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GOVERNMENT GAZETTE.

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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 on the 1st December, 1951, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

WAGES PER WEEK.

	Males.		Females.	
	£	s. d.	£	s. d.
<i>Secretary.</i>				
Where the adjusted bed capacity is—				
under 25 .. .. .	14	13 6	12	6 3
25 to 35 .. .. .	14	18 0	12	10 9
36 " 45 .. .. .	15	7 3	12	17 3
46 " 55 .. .. .	15	15 6	13	3 9
56 " 65 .. .. .	16	6 6	13	12 9
66 " 75 .. .. .	16	17 6	14	1 6
76 " 85 .. .. .	17	8 6	14	3 6
86 " 95 .. .. .	18	2 3	14	9 0
96 " 105 .. .. .	19	1 6	15	3 6
106 " 125 .. .. .	20	0 9	15	17 9
126 " 150 .. .. .	21	0 0	16	12 3
151 " 175 .. .. .	21	19 3	17	6 9
176 " 200 .. .. .	22	18 6	18	1 3
201 " 250 .. .. .	23	17 9	18	15 6
251 " 300 .. .. .	24	17 0	19	10 0
301 " 350 .. .. .	25	16 3	20	4 6
351 " 400 .. .. .	26	15 6	20	19 0
401 " 450 .. .. .	27	17 6	21	15 6
451 " 500 .. .. .	28	19 6	22	12 0
501 " 550 .. .. .	30	1 6	23	8 6
551 " 600 .. .. .	31	3 6	24	5 0
601 " 650 .. .. .	32	5 6	25	1 6
651 " 700 .. .. .	33	7 6	25	18 0
701 " 750 .. .. .	34	9 6	26	14 6

## WAGES PER WEEK.

		Males.	Females.
		£ s. d.	£ s. d.
<i>Assistant Secretary.</i>			
Where the adjusted bed capacity is—			
under 150	.. .. .	16 6 6	13 2 3
151 „ 175	.. .. .	16 12 0	13 6 3
176 „ 200	.. .. .	16 17 6	13 10 6
201 „ 250	.. .. .	17 8 6	13 18 9
251 „ 300	.. .. .	17 19 6	14 7 0
301 „ 350	.. .. .	18 10 6	14 15 3
351 „ 400	.. .. .	19 1 6	15 3 6
401 „ 450	.. .. .	19 12 6	15 11 9
451 „ 500	.. .. .	20 3 6	16 0 0
501 „ 550	.. .. .	20 14 6	16 8 3
551 „ 600	.. .. .	21 5 6	16 16 6
601 „ 650	.. .. .	21 16 6	17 4 9
651 „ 700	.. .. .	22 7 6	17 13 0
701 „ 750	.. .. .	22 18 6	18 1 3
<i>Accountant.</i>			
Where the adjusted bed capacity is—			
under 95	.. .. .	14 13 6	11 17 6
96 „ 105	.. .. .	14 19 0	12 1 6
106 „ 125	.. .. .	15 4 6	12 5 9
126 „ 150	.. .. .	15 10 0	12 9 9
151 „ 175	.. .. .	15 15 6	12 14 0
176 „ 200	.. .. .	16 1 0	12 18 0
201 „ 250	.. .. .	16 6 6	13 2 3
251 „ 300	.. .. .	16 17 6	13 10 6
301 „ 350	.. .. .	17 8 6	13 18 9
351 „ 400	.. .. .	17 19 6	14 7 0
401 „ 450	.. .. .	18 10 6	14 15 3
451 „ 500	.. .. .	19 1 6	15 3 6
501 „ 550	.. .. .	19 12 6	15 11 9
551 „ 600	.. .. .	20 3 6	16 0 0
601 „ 650	.. .. .	20 14 6	16 8 3
651 „ 700	.. .. .	21 5 6	16 16 6
701 „ 750	.. .. .	21 16 6	17 4 9
<i>Chief Clerk.</i>			
Where the adjusted bed capacity is—			
under 105	.. .. .	12 9 6	10 4 6
106 to 175	.. .. .	13 0 6	10 12 9
176 „ 250	.. .. .	13 6 0	10 16 9
251 „ 350	.. .. .	13 11 6	11 1 0
351 „ 400	.. .. .	13 17 0	11 5 0
401 „ 450	.. .. .	14 2 6	11 9 3
451 „ 500	.. .. .	14 8 0	11 13 3
501 „ 550	.. .. .	14 13 6	11 17 6
551 „ 600	.. .. .	14 19 0	12 1 6
601 „ 650	.. .. .	15 4 6	12 5 9
651 „ 700	.. .. .	15 13 0	12 9 9
701 „ 750	.. .. .	15 15 6	12 14 0

## 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 Hospitals and Charities Commission of Victoria or other statutory body and in the case of a Secretary, Assistant Secretary, and the Accountant where no Assistant Secretary is employed shall be further adjusted in respect to the number of out-patients' attendances and maternity beds as follows:—

(a) Out-patients' 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 and appointed to act 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 the Accountant at any institution. Provided that any person who has held the position of Accountant in any institution prior to 1st April, 1948, shall not be required to hold a certificate from a recognized Institute of Accountants.

"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, Assistant Secretary, or the Accountant where no Assistant Secretary is employed, who are required to administer the affairs of or perform duties in connexion with 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 working 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. No employer shall terminate the services of an employee during the currency of any period of sick leave with the object of avoiding his obligations under this sub-clause.

## 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.

## LONG SERVICE LEAVE.

10. (a) An officer who has been in the service of one or more Institutions (including any statutory body directly associated with such Institution or Institutions) for a cumulative period of 20 years shall be entitled to six months' long service leave or payment in lieu after having attained the age of 45 years in accordance with the following provisions:—

(i) If on retirement an officer has completed more than 20 years' service a *pro rata* amount of leave shall be added to the six months' leave prescribed for all service in excess of 20 years.

(ii) If on the resignation of an officer he has completed more than 20 years' service he shall be entitled only to six months' leave of absence or payment in lieu as if he had only completed a period of 20 years.

(iii) Upon the death from any cause of an officer, who, at the date of his death was eligible for the grant of long service leave, the Committee shall pay to the legal representative of the deceased officer the amount that the officer would have been entitled to receive had he retired immediately prior to the date of his death.

(b) Any officer retiring or resigning after the 1st April, 1949, shall be entitled to the benefits of this clause provided he has had not less than 20 years service.

(c) For the purposes of this clause the following definitions shall apply:—

"Service" shall mean service calculated as from the date of entering the present employment with the Institution and shall include all periods during which an officer was serving in His Majesty's Forces or was made available by the employer for national duty or for other periods of absence approved by the Institution.

"Salary" shall mean the officer's salary or wage (exclusive of overtime or other allowance) at the time leave is taken, or immediately prior to the officer leaving the service or death of the officer (as the case may be).

"Committee" shall mean the Committee or Governing Body of the Hospital or Benevolent Home in which the officer is employed.

Words importing the masculine gender only shall include the feminine gender.

## HIGHER DUTIES ALLOWANCE.

11. An officer required to take over all the duties of a senior officer shall be paid not less than the rate prescribed for such senior officer for such period as he so acts.

## TRAVELLING ALLOWANCE.

12. (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 1s. per mile for each mile he is so required to use his motor car.

## TERMINATION OF SERVICES.

13. 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.

14. (a) 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.

(b) Where an officer attached to a Hospital is required to reside in quarters provided for him by the Institution a deduction of not more than ten per cent. may be made from his wages as rental.

RATES AND CONDITIONS TO BE MAINTAINED.

15. 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 or alter unfavourably the terms or conditions of employment operating at the date hereof.

PERIODICAL ADJUSTMENT OF WAGES.

16. 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 by the same amount and at the same time as such basic wage as prescribed by clause 17.

Basic Wage.

Place.	Basic Wage. (Adjustable).	Index Number Set Assigned.
Throughout the State .. .. .	<p style="text-align: center;">£ s. d.</p> <p style="text-align: center;">9 19 0</p>	Melbourne

ADJUSTMENT OF BASIC WAGE.

17. (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, 1952, the amount of the basic wage shall be as prescribed in clause 16.

(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 amount of the 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 .103 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. RANDES, J.P., Chairman.

J. V. WILLOX, Secretary.

Melbourne, 9th November, 1951.