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VICTORIA GOVERNMENT GAZETTE.

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SATURDAY, JULY 17.

[1943

Factories and Shops Acts.

DETERMINATION OF THE HOSPITAL AND BENEVOLENT ASYLUM ATTENDANTS BOARD.

NOTE.—This Determination applies to the whole of the State.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board which now has power to determine the lowest prices or rates which may be paid to any person or persons or classes of persons (not including professional employees and not including nurses subject to the Hospital Nurses Board) employed in or about—

- (a) a hospital, benevolent asylum or convalescent home doing any kind of work connected with the carrying on of a hospital, benevolent asylum, or convalescent home;
- (b) a sanatorium for the treatment of persons suffering from any form of tuberculosis;
- (c) a hospital or home for the treatment of the mentally afflicted doing any kind of work connected with the carrying on of such hospital or home;

has made the following Determination, namely:—

(1) That on the 28th June, 1943, the last previous Determination of this Board shall be revoked and replaced by this Determination.

(2)

APPRENTICES OR IMPROVERS.

WAGES PER WEEK OF 48 HOURS WITHOUT BOARD AND LODGING.*

	Employed at Clerical Work.		All Other Classes of Work.		
	Males.	Females.	Males.	Females.	
				Employed in the Metropolitan District; Cities of Ballarat, Bendigo, Geelong or Mildura; or Mooroopna Riding of Shire of Rodney.	Employed in any other part of Victoria.
	s. d.	s. d.	s. d.	s. d.	s. d.
Under 16 years of age	28 6	25 0	41 6	}	46 9
16 years of age	33 6	30 0	46 6		
17 "	38 6	35 0	53 0		
18 "	43 6	40 0	60 0		
19 "	58 6	47 0	68 0		
20 "	78 6	55 0	80 6		

PROPORTION (IN ANY PLACE).

APPRENTICES.	IMPROVERS.
<p>MALES.</p> <p>One male apprentice to every three or fraction of three male workers receiving not less than 108s. per week of 48 hours.</p> <p>FEMALES.</p> <p>One female apprentice to every three or fraction of three female workers receiving not less than 58s. per week of 48 hours.</p>	<p>MALES.</p> <p>One male improver to every eight or fraction of eight male workers receiving not less than 108s. per week of 48 hours.</p> <p>FEMALES.</p> <p>One female improver to every six or fraction of six female workers receiving not less than 58s. per week of 48 hours.</p>

* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 18s. per week less, and in the case of an adult female employee or an apprentice or improver 16s. per week less than the rate fixed without board and lodging.

NOTE.—The Board has determined that as from the 1st December, 1941, no apprentice shall be taken in this occupation.

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OTHER EMPLOYEES.

(a) Employed in the Metropolitan District; the Cities of Ballarat, Bendigo, Geelong or Mildura; or the Mooroopna Riding of Shire of Rodney.

<i>Males.</i>				<i>Females.</i>			
WAGES WITHOUT BOARD AND LODGING.*			Per Week of 48 Hours.	WAGES WITHOUT BOARD AND LODGING.*			Per Week of 48 Hours.
			s. d.				s. d.
Clerks	113 6	Clerks	67 6
Cooks—First	120 6	Cook; where there is only one employed	72 6
Other cooks	113 6	Cooks in charge of—			
Dresser, head, where five or more dressers are employed	137 0	One to three kitchen employees	72 6
Dressers doing venereal diseases work	131 0	Four to seven kitchen employees	80 0
Other dressers—				Eight or more kitchen employees	90 0
1st year's experience as such	111 0	Second cooks	70 0
2nd year's experience as such	116 0	Other cooks	67 6
Thereafter	121 0	Head housemaids	62 6
Foreman in charge of—				Housekeepers	77 6
One to nine employees	113 6	Head laundresses in charge of—			
Ten or more employees	121 0	One to three persons	70 0
Assistant foreman	111 0	Four or more persons	75 0
Gardeners in charge of one or more gardeners or where				Second laundresses	65 0
there is only one employed	110 6	Laundresses where only one employed	65 0
Other gardeners	108 0	Sorters	65 0
Incinerator attendants	108 0	Washing machine hands	73 0
Kitchenmen or scullerymen	108 0	Storekeeper in charge of one or more store hands or			
Laboratory assistants	116 6	where there is only one employed	67 6
Laundrymen	111 0	Storekeeper's assistants—			
Mortuary-men employed solely on post-mortem work	126 0	1st year's experience as such	58 0
Other mortuary-men	111 0	2nd year's experience as such	59 0
And 10s. extra for each post-mortem	115 6	Thereafter	60 0
Motor of motor ambulance drivers or assistants	111 0	Stenographers and typists—			
Operating theatre attendants	111 0	1st year's experience as such	67 6
Casualty porters engaged on preparations and theatre				2nd year's experience as such	70 0
work	111 0	Thereafter	72 6
Dispensary porters	111 0	Telephone attendants	75 0
Relieving porters	110 6	Waitresses—			
X-ray porters	108 0	1st year's experience as such	58 0
Night porters who in the course of their duties patrol				2nd year's experience as such	59 0
the hospital	111 6	Thereafter	60 0
Other night porters	108 0	Wardmaids—			
Recording attendants	113 6	1st year's experience as such	58 0
Splint makers	121 0	2nd year's experience as such	59 0
Splint makers' assistants	111 0	Thereafter	60 0
Storemen in charge of one or more storemen or where				Registered X-ray technicians—			
there is only one employed	113 6	1st year's experience as such	87 6
Other storemen	108 0	2nd year's experience as such	92 6
Telephone attendants	111 0	Thereafter	97 6
Ward cleaners handling sputum mugs	121 0	Laboratory assistants	73 0
Other ward cleaners	108 0	Female attendant employed wholly or partly attending			
X-ray attendants	116 0	to the comforts and needs of sick, aged, or infirm			
X-ray technicians—				persons—			
1st year's experience as such	108 6	1st year's experience	63 0
2nd year's experience as such	123 6	2nd year's experience	64 0
Thereafter	133 6	Thereafter	65 0
All others	108 0				Per Week of 44 Hours.
				Seamstresses who cut out and fit garments	72 0
				Other seamstresses—			
				1st year's experience as such	60 0
				2nd year's experience as such	61 0
				Thereafter	62 0
							Per Week of 48 Hours.
				All others—			
				1st year's experience as such	58 0
				2nd year's experience as such	59 0
				Thereafter	60 0

(b) Employed in any other part of Victoria.

<i>Males.</i>				<i>Females.</i>			
WAGES WITHOUT BOARD AND LODGING.*			Per Week of 48 Hours.	WAGES WITHOUT BOARD AND LODGING.*			Per Week of 48 Hours.
			s. d.				s. d.
Adults	108 0	Clerks	63 0
				Cooks—			
				First—or where there is only one employed	72 6
				Second	67 6
				Head laundress; or where there is only one employed	65 0
				Other laundresses	60 0
				Stenographers and typistes	68 0
				Telephone attendants	63 0
				Female attendant employed wholly or partly attending			
				to the comforts and needs of sick, aged, or infirm			
				persons—			
				1st year's experience	63 0
				2nd year's experience	64 0
				Thereafter	65 0
				All others—			
				1st year's experience	58 0
				2nd year's experience	59 0
				3rd year's experience	60 0

* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 18s. per week less and in the case of an adult female employee or an apprentice or improver 16s. per week less than the rate fixed without board and lodging.

(3) **TIME OFF.**—All employees shall receive a period of not less than 26 hours off duty in each week provided that employee shall not be required to work more than eight consecutive days without such period off duty.

(4) **OVERTIME.**—The following overtime rates shall be paid for all work done:—

- (a) Within a spread of 12 hours from the time of commencing work on any day but in excess of the number of hours fixed as a week's work Time and a half.
 (b) Outside a spread of 12 hours from the time of commencing work on any day Double time.

(5) **A FULL WEEK'S WAGES TO BE PAID.**—Any employee (other than a casual worker) willing to work who works for less than the full working week, viz., 44 hours in the case of seamstresses and 48 hours in all other cases, shall be entitled to the payment of a full week's wage.

(6) **CASUAL LABOUR.**—A casual employee, i.e. a person who is employed for not more than 18 hours per week, shall be paid per hour an amount equal to $\frac{1}{16}$ of the weekly rate prescribed by this Determination for the work performed divided by 44 in the case of seamstresses and 48 in all other cases.

(7) **RISK RATE.**—Persons (other than dressers doing venereal diseases work for whom provision is already made in clause (2)) shall in addition to the rates prescribed in clause (2) be paid allowances as follows whilst:—

- | | |
|--|---|
| (a) Employed in infectious diseases wards or wards wherein less than 25 per cent. of the patients are suffering from venereal diseases, cancer, tuberculosis, typhoid, or meningitis | 6d. per day. |
| (b) Employed in infectious diseases wards or wards wherein 25 per cent. or more of the patients are suffering from venereal diseases, cancer, tuberculosis, typhoid, or meningitis | |
| (c) Handling or dressing patients suffering from venereal diseases, cancer, tuberculosis, typhoid or meningitis or patients qualified for admission to infectious diseases hospitals or wards | 2d. per hour with a minimum of 6d. per day. |
| (d) Handling clothes, bedding or linen, rubbish bins or refuse not previously disinfected and used in connexion with any patient, hospital or ward referred to in sub-clauses (a), (b), and (c) of this clause | |
| (e) Handling the bodies of deceased patients who at the time of their death were suffering from any infectious disease or any of the diseases referred to in sub-clause (a) of this clause | |
| (f) Engaged in experiments of an infectious nature or handling microscopic slides of an infectious nature or slides used in connexion with any of the complaints referred to in sub-clause (a) of this clause | |

(8) **NAUSEOUS WORK.**—All male employees not provided for in clause (7) who handle linen of a nauseous nature, other than linen bagged or packed in containers shall be paid at the rate of 5s. per week in addition to the rates prescribed in clause (2).

(9) **ANNUAL LEAVE.**—Any employee who has been in the service of an employer for a period of not less than twelve months shall be granted by such employer fourteen days' leave at least in each year on full pay, without any deduction for board and lodging.

Such payment shall be made before the commencement of the annual leave period concerned.

(10) **PUBLIC HOLIDAYS.**—Employees shall be entitled to the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Melbourne Cup Day (within a radius of 20 miles of the General Post Office, Melbourne), Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of these holidays employees shall be entitled to the days so substituted.

Provided that if an employee works on any of such holidays or such holiday occurs on his or her rostered day off or during his or her period of annual leave he or she shall be given:—

- (a) within four weeks following the date on which such holiday occurred:—
 (1) one extra day's pay, or
 (2) equal time off in lieu thereof, or
 (b) one day shall be added to his or her annual leave.

(11) **SICK LEAVE.**—(a) In the event of an employee becoming sick and certified as such by the Medical Superintendent or in an institution where there is no Medical Superintendent by a qualified Medical Practitioner approved by the institution, he or she shall be entitled to sick leave on full pay as follows:—

- (i) During the first year of service in an institution—one day for each month of service.
 (ii) During the second, third, and fourth years of service in an institution—fourteen days in each year.
 (iii) Thereafter—twenty-one days in each year.

Sick leave shall be in addition to the annual leave provided in clause (9).

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding forty-two days, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

For the purposes of this sub-clause year shall be deemed to commence on the 28th June, 1943.

(c) Notwithstanding any other provision in this clause an employee who contracts an infectious disease in the course of his or her duties and same having been certified to by the Medical Superintendent or by a Medical Practitioner approved by the institution shall receive full pay during the necessary period off duty up to but not exceeding a period of three months.

(12) **EMPLOYEES ENGAGED ON NIGHT DUTY.**—For any period of not less than 3 hours worked by females between the hours of 8 p.m. and 8 a.m. and by males between the hours of 6 p.m. and 8 a.m. an amount of 6d. for each such period shall be paid in addition to the rates prescribed in clause (2) of this Determination.

(13) **EARLY MORNING DUTY.**—Employees (other than employees referred to in clause (12)) who commence duty on any day between the hours of 5 a.m. and 6.30 a.m. shall be paid an amount of 5d. for each of such days in addition to the rates prescribed in clause (2) of this Determination.

(14) **TIME BOOK.**—Every employer shall provide and cause to be kept a time book or other record in which each employee shall daily enter his or her starting and finishing times.

Such time book or other record shall be available for inspection to the General Secretary of The Hospital, Dispensary, and Asylum Employees' and Allied Government Officers' Federation.

(15) **ROSTER.**—A weekly roster setting out employees' weekly and daily working hours, times of commencing duty, meal intervals, time off duty and time of ending duty shall be kept posted or affixed in some conspicuous part of the premises in which persons subject to this determination are employed where it may be readily seen by such employees and the Secretary of the Hospital, Dispensary and Asylum Employees and Allied Government Officers' Federation of Australia, No. 1 Victorian Branch.

(16) **DRESSING ROOMS, ETC.**—Dressing rooms, rest rooms, bathrooms or shower rooms, and lunch rooms, shall be provided for non-resident employees, and suitable healthy accommodation for resident employees.

(17) **UNIFORMS, ETC.**—Uniforms, overalls, caps, and aprons, shall be provided and laundered free of cost for employees required to wear same.

(18) **RUBBER GLOVES, ETC.**—Rubber gloves and all necessary safety appliances shall be provided free of cost for the use of employees and an adequate supply of same shall be maintained.

(19) **TERMINATION OF EMPLOYMENT.**—Except where the conduct of an employee justifies instant dismissal, seven days' notice of termination of employment shall be given by either employer or employee, or one week's wages paid or forfeited as the case may be in lieu of such notice.

(20) **UNION INTERVIEWS.**—During working hours employees of any establishment subject to this Determination may, with the consent of the person in charge of such establishment (which consent shall not be unreasonably withheld) be interviewed by the Secretary or Organizer of the Hospital, Dispensary, and Asylum Employees and Allied Government Officers' Federation of Australia, No. 1 Victorian Branch, or have their Union contributions collected by the steward of the said organization.

(21) **DEFINITION.**—For the purpose of this Determination "experience" referred to in clause (2) means experience at such work in any hospital or institution subject to this Determination.

NOTE.—Section 174 of the Factories and Shops Acts provides: Where any person is employed to perform two or more classes of work to which a rate fixed by a Wages Board is applicable then such person shall be paid in respect of the time occupied in each class of work at the rate fixed by the Board for such work.

(22) PERIODICAL ADJUSTMENT OF WAGES.—The wages rates set out in clause (2) are based upon the following basic wage rates and pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, shall be automatically increased or decreased by the same amount, and at the same time as such basic wage rates.

The basic wage rates hereunder shall be adjusted as prescribed in clause (23).

Basic Wage.

Place.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
	Per week. £ s. d.	Per week. £ s. d.	Per week. £ s. d.	
Within the area to which this Determination applies	4 12 0	Adult Males. 0 6 0	4 18 0	Melbourne

(23) ADJUSTMENT OF WAGE RATES.—(a) Until the beginning of the first pay period to commence in August, 1943, the wages rates hereinbefore prescribed shall be paid.

(b) During each future period of or near a quarter beginning with the first pay period to commence in an August, a November, a February, or a May, the amounts of the said rates shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

For the purposes of this agreement the expression "Commonwealth Statistician's 'All Items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Industrial Registrar.

- (1) Adjustment is to be based upon the equating of index number 81.0 with a needs basic wage of 81s., the amount assessed upon that number of the Commonwealth Statistician's declared needs basic wage per week for an adult male.
- (2) The index number for Melbourne is to be applied.
- (3) The index number for the calendar quarter next preceding the period of or near a quarter for which the adjustment is to be ascertained.
- (4) The amount of addition or deduction assigned in the following table (or in any extension thereof) to the index number division comprising such number is to be ascertained.
- (5) That the assigned amount shall for work done during such period of or near a quarter be added to or deducted from the originally prescribed amounts of the rates in accordance with that table.
- (6) The division called "original" in the following table is that for the amount of the needs basic wage upon which the rates are to be deemed to have been originally prescribed:—

TABLE.

Original Index Number Division 1056-1067. (£4 6s.)

Index Number Divisions.				Amounts of Additions or Deductions per Week.		
For Additions.		For Deductions.		Adult Male Employees.	Adult Female Employees and Male Junior Employees.	Female Junior Employees.
				s. d.	s. d.	s. d.
1056-1067	1056-1067	0 0	0 0	0 0
1068-1080	1044-1055	1 0	0 6	0 3
1081-1092	1031-1043	2 0	1 0	0 6
1093-1104	1019-1030	3 0	1 6	0 9
1105-1117	1007-1018	4 0	2 0	1 0
1118-1129	994-1006	5 0	2 6	1 3
1130-1141	982- 993	6 0	3 0	1 6
1142-1154	970- 981	7 0	3 6	1 9
1155-1166	957- 969	8 0	4 0	2 0
1167-1179	945- 956	9 0	4 6	2 3
1180-1191	933- 944	10 0	5 0	2 6
1192-1203	920- 932	11 0	5 6	2 9
1204-1216	908- 919	12 0	6 0	3 0
1217-1228	896- 907	13 0	6 6	3 3
1229-1240	883- 895	14 0	7 0	3 6

Any extension of this table must be of the same construction as the table.

P. A. RANGLES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 14th July, 1943.