



VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.]

No. 657]

MONDAY, JUNE 21.

[1948

Factories and Shops Acts.

DETERMINATION OF THE HOSPITAL EXECUTIVES BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest prices or rates which may be paid to any person or persons, or classes of persons, employed full time as an executive officer (namely, a secretary, an assistant secretary, a chief clerk, or an accountant) in or in connexion with any hospital or benevolent home registered pursuant to the *Hospital and Charities Act 1928*, and any amendments thereto" has made the following Determination, namely:—

1. That this Determination shall come into force and be operative as from the beginning of the first pay period to commence in April, 1948.

WAGES PER WEEK.

2. (a) Until the beginning of the first pay period to commence in May, 1948.

	Employed in Hospitals—		Employed in Benevolent Homes—	
	Males.	Females.	Males.	Females.
<i>Secretary.</i>				
Where the adjusted bed capacity is—	£ s. d.	£ s. d.	£ s. d.	£ s. d.
under 25	8 7 0	6 5 3	7 2 0	5 6 6
25 to 35	9 12 0	7 4 0	8 3 3	6 2 6
36 " 45	9 19 6	7 9 6	8 9 6	6 7 0
46 " 55	10 7 0	7 15 3	8 16 0	6 12 0
56 " 65	10 17 0	8 2 9	9 4 6	6 18 3
66 " 75	11 7 0	8 10 3	9 13 0	7 4 9
76 " 85	11 17 0	8 17 9	10 1 6	7 11 0
86 " 95	12 9 6	9 7 0	10 12 0	7 19 0
96 " 105	13 7 0	10 0 3	11 7 0	8 10 3
106 " 125	14 4 6	10 13 3	12 1 9	9 1 3
126 " 150	15 2 0	11 6 6	12 16 9	9 12 6
151 " 175	15 19 6	11 19 6	13 11 6	10 3 6
176 " 200	16 17 0	12 12 9	14 6 6	10 14 9
201 " 250	17 14 6	13 5 9	15 1 3	11 6 0
251 " 300	18 12 0	13 19 0	15 16 3	11 17 3
301 " 350	19 9 6	14 12 0	16 11 0	12 11 3
351 " 400	20 7 0	15 5 3	17 6 0	12 19 6
401 " 450	21 7 0	16 0 3	18 3 0	13 12 3
451 " 500	22 7 0	16 15 3	19 0 0	14 5 0
501 " 550	23 7 0	17 10 3	19 17 0	14 17 9
551 " 600	24 7 0	18 5 3	20 14 0	15 10 6
601 " 650	25 7 0	19 0 3	21 11 0	16 3 3
651 " 700	26 7 0	19 15 3	22 8 0	16 16 0
701 " 750	27 7 0	20 10 3	23 5 0	17 8 9

	Employed in Hospitals—		Employed in Benevolent Homes—	
	Males.	Females.	Males.	Females.
<i>Assistant Secretary.</i>				
Where the adjusted bed capacity is—	£ s. d.	£ s. d.	£ s. d.	£ s. d.
under 150	10 17 0	8 2 9	9 4 6	6 18 3
151 to 175	11 2 0	8 6 6	9 8 9	7 1 6
176 " 200	11 7 0	8 10 3	9 13 0	7 4 9
201 " 250	11 17 0	8 17 9	10 1 6	7 11 0
251 " 300	12 7 0	9 5 3	10 10 0	7 17 6
301 " 350	12 17 0	9 12 9	10 18 6	8 2 3
351 " 400	13 7 0	10 0 3	11 7 0	8 10 3
401 " 450	13 17 0	10 7 9	11 15 6	8 16 6
451 " 500	14 7 0	10 15 3	12 4 0	9 3 0
501 " 550	14 17 0	11 2 9	12 12 6	9 9 3
551 " 600	15 7 0	11 10 3	13 1 0	9 15 9
601 " 650	15 17 0	11 17 9	13 9 6	10 2 0
651 " 700	16 7 0	12 5 3	13 18 0	10 8 6
701 " 750	16 17 0	12 12 9	14 6 6	10 14 9
<i>Accountant.</i>				
Where the adjusted bed capacity is—				
under 95	9 7 0	7 0 3	7 19 0	5 19 3
96 to 105	9 12 0	7 4 0	8 3 3	6 2 6
106 " 125	9 17 0	7 7 9	8 7 6	6 5 6
126 " 150	10 2 0	7 11 6	8 11 9	6 8 9
151 " 175	10 7 0	7 15 3	8 16 0	6 12 0
176 " 200	10 12 0	7 19 0	9 0 3	6 15 3
201 " 250	10 17 0	8 2 9	9 4 6	6 18 3
251 " 300	11 7 0	8 10 3	9 13 0	7 4 9
301 " 350	11 17 0	8 17 9	10 1 6	7 11 0
351 " 400	12 7 0	9 5 3	10 10 0	7 17 6
401 " 450	12 17 0	9 12 9	10 18 6	8 2 3
451 " 500	13 7 0	10 0 3	11 7 0	8 10 3
501 " 550	13 17 0	10 7 9	11 15 6	8 16 6
551 " 600	14 7 0	10 15 3	12 4 0	9 3 0
601 " 650	14 17 0	11 2 9	12 12 6	9 9 3
651 " 700	15 7 0	11 10 3	13 1 0	9 15 9
701 " 750	15 17 0	11 17 9	13 9 6	10 2 0
<i>Chief Clerk.</i>				
Where the adjusted bed capacity is—				
under 105	7 7 0	5 10 3	6 5 0	4 13 9
106 to 175	7 17 0	5 17 9	6 13 6	5 0 0
176 " 250	8 2 0	6 1 6	6 17 9	5 3 3
251 " 350	8 7 0	6 5 3	7 2 0	5 6 6
351 " 400	8 12 0	6 9 0	7 6 3	5 9 9
401 " 450	8 17 0	6 12 9	7 10 6	5 12 9
451 " 500	9 2 0	6 16 6	7 14 9	5 16 0
501 " 550	9 7 0	7 0 3	7 19 0	5 19 3
551 " 600	9 12 0	7 4 0	8 3 3	6 2 6
601 " 650	9 17 0	7 7 9	8 7 6	6 5 6
651 " 700	10 2 0	7 11 6	8 11 9	6 8 9
701 " 750	10 7 0	7 15 3	8 16 0	6 12 0

(b) *Thereafter*—As from the beginning of the first pay period to commence in May, 1948, the wages set out herein shall be increased by a cost of living amount of 2s. per week.

ADJUSTED BED CAPACITY.

3. (1) For the purposes of this Determination the adjusted bed capacity shall be the bed capacity shown in the last annual return furnished by the respective institution to the Charities Board of Victoria or other statutory body and in the case of a Secretary and Assistant Secretary shall be further adjusted in respect to the number of out-patients attendances and maternity beds as follows:—

(a) Out-patient's attendances—

(i) For the first 49,000 out-patients' attendances add one bed for each 700 or part thereof;

(ii) For the second 49,000 out-patients' attendances add one bed for each 1,400 or part thereof;

(iii) *Thereafter* add one bed for each 2,100 or part thereof.

(b) Maternity beds.—One-third or part thereof of the number of maternity beds as stated in the above return shall be added to the total number of beds.

(2) Officers in hospitals in which the chief and principal treatment is in connexion with—

(a) eyes, ears, nose, and throat, shall be paid for as 301 adjusted beds;

(b) dentistry, shall be paid for as 251 adjusted beds.

(c) after care, shall be paid for as 251 adjusted beds.

DEFINITIONS.

4. "Secretary" means any person employed full time as—

(a) Secretary, Manager, or Business Manager; or

(b) the principal administrative officer however styled in any institution.

"Assistant Secretary" means any person employed full time as first assistant to a Secretary as defined.

"Accountant" means any person who is a certificated member of a recognized Institute of Accountants, and who has been appointed to work full time as an accountant at any institution.

"Chief Clerk" means any person appointed to act full time as such, but does not include any person covered by the definitions of Secretary, Assistant Secretary, or Accountant.

WORKING WEEK.

5. A week's work shall be spread over five days provided that an officer shall work at other reasonable times as and when necessary.

SUBSIDIARY HOSPITAL OR ANNEXES.

6. For the purpose of determining the salary of a Secretary who is required to administer the affairs of one or more subsidiary hospitals or annexes, the adjusted bed capacity shall be the sum of the adjusted bed capacity of the parent hospital and the subsidiaries or annexes concerned.

PUBLIC HOLIDAYS.

7. (a) An officer shall be entitled to be absent without deduction of pay on the days observed as 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, Boxing Day, and such other day or days as may be proclaimed as a holiday or holidays within the area in which the Institute concerned is situated

(b) An officer required to work on any day specified in sub-clause (a) hereof shall be entitled to time off in lieu of such day.

SICK LEAVE.

8. (a) An officer shall be entitled to be absent without loss of pay on account of personal ill-health or accident, proof of which shall be submitted in a manner satisfactory to the Committee of the Hospital, for a period not exceeding in the aggregate 28 days for each 12 months of service.

(b) Notwithstanding anything contained in sub-clause (a) hereof, if the full period of sick leave therein contained 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 84 days in any year, which shall be the maximum amount of leave to which an employee shall be entitled in any year of service without deduction of pay.

ANNUAL LEAVE.

9. (a) Officers shall be entitled to annual leave on completion of each year of service in any one institution without deduction of pay, as follows:—

Secretary	Four weeks
All others	Three weeks

Should any day or days specified in clause 7 as a Public Holiday occur during an officer's period of annual leave, an additional day shall be added to the period of annual leave for each such specified day so occurring.

(b) Annual leave shall be granted within a period of six months after becoming due, and at a time suitable to the convenience of the Institution.

(c) An officer whose employment is terminated with less than twelve months' service in any qualifying twelve-monthly period shall be granted *pro rata* annual leave or payment in lieu.

HIGHER DUTIES ALLOWANCE.

10. An officer required to take over all the duties of a senior officer for a period in excess of twelve weeks in each year shall be paid not less than the rate prescribed for such senior officer for such period as he so acts in excess of such twelve weeks.

TRAVELLING ALLOWANCE.

11. (a) An officer required to travel on business in connexion with the Institution shall be re-imbursed all reasonable travelling expenses necessarily incurred.

(b) Where an officer is required to use his own motor car in connexion with the business of an Institution, he shall be re-imbursed such sum as may be agreed upon between the Governing Body of the Institution and himself. In the absence of any such agreement, he shall be paid an allowance at the rate of 9d. per mile for each mile he is so required to use his motor car.

TERMINATION OF SERVICES.

12. To terminate employment, one month's written notice shall be given by the employee or the Committee or one month's wages paid or forfeited, as the case may be. This shall not affect the right of the Committee to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct, in which case wages shall be paid up to the time of dismissal only.

ACCOMMODATION.

13. Where an officer in a Benevolent Home is required to reside in quarters provided for him by the Institution, no deduction for the use of such quarters shall be made from his wages, and the officer shall be on call for institutional matters at all reasonable times.

RATES AND CONDITIONS TO BE MAINTAINED.

14. Nothing in this Determination shall be deemed or construed to reduce the wage or allowance any officer was receiving prior to the date of operation of this Determination.

PERIODICAL ADJUSTMENT OF WAGES.

15. The wages rates set out in clause 2 are based upon the following basic wage and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 16.

Basic Wage.

Place.	Needs Basic Wage Adjustable.	Loading Constant.	Total Basic Wage.	Index Number Set Assigned.
	£ s. d.	s. d.	£ s. d.	
Throughout the State	5 9 0	6 0	5 15 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

16. (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 August, 1948, the amounts of the Basic Wage shall be as prescribed in clause 15.

(c) During each future successive period beginning with the first pay period to commence in an August, a November, a February, or a May, the amount 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, 16th June, 1948.