



# VICTORIA GOVERNMENT GAZETTE.

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[1948

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—

- (a) in or about 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) in or about a sanatorium for the treatment of persons suffering from any form of tuberculosis;
- (c) in or about 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;
- (d) in or about any laboratory attached to a hospital;
- (e) in or about a babies' home or a medical, dental, or nursing clinic or service;
- (f) as a first-aid attendant in connexion with an industrial or commercial undertaking;
- (g) as an ambulance driver or attendant.

has made the following Determination, namely:—

1. That as from the beginning of the first pay period to commence on or after the 1st January, 1948, the last previous Determination of this Board shall be revoked and replaced by this Determination.

### APPRENTICES OR IMPROVERS.

2. (i) Other than female apprentices to Hospital Cooking employed in connexion with institutions approved by the Wages Board.

WAGES PER WEEK (See Footnote). \*

	Employed at Clerical Work.		All Other Classes of Work.		
	Males.	Females.	Males.	Females.	
				Employed in the Metropolitan District; Cities of Ballarat, Bendigo, Geelong, Mildura or Warrnambool; the Towns of Hamilton, Horsham, Sale or Warragul; the Borough of Wangaratta, 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 .. .. .	48 3	42 0	61 3		
16 years of age .. .. .	54 9	48 6	67 9		
17 years of age .. .. .	61 9	55 6	76 3		
18 years of age .. .. .	68 6	62 3	85 0	73 0	71 6
19 years of age .. .. .	86 0	71 9	95 6		
20 years of age .. .. .	109 0	82 9	111 0		

- (ii) Apprentices bound to the trade of hospital cooking subject to the conditions prescribed hereunder:—

- (a) Only a female between the ages of 16 years and 18 years (both inclusive) at the time of signing indentures and who has already completed the first year of an approved course with a school of Domestic Economy is eligible for binding as an apprentice under this scheme. During the course of her apprenticeship she shall be required to do only such work as is consistent with the course undertaken at the school.
- (b) During the currency of the indentures the apprentice shall attend evening classes at the said school in order to complete the prescribed course of training.
- (c) For the purposes of this clause "prescribed course" shall be a course of training decided by the Principal of the Training School concerned, subject to approval by the Wages Board. Upon such approval being given by the Wages Board the Chairman shall approve of same on sufficient copies to enable each member of the Board and the Principal of each Training School to be supplied with one.
- (d) Until further order schools approved by the Wages Board for the purpose of this scheme of apprenticeship shall be:—
  - (i) The Emily McPherson College of Domestic Economy, Melbourne, and
  - (ii) The Gordon Institute of Technology, Geelong.

\* 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.

(e) The wages of apprentices shall be:—

	Per Week £ s. d.	(See Footnote)
First year .. .. .	2 14 6	
Second year .. .. .	3 10 9	
Third year .. .. .	4 14 3	

(f) On completion on her term of apprenticeship an employee shall be entitled irrespective of her age to be paid not less than the appropriate wage for adult employees for the class of work done.

(g) A form of indenture has been prescribed by the Board.

(iii) 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 126s. per week.</p> <p>FEMALES.</p> <p>One female apprentice to every three or fraction of three female workers receiving not less than 94s. 6d. per week.</p>	<p>MALES.</p> <p>One male improver to every eight or fraction of eight male workers receiving not less than 126s. per week.</p> <p>FEMALES.</p> <p>One female improver to every six or fraction of six female workers receiving not less than 94s. 6d. per week.</p>

NOTE.—The Board has determined that as from the 1st December, 1941, no further persons shall be bound as apprentices to the trade, other than those provided for in sub-clause (ii) hereof.

## WAGES.

## 3.

## OTHER EMPLOYEES.

(a) Employed in the Metropolitan District; the Cities of Ballarat, Bendigo, Geelong, Mildura, or Warrnambool; the Towns of Hamilton, Horsham, Sale, or Warragul; the Borough of Wangaratta; or the Mooroonpa Riding of Shire of Rodney.

Males.	Per Week s. d.	Females.	Per Week s. d.
WAGES.* (See footnote).		WAGES.* (See footnote).	
Clerks .. .. .	131 6	Clerks .. .. .	104 0
Cooks—First .. .. .	138 6	Cook; where there is only one employed ..	109 0
Other cooks .. .. .	131 6	Cooks in charge of—	
Person in charge of instrument room and/or sharpening and adjusting instruments .. .. .	153 0	One to three kitchen employees .. .. .	109 0
Dresser, chief, where five or more dressers are employed .. .. .	155 0	Four to seven kitchen employees .. .. .	116 6
Deputy chief dresser, where five or more dressers are employed .. .. .	150 6	Eight or more kitchen employees .. .. .	126 6
Dressers doing venereal diseases work .. .. .	149 0	Second cooks .. .. .	106 6
Other dressers and/or steriliser room attendant—		Other cooks .. .. .	104 0
1st year's experience as such .. .. .	129 0	Head housemaids .. .. .	99 0
2nd year's experience as such .. .. .	134 0	Housekeepers .. .. .	114 0
Thereafter .. .. .	139 0	Head laundresses in charge of—	
Chief theatre attendant .. .. .	149 0	One to three persons .. .. .	106 6
Foreman in charge of—		Four or more persons .. .. .	111 6
One to nine employees .. .. .	131 6	Second laundresses .. .. .	101 6
Ten or more employees .. .. .	139 0	Laundresses where only one employed .. .. .	101 6
Assistant foreman .. .. .	129 0	Other laundresses—	
Gardeners in charge of one or more gardeners or where there is only one employed .. .. .	128 6	1st year's experience as such .. .. .	94 6
Other gardeners .. .. .	126 0	2nd year's experience as such .. .. .	95 6
Incinerator attendants .. .. .	126 0	Thereafter .. .. .	96 6
Kitchenmen or scullerymen .. .. .	126 0	Sorters .. .. .	101 6
Laboratory assistants .. .. .	134 6	Washing machine hands .. .. .	109 6
Laundrymen .. .. .	129 0	Storekeeper in charge of one or more store hands or where there is only one employed .. .. .	104 0
Mortuary-men employed solely on post-mortem work .. .. .	144 0	Storekeeper's assistants—	
Other mortuary-men .. .. .	129 0	1st year's experience as such .. .. .	94 6
And 10s. extra for each post-mortem .. .. .		2nd year's experience as such .. .. .	95 6
Motor or motor ambulance drivers or assistants .. .. .	133 6	Thereafter .. .. .	96 6
Operating theatre attendants .. .. .	129 0	Stenographers and typists—	
Casualty porters engaged on preparations and theatre work .. .. .	129 0	1st year's experience as such .. .. .	104 0
Dispensary porters .. .. .	129 0	2nd year's experience as such .. .. .	106 6
Relieving porters .. .. .	128 6	Thereafter .. .. .	109 0
X-ray porters .. .. .	126 0	Telephonists .. .. .	111 6
Night porters who in the course of their duties patrol the hospital .. .. .	129 6	Waitresses—	
Other night porters .. .. .	126 0	1st year's experience as such .. .. .	94 6
Recording attendants .. .. .	131 6	2nd year's experience as such .. .. .	95 6
Splint makers .. .. .	139 0	Thereafter .. .. .	96 6
Splint makers' assistants .. .. .	129 0	Wardsmen—	
Storemen in charge of one or more storemen or where there is only one employed .. .. .	131 6	1st year's experience as such .. .. .	94 6
Other storemen .. .. .	126 0	2nd year's experience as such .. .. .	95 6
Telephone attendants .. .. .	129 0	Thereafter .. .. .	96 6
Ward cleaners handling sputum mugs .. .. .	139 0	Registered X-ray technicians—	
Other ward cleaners .. .. .	126 0	1st year's experience as such .. .. .	124 0
X-ray attendants .. .. .	134 0	2nd year's experience as such .. .. .	129 0
X-ray technicians—		Thereafter .. .. .	134 0
1st year's experience as such .. .. .	126 6	Laboratory assistants .. .. .	109 6
2nd year's experience as such .. .. .	141 6	Female attendant employed wholly or partly attending to the comforts and needs of sick, aged, or infirm persons—	
Thereafter .. .. .	151 6	(i) In charge of a ward .. .. .	106 6
Male attendant or medical orderly employed wholly or partly attending to the comforts and needs of sick, aged, or infirm persons .. .. .	131 0	(ii) Other than in charge of a ward—	
All others .. .. .	128 0	1st year's experience .. .. .	99 6
		2nd year's experience .. .. .	100 6
		Thereafter .. .. .	101 6
		Seamstresses who cut out and fit garments .. .. .	108 6
		Other seamstresses—	
		1st year's experience as such .. .. .	96 6
		2nd year's experience as such .. .. .	97 6
		Thereafter .. .. .	98 6
		All others—	
		1st year's experience as such .. .. .	94 6
		2nd year's experience as such .. .. .	95 6
		Thereafter .. .. .	96 6

\* 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.

## (b) Employed in any other part of Victoria.

Males.				Females.			
WAGES.* (See footnote).				WAGES.* (See footnote).			
			Per Week s. d.				Per Week s. d.
Cooks—First	..	..	138 6	Clerks ..	..	..	99 6
Other Cooks	..	..	131 6	Cooks—	..	..	..
Male attendant employed wholly or partly attending	..	..	..	First—or where there is only one employed	..	..	109 0
to the comforts and needs of sick, aged, or infirm	..	..	..	Second ..	..	..	104 0
persons	..	..	131 0	Head laundress; or where there is only one employed	..	..	101 6
All others	..	..	126 0	Other laundresses	..	..	96 6
				Stenographers and typistes	..	..	104 6
				Telephonists	..	..	99 6
				Female attendant employed wholly or partly attending	..	..	..
				to the comforts and needs of sick, aged, or infirm	..	..	..
				persons—	..	..	..
				(i) In charge of a ward	..	..	106 6
				(ii) Other than in charge of a ward—	..	..	..
				1st year's experience	..	..	99 6
				2nd year's experience	..	..	100 6
				Thereafter	..	..	101 6
				All others—	..	..	..
				1st year's experience	..	..	94 6
				2nd year's experience	..	..	95 6
				3rd year's experience	..	..	96 6

\* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 12s per week less, and in the case of an adult female employee or an apprentice or improver 10s. per week less than the rate fixed.

## SPECIAL ALLOWANCE.

4. Female employees required to feed into or discharge from a laundry washing machine shall receive an allowance of 10s. per week, for each week or part thereof in addition to the rates prescribed.

## MEAL INTERVAL.

5. A meal interval of not less than 30 minutes shall be allowed each employee during each shift. Such meal interval shall not be counted as time worked.

## HOURS FOR A WEEK'S WORK.

6. The number of hours for a week's work shall be 40, which may be worked—

- (i) in five days, or
- (ii) in a fortnight of 80 hours in ten shifts of not more than 8 hours each.

Provided that no employee shall be required to work more than six consecutive shifts without a day off duty.

## OVERTIME.

7. 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—
  - (i) In excess of the rostered hours for a day's work .. .. . } Time and a half.
  - (ii) In excess of the number of hours fixed as a week's or a fortnight's work as the case may be .. .. . }
- (b) Outside a spread of 12 hours from the time of commencing work on any day .. .. . Double time.

Overtime worked shall be paid for, and an employee shall not be allowed or required to take time off in lieu thereof.

- (c) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

## A FULL WEEK'S WAGES TO BE PAID.

8. Any employee (other than a casual worker) willing to work who works for less than the full working week, shall be entitled to the payment of a full week's wage.

## CASUAL LABOUR.

9. 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  $\frac{1}{1\frac{1}{2}}$  of the weekly rate prescribed by this Determination for the work performed divided by 40.

## RISK RATE.

10. Persons (other than dressers doing venereal diseases work for whom provision is already made in clauses 2 or 3) shall in addition to the rates prescribed in clauses 2 or 3 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
- (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 .. .. . } with a
- (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 .. .. . } minimum
- (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 .. .. . } of 6d. per day.

## NAUSEOUS WORK.

11. All male employees not provided for in clause 10 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 clauses 2 or 3.

## ANNUAL HOLIDAY.

12. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946*, No. 5111, and any amendments which may be made thereto from time to time.

(In his or her own interests each employer of labour should obtain a copy of the above Act which may be purchased from the Government Printer, Melbourne, at a cost of 9d., plus postage.)

## PUBLIC HOLIDAYS.

13. 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, the first Tuesday in November (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 employees rostered to work on public holidays and fail to do so shall not be entitled to holiday pay for the said holiday.

Provided further 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.

## SICK LEAVE.

14. (a) In the event of an employee becoming sick and certified as such by the Medical Superintendent or by a Medical Practitioner approved by the institution 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 12.

Provided that an employee may be absent through sickness for one day without furnishing evidence of such sickness as provided in sub-clause (a) hereof on not more than three occasions in any one year of service.

(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 sixty-three 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, service prior to the 28th June, 1943, shall be disregarded.

(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.

## EMPLOYEES ENGAGED ON NIGHT DUTY.

15. 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 clauses 2 or 3 of this Determination.

## EARLY MORNING DUTY.

16. Employees (other than employees referred to in clause 15) 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 clauses 2 or 3 of this Determination.

## TIME BOOK.

17. 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 Employees' Federation of Australasia.

## ROSTER.

18. 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 Employees' Federation of Australasia.

## DRESSING ROOMS, ETC.

19. 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.

## REST INTERVAL.

20. At a time suitable to the employer two rest intervals of ten minutes each shall be given to all employees during each day or rostered shift, and shall be counted as time worked.

## UNIFORMS, ETC.

21. (i) Male employees (other than clerks, gardeners, laboratory assistants, recording attendants, splint makers, splint makers assistants, telephone attendants, x-ray attendants, or x-ray technicians) with not less than six months' service with the same employer shall be supplied with uniforms or overalls free of cost to employees. Provided that employees classified as "all others" shall be supplied with uniforms or overalls free of cost to employees if and when they are performing tasks for which uniforms or overalls are deemed to be necessary as herein provided.

(ii) Female employees (other than clerks, laundresses, stenographers and typists, telephone attendants, registered x-ray technicians, laboratory assistants or seamstresses) with not less than six months' service with the same employer shall be supplied with uniforms, overalls, caps or aprons, appropriate to the occupation, free of cost to employees.

(iii) Uniforms, overalls, caps or aprons shall remain the property of the employer, and be laundered by such employer free of cost to the employee.

(iv) The provisions of this clause shall operate as from the 1st January, 1947 provided, however, that such uniforms, overalls, caps or aprons shall be made available to employees only if and when the requisite number of clothing coupons have been surrendered by such employees.

(v) Provided that where uniforms, overalls, caps or aprons were already issued prior to the 1st January, 1947, to employees who appear in the excepted list herein they shall continue to be entitled to same.

## RUBBER GLOVES, ETC.

22. 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.

## TERMINATION OF EMPLOYMENT.

23. 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.

## UNION INTERVIEWS.

24. 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 Employees' Federation of Australasia, or have their Union contributions collected by the steward of the said organization.

## DEFINITION.

25. For the purpose of this Determination "experience" referred to in clause 3 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.

## PERIODICAL ADJUSTMENT OF WAGES.

26. The wages rates set out in clauses 2 and 3 are based upon the following basic wage rates and pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board has determined that such rates shall be automatically adjusted as prescribed by Clause 27. Provided that for every increase or decrease of 1s. per week in the basic wage for adult males, the wages of adult females shall be increased or decreased by 9d. per week and male and female junior employees shall be increased or decreased by 6d. per week.

*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.	
Throughout the State .. .. .	5 3 0	Adult Males. 0 6 0	5 9 0	Melbourne

## ADJUSTMENT OF BASIC WAGE.

27. (a) For the purposes of this Determination 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 Commonwealth Statistician:—

(b) Until the beginning of the first pay period to commence in February, 1948, the amounts of the basic wage shall be as prescribed in clause 26.

(c) During each future successive period beginning with the first pay period to commence in a February, a May, an August, or a November, the amounts of the needs basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor .087 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach .5 or more the basic wage shall be taken to the next higher shilling.

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

J. V. WILLOX, Secretary.

Melbourne, 22nd December, 1947.

