant activities.

1.1. Workers' Compensation Insurance

Insurance Companies concerned -

P.L. Hunt Ltd. (Auckland and Wellington) N.Z.

Insurance Company (Christchurch)

Nature of cover - Legal liability of employer in respect of accidents to his employees arising out of and in course of their employment.

1.2. Public Liability Insurance

Insurance Companies concerned -

P.L. Hunt Ltd. (Auckland and Wellington) N.Z.

Insurance Company (Christchurch).

Nature of cover - Legal liability for Accidental Injury or damage to Property resulting from operations as Office Machine Conversion Company. As the name implies this cover relates to persons other than employees, i.e. General Public and property other than that which the plant is handling or using, e.g. customers property damaged during removal or re-instatement of machines. The cover is effective within the plants, in transit or in customers premises.

1.3. N.Z. Government Insurance

The New Zealand Government through the Decimal Currency Board has arranged cover as follows :-

- (a) All Government property in premises used for the conversion of eligible machines viz Machine Conversion parts, equipment, tools, consumable stores, furniture and fittings which have been acquired with Board approval. Also Loan Machines and Owners Machines. The coverage of loan machines and owners machines extends to machines in transit to and from loanee and owners premises. This cover can be regarded as comprehensive and loss or damage from all insurable causes should be reported, e.g. Fire, damage in transit, loss in transit, atmosphere conditions etc. etc.

2.0. Procedure Covering Claims

- 2.1. All claims will be originated and processed by Plant Managers who will have the information necessary for this purpose.
- 2.2. As regards claims under para 1.1 and 1.2 these will be processed through your local branch of the Insurance Company indicated in the paragraphs. The first step on a claim arising is to complete the appropriate report form urgently and send it to the Company. A copy will be sent to Head Office. These forms are obtainable from the Insurance Company concerned and a supply should be obtained and kept on hand. Any information as to the particular form required or any other queries should be referred to the Insurance Company with whom you are dealing.
- 2.3. At the stage where reports (and Doctors certificate where necessary - see form) have been submitted and all local matters adjusted the Insurance Companies follow up action will be with Head Office. All payments arising out of the claim will be made to Head Office and other matters which arise and cannot be settled locally will be referred to Head Office.
- 2.4. The paramount point in the above is prompt reporting on the appropriate form.
- 2.5. Claims under paragraph 1.3 (N.Z. Government) will be dealt with as follows :-
- No special form is available and claims will be submitted by letter direct to the Secretary, Decimal Currency Board, Private Bag, Wellington., with a copy to Head Office. You will have to exercise some judgment as to the contents of the letter but basic points which should be covered in all claims would be :-
- (a) Name of Plant
  - (b) Time of mishap causing loss or damage.
  - (c) Description of mishap.
  - (d) Location of mishap, e.g." in plant" or "in transit" from .... to..... etc.
  - (e) Description of property affected. Where a machine is involved give details of style, serial number, customer or loaner etc. If customer machine, name of customer.
  - (f) Extent of damage (completely, partially). Where partially description of damage and if possible estimate of cost of repairs.

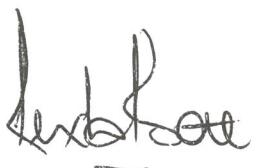
- (g) Names of witnesses
- (h) Plant Managers comments and signature.

2.6. Again promptness of report is essential.

3.0. Conclusion

The above has been set out in detail so that Plant Managers will have a proper appreciation of the full scope of insurance cover available to them. The Decimal Currency Board and the Insurance Companies concerned could refuse a claim because of lateness in submission and would almost certainly refuse a claim submitted in retrospect because of an earlier omission to claim. Large amounts could be involved as in the case of immediate or subsequent death of a person injured. Thus the emphasis on reporting every claim promptly.

Yours very truly,



R.H. BOTT, Manager,  
Decimal Currency Programme

RHB:DMM

# DECIMAL CURRENCY PROGRAMME

## DECIMAL CONVERSION PLANT CIRCULAR No. 16

Date: 26th April, 1967.

Subject: Geographic Files of Registration Cards

- 1.0. You will shortly be receiving the trays of registration cards for convertible machines in your plant area.
- 2.0. Trading Bank, Electric Power Supply Authority pre-conversions have been extracted (and are in your plant). Also extracted are the registrations for Burroughs new machine consignment which are held at Head Office. However commercial preconversions are not extracted and you should therefore extract the latter working from your green copies of form BDC. 528.
- 3.0. Would you schedule Trustee Savings Banks and make up Master Sets (BDC. 528) from the registration cards now supplied, in the time area set out under 1.0 of Plant Circular No. 11.
- 4.0. If, during the course of the programme, you locate machines but cannot locate a card please write to us immediately quoting accurate style and serial numbers, the owners name and address. We will check that the machine qualifies for preconversion, if so advise you and then have it registered. Once registered we will send a registration card for your records.
- 5.0. If there are any duplications would you also advise this office immediately of full details, including registration numbers and which number you are cancelling.
- 6.0. A machine should not be converted unless you have a registration card or advice from this office.
- 7.0. If a "change of location" takes a machine into another Plant area you will forward the registration card to the other Plant, showing where possible the new address and name of the owner. Where this occurs would you advise Head Office so we may change our own records.
- 8.0. There will still be additional registrations and change of ownership and or addresses taking place over the course of the programme and cards or advice will be sent to you from this office.

Yours very truly,



R.H. BOTT, Manager,  
Decimal Currency Programme

# DECIMAL CURRENCY PROGRAMME

## DECIMAL CONVERSION PLANT CIRCULAR NO.17

Date: 1st May, 1967.

Subject: Field Service and Installation Vehicles and Reporting:

1.1. Vehicles

In the near future each plant will be receiving one 8 cwt. Ford Anglia Light Delivery Van and one 17 cwt. Ford Transit Van. These vans are to be used by field service and installation staff for all required field work.

1.2. The vans are the property of the New Zealand Government and have been procured for our use during the conversion programme.

2.0. Instructions in Use of Vehicles

2.1. They should only be driven by approved plant personnel. No passengers other than personnel employed by Burroughs Ltd., should ride in these vehicles as such persons have only limited insurance cover. If, for some, reason, an outside party has to be carried in a vehicle would drivers ensure the indemnity is signed on the back of the Motor Driver's Return (form TY 363) before the journey is commenced.

2.2. Would you ensure all personnel who will be driving these vehicles reads and fully understands the instructions set out on the frontispiece of the Motor Driver's Return (form TY 363).

2.3. A supply of Motor Drivers Returns form TY 363 are being sent under separate cover.

2.4. Servicing and repair of vehicles.

2.4.1. Being sent under separate cover is the Owner Service Policy for each vehicle. This should be carefully studied. Also the 500 mile inspection check should be made by a Ford Agency.

2.4.2. Regular servicing should be maintained so the vehicles are kept in good running order. Arrangements are being made for Public Service Garages, and affiliated approved garages in smaller centres, to handle the repairs and the servicing.

Further details will be supplied.

2.5. Insurance of Vehicles and Reporting Accidents

- 2.5.1. In addition to a full understanding of these instructions set out on TY 363, would you ensure that personnel driving these vehicles take the following additional action when an accident occurs.
- 2.5.2. The Decimal Currency Board has arranged comprehensive insurance cover on the vehicles with the State Insurance Office.
- Accidents on the vehicles are to be reported at once to the local State Insurance Office by telephone to the Head Office, (Phone 63-109), we will in turn inform the Decimal Currency Board.
- 2.5.3. A State Insurance Accident Report form SI 109 must be completed in duplicate and the original sent to the local State Insurance Office with the duplicate to Head Office. Under no circumstances are arrangements to be made for repairs or other work on the vehicle without the express authority of the State Insurance Office.

In each van are two copies of form SI 109 and you should ensure two forms are always carried in each vehicle.

Additional forms are to be obtained direct from the local office of the State Insurance Office.

- 2.5.4. It is essential that all instructions covered above be understood and followed as any departure from the regulations could involve Burroughs Ltd., in expense or possibly legal action.

3.0. Field Service and Installation Reporting

- 3.1. An advance of £40.0.0. will be made for the two van drivers in each plant. This is to cover all expenses including van running expenses.
- 3.2. All other field personnel will receive an advance of £25.0.0.
- 3.3. Only one copy of the Motor Driver's Return form TY 363 need be made out and each Monday this form correctly completed and signed by the Plant Manager, should be sent to Head Office. This should cover all information asked for with all vehicles running expenses itemised and the receipts for these items attached. Receipts should be obtained for petrol and oil. All vehicle running expenses should be apid in cash by drivers.

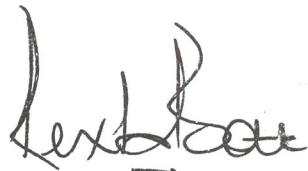
3.3.1. Also each Monday one copy of the Expenditure Report form NZ 1417, approved by the Plant Manager, should be sent to Head Office.

This should cover all expenses except vehicle running expenses and all necessary receipts should be attached.

3.4. So as to consolidate all expenses onto one form please include on the Expenditure Report (form NZ1417) in the blank column immediately below the word 'baggage', the total sum for the week shown under the heading "Materials and Supplies Actually Issued to Vehicle" on form TY363. Thus the "Total Expenses for Week" column will show all expenses to be re-imbursed.

3.4.1. Expenses will be re-imbursed with the next convenient payroll.

Yours very truly,



R.H. BOTT, Manager,  
Decimal Currency Programme

RHB:DMM

# DECIMAL CURRENCY PROGRAMME

## DECIMAL CONVERSION PLANT CIRCULAR NO. 17.1

Date: 12th May 1967.

Subject: Servicing and Repair of Field Service and Installation Vehicles

- 1.0. As covered in section 2.4.2 of Conversion Plant Circular No. 17, we have now received from the Decimal Currency Board further details of the servicing and repair instructions the Board wish us to follow for the vans allocated to your Plant.
- 2.0. The details are set out in the attached letter and should be followed closely.
- 2.1. As covered in their letter we must arrange for the driver of each vehicle to carry a copy of the letter which will serve as an authority to the overseer of the Post Office Workshops to carry out the servicing and repair work. To this end additional copies of this letter are being sent separate to the copy attached to this plant circular.
- 2.1.1. It would be desirable for the letter of authority, the insurance forms SI 109, the manufacturers warranty form and the TY 363 book be placed in an envelope and for the envelope to be kept permanently in the glove box of each van so it is always available.

Yours very truly,



R.H. BOTT, Manager,  
Decimal Currency Programme

RHB:DMM

Att:

10/90/2  
10/282



# DECIMAL CURRENCY BOARD



Telephone 49010  
Office: Corner of Hinemoa  
Street and Waterloo Quay

THE TREASURY,  
Private Bag,  
Lambton Quay,  
Wellington, N.Z.

8th May, 1967.

The Manager,  
Decimal Currency Programme,  
Burroughs Ltd.,  
P.O. Box 30620,  
LOWER HUTT.

Dear Sir,

I refer to your letter of 13th April and subsequent telephone conversations about repairs, servicing etc. of three Ford 17 cwt transit vans and three Ford Anglia vans.

Would you please arrange suitable parking space for these vehicles in the three centres and advise details of cost and location in due course.

## SERVICING

The vehicle must be taken to the Ford dealer on reaching 500 miles for the servicing specified in the owner's service policy issued with each vehicle.

After each 5000 miles or three months, (whichever is reached first), from the above service, the vehicles are to be taken to the Post Office workshops in the nearest main centre (Auckland, Wellington, Christchurch Dunedin) for greasing, servicing and a mechanical check.

## REPAIRS

Repairs (or essential maintenance not covered by the new vehicle warranty, or by insurance in the case of accident, and estimated to cost not more than £10, may be done by the nearest competent garage (where practicable, the franchise holder), and it is suggested that drivers be authorised accordingly.

Where repairs are estimated to cost more than £10, the circumstances should be reported by the driver to the Company's plant supervisor or other authorised officer, who is to arrange, if practicable, for the work to be done by the Post Office workshop. Otherwise he may authorise the driver to have the work done by the nearest competent garage (where practicable, the franchise holder), provided the estimated cost does not exceed £60. If repairs are estimated to exceed this figure authority must be obtained from the Decimal Currency Board, before any commitment for repairs is made.

A list of the Post Office Workshops throughout New Zealand is attached.

The arrangements for servicing and repairs by the Post Office workshops were made through Mr. M. Cooper, Electrical-Mechanical Section, Engineer in Chief's Office, Post Office, Wellington.

Would you please arrange for the driver of each vehicle to carry a copy of this letter which will serve as an authority to the overseer of the Post Office Workshops to carry out servicing or repairs to the Board's vehicles within the limits given in this letter.

Please acknowledge this letter.

Yours faithfully,

*J. A. Brown*  
for Secretary.

N.B.

All servicing work carried out by the Post Office Workshops must be supported by a Burroughs Official Order form. Please advise Plant Manager of work done and garage location when you return.

Contact the Overseer, Post Office Workshops:

<u>TOWN.</u>	<u>STREET.</u>
Whangarei	Selwyn Avenue.
Auckland.	Middlemore Rd. Newmarket.
Paeroa	(At back of Post Office)
Hamilton (Frankton)	King Street.
Rotorua.	Pereiki Street.
Gisborne	Kahutea St.
Napier	Dalton St.
New Plymouth	Gill St.
Wanganui	Churton St.
Palmerston North	Matipo St.
Masterton	Lincoln Road.
Wellington	Peterkin St. Wingate.
Nelson	Haren Road.
Blenheim	Seymour St.
Greymouth	Arney Street.
Christchurch	Tuam Street.
Timaru	Stratford Road.
Dunedin	Andersons Bay Road.
Invercargill	Liddell Street.