



VICTORIA GOVERNMENT GAZETTE.

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TUESDAY, MARCH 30.

[1954

Factories and Shops Acts.

DETERMINATION OF THE BRICKLAYERS BOARD.

NOTE.—(1) This Determination applies to the whole of the State of Victoria.

(2) On the 7th July, 1926, the power to determine the lowest prices or rates which may be paid to any persons employed laying or fixing faience or majolica on floors, walls, or ceilings, was taken from the Tilelayers Board and conferred exclusively on the Bricklayers Board.

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 (other than labourers) wheresoever employed in the process, trade or business of a bricklayer," has made the following Determination, namely:—

1. That as from the 16th December, 1953, the last previous Determination of this Board shall be revoked and replaced by this Determination.

* WAGES.

2. (a) *Apprentices and Improvers.*

<i>Apprentices.—PER WEEK.</i>					<i>Improvers.—PER WEEK.</i>				
—	Percentage of Basic Wage.	Adjustable Wage.	Loading.	Weekly Rate.	—	Percentage of Basic Wage.	Weekly Rate.	War Time Loading.	Total Weekly Rate.
		<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>			<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
1st year ..	29	68 6	2 8	71 2	1st six months ..	23	54 6	1 0	55 6
2nd year ..	38	90 0	5 4	95 4	2nd six months ..	33	78 0	1 6	79 6
3rd year ..	53	125 6	8 0	133 6	2nd year ..	48	114 0	2 0	116 0
4th year ..	76	180 0	10 8	190 8	3rd year ..	77	182 6	3 0	185 6
5th year ..	98	232 6	13 4	245 10	4th year ..	98	232 6	4 0	236 6
					5th year ..	100 plus 14s.	251 0	4 6	255 6
PROPORTION (IN ANY PLACE).					PROPORTION (IN ANY PLACE).				
One apprentice to every three bricklayers or fraction thereof receiving not less than the minimum wage of 323s. 4d. per week.					One improver to every four bricklayers or fraction thereof receiving not less than the minimum wage of 323s. 4d. per week.				
An amended indenture of apprenticeship was approved on 7th September, 1940.									

* NOTE.—Section 151, Act 3677, reads as follows:—"When in any Determination a Wages Board has fixed a wages rate only for wholly or partly preparing or manufacturing either inside or outside a factory, any articles or for doing any work, then it shall not be lawful for any person to pay or authorize or permit to be paid therefor any piecework prices, and the receipt or acceptance of any piecework prices shall not be deemed to be payment or part payment of any such wages."

(b)

Other Employees.

SECTION "A".

This Section applies only in respect of the employment of persons on the construction renovation repair alteration or demolition of buildings performed on the site thereof, and in particular it shall have no application—

- (i) to employment by an employer in any industry where the work performed by the employee is subsidiary or auxiliary to the chief and principal purpose and business of such industry; or
- (ii) to employment in workshops.

	Per Week.	Per Hour.
	s. d.	s. d.
(1) Foreman bricklayer in charge of three or more employees (see clause 21 hereof)		
(2) Bricklayers employed on sewerage work, drainage work, or underground work such as tunnelling	334 2	8 4½
(3) Bricklayers employed in the construction of, and/or repairs to gas retorts for the manufacture of gas, or retorts used in the manufacture and/or refining of oil from shale or coal—		
(a) Where the temperature does not exceed 120° Fahrenheit	353 4	8 10
(b) Where the temperature exceeds 120° Fahrenheit	373 4	9 4
(4) Bricklayers employed on old firework and/or repairs to boilers, bakers' ovens, furnaces, and all work pertaining thereto—		
(a) Where the temperature does not exceed 120° Fahrenheit	353 4	8 10
(b) Where the temperature exceeds 120° Fahrenheit	373 4	9 4
(5) Bricklayers employed on all new firework, construction of stills, towers, and acid-resisting brickwork, and all work pertaining thereto other than repairs to same	334 2	8 4½
(6) Bricklayers employed on repair work to acid furnaces, acid stills, acid towers, and all other acid-resisting brickwork	373 4	9 4
(7) Bricklayers laying glass bricks	323 4	8 1
(8) Bricklayers engaged below ground level (in underpinning the foundation of an adjoining building)	330 8	8 3½
(9) All other bricklayers	323 4	8 1
(10) Persons employed laying or fixing faience or majolica on floors, walls, or ceilings	323 4	8 1
Bricklayers employed building chimney stacks shall be paid—		
Over 50 feet to 100 feet, at the rate of 7s. 6d. per week extra.		
And for every additional 50 feet or fraction thereof, at the rate of 7s. 6d. per week extra.		
Bricklayers employed laying cement blocks (other than cindercrete blocks for plugging purposes) shall be paid the rate prescribed for "All other bricklayers" plus—		
Where the blocks weigh over 12 lb. and under 20 lb., 3d. per hour;		
Where the blocks weigh 20 lb. or over and up to 40 lb., 6d. per hour;		
Where the blocks weigh over 40 lb., 9d. per hour.		

SECTION "B".

This Section applies in respect of the employment of all persons coming within the ambit of the Determination, other than those provided for in Section "A" hereof.

	Per Week.	Per Hour.
	s. d.	s. d.
(1) Foreman bricklayer in charge of three or more employees (see clause 21 hereof)		
(2) Bricklayers employed on sewerage work, drainage work, or underground work such as tunnelling not connected with building construction	327 6	8 2½
(3) Bricklayers employed in the construction of, and/or repairs to gas retorts for the manufacture of gas, or retorts used in the manufacture and/or refining of oil from shale or coal—		
(a) Where the temperature does not exceed 120° Fahrenheit	346 10	8 8
(b) Where the temperature exceeds 120° Fahrenheit	366 10	9 2
(4) Bricklayers employed on old firework and/or repairs to boilers, bakers' ovens, furnaces, and all work pertaining thereto—		
(a) Where the temperature does not exceed 120° Fahrenheit	346 10	8 8
(b) Where the temperature exceeds 120° Fahrenheit	366 10	9 2
(5) Bricklayers employed on all new firework, construction of stills, towers, and acid-resisting brickwork, and all work pertaining thereto other than repairs to same	327 6	8 2½
(6) Bricklayers employed on repair work to acid furnaces, acid stills, acid towers, and all other acid-resisting brickwork	366 10	9 2
(7) Bricklayers laying glass bricks	316 8	7 11
(8) Bricklayers engaged below ground level (in underpinning the foundation of an adjoining building)	324 0	8 1½
(9) All other bricklayers	316 8	7 11
(10) Persons employed laying or fixing faience or majolica on floors, walls, or ceilings	316 8	7 11
Bricklayers employed building chimney stacks shall be paid—		
Over 50 feet to 100 feet, at the rate of 7/6 per week extra.		
And for every additional 50 feet or fraction thereof, at the rate of 7/6 per week extra.		
Bricklayers employed laying cement blocks (other than cindercrete blocks for plugging purposes) shall be paid the rate prescribed for "All other bricklayers" plus—		
Where the blocks weigh over 12 lb. and under 20 lb., 3d. per hour;		
Where the blocks weigh 20 lb. or over and up to 40 lb., 6d. per hour;		
Where the blocks weigh over 40lb., 9d. per hour.		

Notwithstanding anything contained in this Section any employee, within six months of his first employment in any place whose employment is terminated by the employer for any cause, shall on such termination be entitled to be paid for such work performed by him the appropriate rate or rates prescribed in Section "A" hereof.

NOTE.—The amounts of the differences between the rates prescribed in Section "A" and Section "B" hereof are consequent on the differences in the methods of adjustment as prescribed in clause 26 hereof, due to the rates in the first mentioned Section including a loading for "following the job."

(c)

Special Allowances.

In addition to the rates hereinbefore prescribed in this clause the following special allowances shall be paid, provided that the provisions of paragraphs (i), (ii), and (iii) hereof shall apply only to bricklayers doing work classified under classifications (7) and (8) of Sections "A" and "B" of sub-clause (b).

(i) *Wet Places.*—An employee working in any place where his clothing or boots become saturated whether by water, concrete, or otherwise shall be paid 3d. per hour extra: Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable effective protective clothing and/or footwear. And provided further that any employee who becomes entitled to this extra rate shall be paid such extra rate per hour for the whole of the day or shift if he is required to work in wet clothing or boots.

(ii) *Confined Space.*—An employee required to work in a confined space (i.e., a compartment or space, access to which is through a manhole or similar opening, or a place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation, and which is of a class not usually associated with the bricklaying trade) shall be paid 3d. per hour whilst so employed.

(iii) *Dirty Work.*—An employee working at dirty work, that is work concerning which the employer or his foreman agree that it is of an unusually dirty or offensive nature, shall be paid for the period of such work at the rate of 3d. per hour extra.

(iv) *Casual Labour.*—Casual employee (i.e., an employee employed during the week for not more than one-half the maximum number of hours fixed in this Determination as a week's work) shall be paid at the ordinary rate hourly with an addition of 10 per centum.

(v) *Employee Reporting for Duty.*—An employee notified to commence duty and actually attending for duty, when notified by the employer or his representative that his services are not required shall be paid for two hours as time worked.

(vi) *Waiting Time.*—An employee who is required to attend for work and is kept waiting to commence work by instructions of the employer or his representative, shall be paid at his ordinary rate of pay for the time he is so kept waiting.

DIRTY WORK.

3. Bricklayers employed at work as described in Sections "A" and "B" of clause 2 (b) hereof, classifications (2), (3), (4), (6), and (8), which is of an unusually dirty nature shall be allowed ten minutes as washing time on completion of each day's work.

WORKING IN EXCESSIVE HEAT.

4. When a bricklayer in the last two hours of his day's work is working in artificial heat exceeding 120° Fah. he shall be allowed ten minutes of working time in which to cool off, in addition to any other time off elsewhere prescribed in this Determination for other causes.

HOURS.

5. The ordinary hours for a week's work shall be 40 to be worked in five days (Monday to Friday inclusive) of 8 hours each. The ordinary time for the beginning and ending of work shall be between the hours of 7.30 a.m. and 5.30 p.m. A meal break of not less than 42 minutes shall be allowed each day.

INCLEMENT WEATHER.

6. Each employee shall be paid an allowance at ordinary rates for time lost through inclement weather, subject to the following conditions:—

- (i) That such allowance shall not exceed the equivalent of eight hours' pay in any one week.
- (ii) That weather shall not be regarded as inclement for the purposes of this clause unless the employer or his representative on the job, and a representative of the men on such job, agree that it shall be so regarded. Failing such agreement weather shall not be regarded as inclement and work shall continue.
- (iii) Any intermission of work owing to inclement weather so regarded as aforesaid shall immediately cease and work shall be immediately resumed on the employer or his representative calling for a resumption of work.
- (iv) An employee shall not be entitled to payment as provided for in this clause, unless he remains on the job until a decision to cease work for the day has been made by agreement between the employer or his representative and a representative of the men.
- (v) The intermission of work by employees who would be exposed to or working in inclement weather so regarded in accordance with this clause shall not be a ground for intermission of work in places where employees are not so exposed to or are not called upon to work in such inclement weather.

ALLOWANCE IN RESPECT OF MEALS.

7. Where an employee is required to work overtime in excess of one hour and has not been given notice of same on the previous working day, he shall be allowed an amount of 3s. for a meal. When working overtime for two hours or more, employees shall be allowed to take, without deduction of pay, 20 minutes for crib immediately after the ordinary ceasing time, and thereafter 30 minutes for crib shall be allowed after each four hours of continuous work. Provided that where an employee works overtime for two hours without taking the prescribed interval of 20 minutes, he shall be deemed to have worked two and one-third hours.

OVERTIME.

8. Work done outside the ordinary times of beginning and ending work as prescribed in clause 5 hereof, or in excess of eight hours on any day shall be paid for at the rate of time and a half for the first two hours and double time thereafter until the completion of such period of continuous work.

ALLOWANCE IN RESPECT OF EXCESS FARES AND TRAVELLING TIME.

9. (a) The following payments shall be made in lieu of fares and travelling time within the radii named using G.P.O., Melbourne (or Bourke and Elizabeth streets) or the principal post offices at Ballarat, Bendigo, and Geelong as centres:—

	<i>s.</i>	<i>d.</i>
Up to and including 12 miles	3	3 per day
Over 12 miles and including 20 miles	3	10 per day
Over 20 miles and including 30 miles	4	6 per day

These allowances shall not be payable if the employer provides or offers to provide transport free of charge, in which case 2s. 5d. per day travelling allowance shall be paid.

(b) Where fares are necessarily incurred on distant jobs, as defined in clause 10 (a) hereof or on work performed outside the radii named in sub-clause (a) hereof the provisions of that sub-clause shall apply except that the local Post Office shall be the centre.

ALLOWANCES IN RESPECT OF DISTANT JOBS.

10. (a) When distance and/or travelling facilities reasonably prevent an employee going from and returning each day to his usual place of residence, reasonable and suitable board and sleeping accommodation including stretcher and mattress for each employee shall be provided. When work is situated away from suitable accommodation, the employer shall supply tents or huts with sleeping accommodation therein including stretcher and mattress for each employee in addition to any allowance provided in this clause the allowance to be made shall be—

	<i>s.</i>	<i>d.</i>
For less than a full week	12	9 per day
For a full working week at the rate of	52	6 per week

Provided that the foregoing allowances shall be increased if the employee satisfies the employer that he reasonably incurred a greater outlay than that prescribed.

(b) In lieu of the payments prescribed in clause 9 (a) hereof an employee to whom sub-clause (a) applies shall be paid travelling time (not exceeding ordinary working hours per day) at ordinary rates of pay, and, where incurred, second class return fare, and 5s. to cover expense of reaching his home railway station and transport of tools if any cost necessary. Provided that the return fare shall not be payable if the employee is dismissed for misconduct or is held incompetent within one week of starting work or leaves within one month of engagement. Travelling time shall be calculated as from Spencer-street and Flinders-street Railway Stations or the home Central Railway Station (if residing in the country) to destination by rail or usual travelling facilities.

(c) If an employee elects to return to his home at the week end after three months of continuous service and thereafter at three-monthly periods he shall be paid a second class return fare (Victorian Railways only) on the pay day which immediately follows the date on which he returns to the job.

If the work upon which the employee is engaged will terminate in the ordinary course within a further 28 days after the expiration of three months this sub-clause shall not apply.

SPECIAL RATES FOR SUNDAYS AND PUBLIC HOLIDAYS.

11. All work done on—Sundays, New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day—shall be paid for at the rate of double time; but if any other day be by Act of Parliament or proclamation substituted for any of the above-mentioned holidays, the special rate shall be payable only for the day so substituted.

11A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II, where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be included as a holiday in this Determination. An employee not required to work during the period of such public holiday or public half-holiday as so proclaimed provided same is an ordinary working day, shall receive payment at ordinary rates of pay for such period. Provided further that if he fails to attend for work on the working day before and/or after such public holiday or public half-holiday without reasonable excuse he shall not be entitled to be paid for such public holiday or public half-holiday. Double time shall be paid for all work done during the period of such public holiday or public half-holiday as so proclaimed.

EXCESS OF HOURS.

12. An employee who has worked continuously (except for meal intervals) for twenty hours, shall have a break of at least, twelve hours before again starting work.

REST PAUSE.

13. (a) There shall be a rest period of ten minutes from the time of coming to the time of resuming work between the hours of 9.30 a.m. and 11 a.m. without deduction of pay.

(b) The employer shall provide facilities to enable the employees to obtain an adequate supply of boiling water at meal times and rest periods.

ANNUAL HOLIDAY.

14. The annual holiday shall be as prescribed by the provisions of the *Factories and Shops (Annual Holidays) Act 1946* No. 511, and any amendments which may be made thereto from time to time.

FIRST-AID OUTFIT.

15. An efficient first-aid outfit shall be supplied on all jobs where building permits are necessary.

TRANSPORT.

16. If an employee is required to work overtime or on a Sunday or holiday (mentioned in clause 11 hereof) and no regular means of conveyance is available the employer shall at the request of the employee provide suitable transport to convey him to the job or to his residence as the case may be. If the employer fails to provide such transport he shall pay to the employee such reasonable amount as has been necessarily incurred by him.

PAYMENT OF WAGES.

17. (a) All wages due shall be paid not later than Thursday in each week.

(b) An employer shall not keep more than one day's pay in hand.

(c) If an employee leaves or is dismissed he shall be paid his wages on leaving or being dismissed, or paid by post or otherwise within 24 hours thereafter. If wages are not paid within the time prescribed in this paragraph, the employee shall be deemed to continue to be employed at ordinary rates until such wages are paid.

(d) All other wages shall be paid during ordinary working hours.

INSPECTION OF TIME SHEETS AND BOOKS.

18. The Secretary for Labour may authorize at any time (except pay day) or place, the inspection of all wages sheets, time sheets or other wages records by a person nominated by the Victorian Operative Bricklayers Society and approved by the Secretary for Labour, provided that 24 hours' notice of such inspection is given to the employer.

TOOLS.

19. Each employer shall provide at the works a safe and suitable place for the tools of his employees.

SHELTER, CONVENIENCES, ETC.

20. (a) Each employer shall provide suitable dressing accommodation with a dry floor, and including seating, on all jobs unless it is impracticable to do so due to site conditions or building regulations. Where three or more men are employed, and the work is estimated to last one week or more, a shelter shed based on six square feet per person with a minimum of 50 square feet, shall be provided. Such shed shall be for the exclusive use of workmen and not used for the storage of building materials.

(b) The employer shall provide on all jobs suitable and adequate sanitary conveniences. Such conveniences shall conform to the requirements of the local health authority and where no such local health authority exists, they shall not be regarded as suitable unless enclosed on all sides, fitted with doors and roofed and shall contain appropriate seats and sufficient quantities of lime or other suitable deodorant.

FOREMAN AND LEADING HAND.

21. (a) Where three or more journeymen bricklayers are employed on any job one shall be a foreman and entitled to the additional rate prescribed in sub-clause (c) of this clause.

(b) In addition to a foreman bricklayer, where the work under construction is performed by journeymen bricklayers working in groups, or in the form of separate units, for every ten journeymen bricklayers employed under a foreman (as defined in sub-clause (a) hereof), at least one of such bricklayers shall be classified as a leading hand, and paid the additional rate prescribed in sub-clause (c) of this clause.

(c) A foreman bricklayer or a leading hand shall be entitled to the following rate in addition to the ordinary rate prescribed for the highest class of work done under his supervision as follows:—

Foreman bricklayer—			
(i) In charge of three and not more than nine journeymen bricklayers 4d. per hour
(ii) In charge of ten or more journeymen bricklayers 8d. per hour
Leading hand 2½d. per hour

TERMINATION OF EMPLOYMENT.

22. One hour's notice of termination of employment shall be given by either employer or employee or one hour's pay shall be paid or forfeited in lieu thereof. A further hour at ordinary rates shall be allowed the employee to gather, clean, pack, and transport his tools.

APPRENTICES AND IMPROVERS.

23. The provisions of clause 22 hereof shall not apply to the employment of apprentices.

ADDITIONAL ANNUAL AND SICK LEAVE FOR SPECIAL CIRCUMSTANCES.

24. When it is a constant condition of employment that an employee in a "Mixed Industry" is required to be continuously available to work overtime on special call during week ends, or during the week at times outside his normal hours of employment, such employee shall be entitled to:—

- (a) one week's additional leave with pay, and
- (b) payment for a maximum of 40 hours for sickness (duly certified) in any one year, provided that in the event of an employee not claiming payment in whole or in part in any year, the number of days not claimed shall be held to his credit the following year or years, subject to a maximum of 120 hours for sickness. For the purposes of sub-clause (b) hereof service prior to the 1st July, 1945, shall be disregarded. "Mixed Industry" means an industry where the work performed by bricklayers (that is, any work to which this Determination applies) is subsidiary and auxiliary to the chief and principal purpose and business of such industry.

ATTENDANCE AT HOSPITAL ETC.

25. An employee suffering injury through an accident arising out of and in the course of his employment (not being an injury in respect of which he is entitled to workers' compensation) necessitating his attendance during working hours on a doctor, chemist or trained nurse, or at a hospital, shall not suffer any deduction from his pay for the time (not exceeding four hours) so occupied on the day of the accident, and shall be reimbursed by the employer all expenses reasonably incurred in connexion with such attendance.

PERIODICAL ADJUSTMENT OF WAGES.

26. The wages rates set out in clause 2 (b) hereof 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. Provided that the method of adjustment shall be in accordance with the provisions of clause 27 hereof.

Basic Wage.

Place.	Basic Wage (Adjustable).	Index Number Set Assigned.
	£ s. d.	
Throughout the State	11 17 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" of 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, 1954, the amount of the basic wage shall be as prescribed in clause 26 hereof.

(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.

(d) For the purposes of adjustment of classification (9) of Sections "A" and "B" of sub-clause (b) of clause 2 hereof in accordance with the variations from time to time in the basic wage, the following is the method to be adopted:—

(i) A weekly wage comprising the following constituents is ascertained—

	£ s. d.
Basic Wage	11 17 0
Margin for skill	2 6 0
War loading	0 6 0
Tool allowance	0 4 0
Disabilities loading	0 5 6
Total	14 18 6

(ii) The amount payable for a year is £14 18s. 6d. x 52 = £776 2s. Allowing two weeks on account of time lost through public holidays, one week for absence through ill health, and further in respect of classification (9) of the said Section "A" only one week for following the job; the hourly wage payable in respect of classification (9) of the said Section "A" is ascertained by dividing the amount payable for a year by 48 x 40 and in respect of classification (9) of the said Section "B" by dividing such amount by 49 x 40.

Future adjustments of the wages mentioned are to be made by a similar method.

(e) Classifications, other than classification (0) of Sections "A" and "B", in sub-clause (b) of clause 2 hereof shall be adjusted so as to retain their existing margins over the said classification (0).

(f) The wages rates for apprentices shall be adjusted so as to conform from time to time with those prescribed for apprentices under the jurisdiction of the Apprenticeship Commission.

(g) The wages of Improvers shall be the appropriate percentages as set out in clause 2. Such wages shall be calculated to the nearest 6d., half or less than half of 6d. to be disregarded.

A. V. BARNS, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 16th December, 1953.



VICTORIA GOVERNMENT GAZETTE.

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[1954

Factories and Shops Acts.

DETERMINATION OF THE HOSPITAL NURSES' 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 as:—

- (a) certificated nurses in public, private, intermediate, or community hospitals or in benevolent or in convalescent homes;
- (b) nurses in training in hospitals recognized as training schools by the Nurses Registration Board of Victoria;
- (c) registered infant welfare nurses engaged in infant welfare work or in work requiring an infant welfare certificate, and who are employed—

- (i) by any municipality or industrial or commercial corporation; or
- (ii) in any—

infant welfare training school,
mothercraft training school,
babies' home,
pre-school centre (including any crèche, nursery school, kindergarten, or play group).

- (d) certificated nurses engaged in connexion with any industrial or commercial undertaking;
- (e) certificated nurses employed in his practice by a qualified medical practitioner or dentist, or employed by any medical, dental, or nursing society, association, clinic or service"—

has made the following Determination, namely:—

That as from the beginning of the first pay period to commence in February, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

PART 1.

NOTE.—This part applies to—

- (a) Certificated nurses in public, private, intermediate, or community hospitals, or in benevolent or convalescent homes;
- (b) Nurses in training in hospitals recognized as training schools by the Nurses Registration Board of Victoria.

WAGES.

1. An employee for whom the employer makes available board and lodging shall be provided with laundry, free of charge, but from the wages hereinafter prescribed, a sum of 5s. 4d. per week for male nurses and 5s. 3d. per week for female nurses and trainees may be deducted in respect of such board and lodging, notwithstanding that such employee may decide not to avail himself or herself of such accommodation.

An employee for whom the employer does not make available board and lodging shall receive in addition to the wages hereinafter prescribed, an allowance at the rate of 20s. per week, and shall be entitled also to one meal per day to be provided by the employer.

TRAINEES.

Females.

MIDWIFERY TRAINEES.		OTHER TRAINEES.								
Per Week.		Per Week.								
£ s. d.		£ s. d.								
1st year ..	5 14 6	1st year	5 14 6
and thereafter	6 8 0	2nd year	6 2 0
		and thereafter	6 15 0

Provided that if a female person who has obtained a nurse's certificate elects to enter into further training for the purpose of obtaining a midwifery certificate, the wage to be paid for such further training shall be at the rate of £11 0s. 9d. per week.

Males.

	Per Week.
	£ s. d.
1st year	7 1 6
2nd year	8 5 0
and thereafter	9 7 0

Provided that a trainee on reaching the age of 21 years shall be paid at the rate of £12 17s. per week.

Provided further that if a male person who has obtained a nurse's certificate elects to enter into further training for the purpose of obtaining another certificate the wages to be paid for such further training shall be at the rate of £9 7s. per week if under the age of 21 years and £12 17s. per week if 21 years of age or over.

Proportion.

The proportion of trainees in a training hospital approved by the Nurses' Registration Board of Victoria to certificated nurses shall be not more than six trainees to each certificated nurse exclusive of the matron.

OTHER EMPLOYEES.

Matrons.

(i) Subject to sub-clause (ii) hereof the wages payable to Matrons (other than those employed in benevolent homes) shall be based on the daily average occupied beds in a public hospital or the registered number of beds in any other institution as follows :—

	Per Week.
	£ s. d.
Under 10 beds	14 13 3
From 10 to 19 beds	14 18 3
" 20 " 39 "	15 3 3
" 40 " 65 "	15 10 9
" 66 " 100 "	16 0 9
" 101 " 150 "	16 10 9
" 151 " 200 "	17 0 9
" 201 " 250 "	17 10 9
" 251 " 300 "	18 0 9
Over 300 beds	18 10 9

Provided that the wages of any Matron in a Hospital Registered as a Training School or a part-time Training School shall not be less than £15 3s. 3d. per week.

(ii) Any Matron in a Hospital in which there is no Resident Medical Officer and which hospital is registered as a training school or a part time training school shall, in addition to the wages prescribed in sub-clause (i) hereof, receive an allowance at the rate of £52 per annum.

(iii) Wages payable to Matrons employed in benevolent homes shall be based on the daily average occupied number of beds as follows :—

	Per Week.
	£ s. d.
100 beds or under	15 0 9
From 101 to 200 beds	15 10 9
" 201 " 300 "	16 0 9
" 301 " 450 "	16 10 9
Over 450 beds	17 0 9

Deputy or Assistant Matrons.

(i) Wages payable to deputy or assistant Matrons (other than those employed in benevolent homes) shall be based on the daily average occupied beds in a public hospital or the registered number of beds in any other institution as follows :—

	Per Week.
	£ s. d.
From 101 to 150 beds	14 10 9
" 151 " 200 "	15 0 9
" 201 " 250 "	15 10 9
Over 250 beds	16 0 9

(ii) Wages payable to deputy or assistant Matrons employed in benevolent homes shall be based on the daily occupied average number of beds as follows :—

	Per Week.
	£ s. d.
From 201 to 300 beds	14 5 9
" 301 " 450 "	14 10 9
Over 450 beds	14 15 9

Home Sisters and Certificated Midwifery Nurses.

	Per Week.
	£ s. d.
Home Sister	13 5 9
Certificated Midwifery Nurses	10 17 9

Employees not Elsewhere Provided for in Part 1.

The wages of the following employees shall vary according to their length of service in the institution at which they are employed at the class of work mentioned, provided that a nurse with not less than an aggregate of three years' experience at such class, who then commences work in another institution, shall for the first twelve months' service in such institution, be paid not less than the rate herein provided in Column C, and thereafter not less than the rate herein in Column D.

	COLUMN A.	COLUMN B.	COLUMN C.	COLUMN D.
	During the First Year.	During the Second Year.	During the Thrd Year.	Thereafter.
	Per Week.	Per Week.	Per Week.	Per Week.
	£ s. d.	£ s. d.	£ s. d.	£ s. d.
<i>Females.</i>				
Nurse Dietitian in Charge holding a certificate recognized by the Royal Victorian College of Nursing	13 15 9	14 0 9	14 5 9	14 10 9
Assistant Dietitians holding certificates recognized by the Royal Victorian College of Nursing	12 15 9	13 0 9	13 5 9	13 10 9
Senior Tutor Sister (which includes a Tutor Sister where only one is employed)	13 15 9	14 0 9	14 5 9	14 10 9
Tutor Sisters other than senior tutor sister	12 10 9	12 15 9	13 0 9	13 5 9
Night Sister in charge of 20 beds or more	12 15 9	13 0 9	13 5 9	13 10 9
Other Night Sister in charge	12 10 9	12 15 9	13 0 9	13 5 9
X-ray Sister who is a registered technician	12 15 9	13 0 9	13 5 9	13 10 9
Sisters	12 10 9	12 15 9	13 0 9	13 5 9
Staff Nurses	11 0 9	11 10 9	11 15 9	12 0 9
<i>Males.</i>				
Male Nurses	14 10 0	15 0 0	15 11 0	15 16 0

ALLOWANCES.

2. (a) Any night sister, tutor sister, sister, staff nurse, or certificated midwifery nurse who is required to hold more than one certificate in connexion with his or her duties shall receive a sum of 15s. per week for each certificate required to be used in addition to the appropriate wage rate provided in clause 1.

(b) Any employee at call shall receive an allowance at the rate of 5s. per week for the time at call in addition to any other rate in this Determination to which he or she may be entitled.

(c) Any employee whose duties require him or her to travel shall be paid first-class fares and all reasonable out-of-pocket expenses.

(d) Any registered nurse engaged for a distant position where a definite period of engagement is not stated shall, after six months' continuous service in same, receive a refund of first-class railway, coach, or steamer fares and reasonable out-of-pocket expenses incurred within the State of Victoria in reaching such position.

(e) Any registered nurse engaged for a distant position for a definite period shall, when he or she completes the term of his or her engagement, receive first-class railway, coach, or steamer return fares and reasonable out-of-pocket expenses incurred in travelling within the State of Victoria.

HOURS FOR AN ORDINARY WEEK'S WORK.

3. The hours for an ordinary week's work shall be :—

- (i) For an X-ray Sister who is a registered technician not more than eight hours on any one day and not more than five and a half days in any week ;
- (ii) For all employees (other than a Sister who is an X-ray technician) 40 hours per week provided that 80 hours may be worked in any two consecutive weeks, and provided further that not more than 48 hours may be worked in any of such weeks without payment of overtime ;
- (iii) With the exception of time occupied in having meals (which shall be a period of not less than 30 minutes for each meal), and one additional break if same is required by the Institution, the work of each shift shall be continuous.

OVERTIME.

4. Except in the case of—(i) a Matron in an institution where a Deputy or Assistant Matron is also employed, and (ii) an X-ray Sister who is a registered technician, time and a half shall be paid for all work done in excess of the ordinary hours prescribed in clause 3.

DAY OFF IN EACH WEEK.

5. All employees shall receive at least one clear day off in each week in the case of day-shift employees and one clear night off in each week in the case of night-shift employees.

Provided that during any working period not exceeding three consecutive weeks, the day or night off may, with the approval of the Matron, be allowed to stand over, and be taken at a time mutually agreed upon in any one consecutive period equivalent to one day or night, as the case may be, for each week in the period concerned.

ANNUAL LEAVE.

6. (a) Annual leave with full pay shall be granted to employees on completion of each twelve months' service with an institution as follows :—

Staff nurses and trainees	Three weeks.
All other employees	Four weeks.

Provided that any employee who leaves or is dismissed for any reason before completing a full qualifying twelve monthly period, shall in lieu of annual leave, receive a pro-rata payment, based on the amount payable for the leave prescribed herein for a full twelve months' continuous service, and the period actually served.

(b) Two week's notice of the date from which an employee shall commence his or her annual leave shall be given unless otherwise mutually agreed upon between the parties concerned.

LONG SERVICE LEAVE.

7. (a) Subject to the provisions set out in sub-clause (b) hereof all male employees after the completion of twenty years' continuous service and all female employees after the completion of fifteen years' continuous service, shall be entitled to leave of absence as in the said sub-clause (b).

(b) (i) An employee who has been in the service of the same employer for the period specified in sub-clause (a) hereof shall be entitled to six months' leave of absence on full salary or wage.

(ii) Except by mutual agreement between the employer and the employee concerned the leave prescribed by sub-clause (b) (i) hereof shall not be taken until six months prior to the employee attaining 65 years in the case of males and 60 years in the case of females or on termination of employment if such termination takes place prior to the employee attaining the age hereinbefore referred to.

(iii) When an employee who has been in the service for at least the period prescribed in sub-clause (a) hereof resigns or is retired and has not received long service leave due to him under this clause, such employee shall be entitled to a retiring gratuity from the employer equivalent to the salary or wage for the period of leave to which the employee would have been entitled under sub-clause (b) (i) hereof plus a pro-rata amount for all service in excess of twenty years for males and fifteen years for females provided that such resignation or retirement is not due to misconduct.

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

(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 hospital, benevolent or convalescent home, (hereinafter called the employer) as an employee and shall include all periods during which an employee 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 employer.

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

"Board" shall mean the Board or Controlling Authority of the Hospital, Benevolent or Convalescent Home, in which the employee is employed.

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

Word importing the singular number only shall include the plural number and vice versa.

SICK LEAVE.

8. (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—two weeks in each year.
- (iii) Thereafter—three weeks in each year.

Sick leave shall be in addition to the annual leave provided in clause 6.

(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.

For the purposes of this sub-clause service prior to the 1st May, 1949, shall be disregarded, provided that any accumulated sick leave, not exceeding nine weeks, standing to the credit of the employee on the 1st May, 1952, shall not be reduced by virtue of the provisions of this clause.

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.

(c) (i) An employee who contracts an infectious disease in the course of his or her duties and is entitled to receive workers' compensation therefor, he or she shall have any difference between workers' compensation and his or her ordinary wages made up by the institution up to but not exceeding a period of three months.

(ii) 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, and who is not entitled to workers' compensation shall receive full pay during the necessary period off duty up to but not exceeding a period of three months.

(iii) Sick pay granted under sub-clause (i) and (ii) hereof shall not be debited against any sick leave credit which the employee may have under sub-clauses (a) and (b) hereof.

MINIMUM PAYMENT FOR WORK DONE IN ANY WEEK.

9. (a) An employee who is willing and available to work a full week shall if employed for less than twenty hours in any week receive a minimum of half a full week's ordinary wage for the class of work done, but if employed for twenty hours or over such person shall receive a minimum of a full ordinary week's wage for the class of work done.

(b) An employee who is not willing and available to work a full week shall be paid pro-rata according to the hours actually worked for the class of work done.

MIXED DUTIES.

10. Any employee called upon to temporarily perform duties for which a higher wage is prescribed by this Determination shall receive such higher wage whilst so employed.

TIME AND WAGE RECORDS.

11. (a) A time book or other record shall be kept at each Institution by the employer.

(b) The time book or record shall be correctly entered up in ink daily by each employee setting out the hours worked and submitted each fortnight to the Matron, who in turn shall submit such time book or record, together with that of her own, to the Secretary or other responsible officer of the Institution.

PROPORTION OF NURSES TO PATIENTS.

12. (The provisions of this Clause shall not operate so far as employees at benevolent homes or at the Melbourne Convalescent Home for Men, Cheltenham, and the Melbourne Convalescent Home for Women, Clayton are concerned.)—The proportion of nurses to patients in private intermediate or community hospitals shall be as provided in the Regulations relating to Private Hospitals under the *Health Act 1928* (No. 3697) but in all other places the proportion on duty shall be as follows:—

(a) *Day Shift*.—One nurse to each ten or fraction of ten patients.

(b) *Night Shift*.—One nurse to each fifteen or fraction of fifteen patients.

PROVISION OF ACCOMMODATION AND OTHER NECESSARY REQUIREMENTS.

13. (a) Suitable healthy accommodation shall be provided for employees. Wherever possible, single bedrooms shall be provided. Separate beds shall be provided for each employee and in no case shall more than two employees be required to occupy the same bedroom. Separate accommodation distinct from that provided for day staff shall be provided for employees on night duty.

(b) Adequate supplies of rubber gloves and all necessary safety appliances shall be kept and maintained at each institution and provided free of cost to employees for use as required.

(c) Linen, cutlery, crockery, and blankets shall be provided by the employer free of cost to the employee.

BREAKAGES.

14. Except in a case of proved carelessness employees shall not be required to pay for any breakages occurring in the ordinary course of their specified duties.

UNIFORMS.

15. (a) On commencing the first year of training a female trainee nurse shall be provided with dresses, aprons, caps, collars, cuffs and cape according to the specific requirements of the individual hospital, and a male trainee nurse shall be provided with the equivalent uniform according to the specific requirements of the individual hospital. Articles so provided remain the property of the hospital and if a trainee nurse leaves the hospital during the first year of training she shall hand in her uniform.

After the first year of training the hospital shall provide such trainee with sufficient material for such uniforms during each subsequent year or part thereof.

(b) Any employee (other than a trainee or a certificated nurse in training) shall be provided from the commencement of his or her service with an institution with necessary caps and also with suitable and sufficient material for the other articles of a uniform. In lieu of the provision of such caps and material the institution may, however, pay such employee an allowance of 3s. 6d. per week.

POSTING DETERMINATION.

16. A copy of this Determination shall be posted up by the employer in a conspicuous place accessible to all employees.

DEFINITIONS.

17. (a) *Matron*.—A Matron is a trained registered nurse who has charge of the nursing and domestic staff in any of the institutions mentioned in the preamble of this Determination.

(b) *Daily Average*.—Daily average means the daily average occupied beds in a Public Hospital or in a Benevolent Home as shown in the latest available return of the Charities Board of Victoria.

(c) *Deputy or Assistant Matron*.—A Deputy or Assistant Matron is a trained registered nurse who relieves the Matron and assists in the administration.

(d) *Sister*.—A Sister is a trained registered nurse with special responsibility (i.e., in charge of a ward, floor, department, or the training of nurses).

(e) *Staff Nurse*.—A Staff Nurse is a trained registered nurse employed in or in connexion with any of the institutions mentioned in the preamble of this Determination.

(f) *Trainee*.—A Trainee is a pupil nurse in a registered training school.

(g) *Night Sister in Charge*.—A night sister in charge means the senior registered nurse on duty at night in a hospital.

(h) *Uniform*.—A Uniform shall consist of such dresses, aprons, and caps as may be required by the institution.

TERMINATION OF EMPLOYMENT.

18. Except where the conduct of an employee justifies instant dismissal, fourteen days' notice of termination of employment shall be given by either employer or employee, or in lieu thereof fourteen days' wages shall be paid or forfeited, as the case may be.

PART 2.

NOTE.—Section I. of this part applies to—

Registered infant welfare nurses engaged in infant welfare work or in work requiring an infant welfare certificate, and who are employed—

- (i) by any municipality or industrial or commercial corporation; or
- (ii) in any pre-school centre (including any crèche, nursery school, kindergarten, or play group).

Section II. of this part applies to—

Registered infant welfare nurses engaged in infant welfare work or in work requiring an infant welfare certificate, and who are employed in any—

- infant welfare training school,
- mothercraft training school, or
- babies' home.

SECTION I.

WAGES.

1. Any employee required to live in shall be provided with laundry, free of charge, but a sum of 50s. 3d. per week may be deducted from the wages hereinafter provided, for board and lodging.

	Per Week.
	£ s. d.
Sister	14 5 3

ADDITIONAL PAYMENT.

2. Any employee who is required to use in connexion with her duties any certificate or certificates other than—

- (a) a general nursing certificate, or
- (b) an infant welfare certificate.

shall receive an allowance of 15s. per week for each such other certificate she is required to use.

HOURS OF WORK.

3. The number of hours which shall constitute an ordinary week's work shall be 40.

OVERTIME.

4. Time and a half shall be paid for all work done in excess of 40 hours per week.

CASUAL EMPLOYMENT.

5. A casual employee (i.e., one who is specifically engaged as such) shall be paid time and a half for the first 20 hours in any one week and time and a third thereafter. Provided that nothing in this clause shall operate as regards an employee employed regularly by two or more municipalities. Such an employee may only be employed under the conditions stated in sub-clause (b) of clause 6.

CONTRACT OF EMPLOYMENT.

6. (a) All employees (other than casual employees and employees working under the conditions stated in sub-clause (b) hereof) shall be entitled to receive not less than the ordinary rate provided in this Determination as a wage for an ordinary week's work.

(b) An employee regularly employed by two or more municipalities shall be entitled to receive not less than the ordinary rate provided in clause 1 of this section as a wage for an ordinary week's work, plus an allowance of 15s. for each night she is necessarily absent from her usual place of residence on account of her duties. Such amount of 15s. shall be deemed to include allowances for board and lodging but not to include other travelling expenses.

Unless otherwise specifically agreed upon in writing by all parties concerned the cost of the amount of the wages and allowance stated in this sub-clause shall be equally borne by the municipalities concerned.

ALLOWANCES.

7. (a) All out of pocket expenses reasonably incurred by an employee whose duties necessitate journeys and visits to various parts of the Municipal District shall be paid by the Municipal Authority concerned.

(b) All travelling expenses incurred by an employee regularly employed by two or more Municipal Authorities shall, unless otherwise agreed upon in writing by the parties concerned, be equally divided between, and paid by the municipalities concerned. Cost of meals and lodging shall not in this case be deemed to be expenses.

(c) Where an employee is required to provide, and use her own car in connexion with her duties she shall be paid an allowance of 8d. per mile for each mile she is so required to use her car. Should such an employee be employed by more than one municipality, and be required by each to use her car the amount payable as before-mentioned shall, unless otherwise agreed upon in writing be equally divided between, and paid by the municipalities concerned.

(d) A relieving employee engaged for a distant position, whilst travelling to and from the centre where she is to relieve, shall be entitled to first-class return fares, plus the cost of a sleeping berth if necessary. In addition allowances at the rate of 4s. per meal for a maximum of three meals per day shall be payable. Provided that an employee leaving for a position later than 7 a.m. on any day, or returning from a position before 8.30 a.m. on any day, shall not be entitled to a breakfast allowance; and an employee leaving for a position after 6 p.m. on any day, or returning from a position before 7 p.m. on any day, shall not be entitled to a dinner allowance, and unless an employee is travelling between the hours of 12 noon and 2 p.m. inclusive, she shall not be entitled to a lunch allowance.

(e) A relieving employee who is required to work more than 10 miles from the usual place of residence, shall, in addition to any allowance prescribed elsewhere in this Part, receive an allowance at the rate of 40s. per week.

(f) Any employee engaged for a distant position where a definite term of engagement is not stated, shall, after six months' continuous service in same, receive a refund of first-class railway, coach, or steamer fares, and reasonable out of pocket expenses incurred in travelling within the State of Victoria.

HOLIDAYS.

8. All employees shall, as far as practicable, be entitled to the following holidays without deduction of pay, New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Christmas Day, Boxing Day, and such other day or days as from time to time may be proclaimed throughout the State as public holidays. In addition to the afore-mentioned holidays employees employed within the Metropolitan District shall be entitled to the following additional holidays without deduction of pay, Labour Day, and Melbourne Cup Day.

Provided that any employee who is required to be on duty on any day hereinbefore provided for as a holiday shall be allowed another day off in lieu thereof or shall receive an additional day's pay.

8A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II., where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clause 8 hereof.

Provided that an employee who fails to attend for work on the working day before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

ANNUAL LEAVE.

9. (a) All employees shall be entitled to three weeks' annual leave, without deduction of pay, on completion of each year of service with an employer.

Provided that any employee who leaves or is dismissed for any reason before completing a full qualifying twelve monthly period, shall in lieu of annual leave, receive a pro-rata payment, based on the amount payable for the leave prescribed herein for a full twelve months' continuous service, and the period actually served.

(b) In addition to the holidays as prescribed by sub-clause (a) hereof in any case where a health centre is not open on the days during the period between Christmas Day and New Year's Day an employee shall be entitled to be absent from such centre on such days without deduction of pay.

SICK LEAVE.

10. (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, 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—two weeks in each year.
- (iii) Thereafter—three weeks 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.

For the purposes of this sub-clause service prior to the 1st May, 1949, shall be disregarded, provided that any accumulated sick leave, not exceeding nine weeks, standing to the credit of the employee on the 1st May, 1952, shall not be reduced by virtue of the provisions of this clause.

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.

(c) (i) An employee who contracts an infectious disease in the course of his or her duties and is entitled to receive workers' compensation therefor, he or she shall have any difference between workers' compensation and his or her ordinary wages made up by the institution up to but not exceeding a period of three months.

(ii) 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, and who is not entitled to workers' compensation shall receive full pay during the necessary period off duty up to but not exceeding a period of three months.

(iii) Sick pay granted under sub-clause (i) and (ii) hereof shall not be debited against any sick leave credit which the employee may have under sub-clauses (a) and (b) hereof.

UNIFORM ALLOWANCE.

11. An employee shall be paid a uniform allowance at the rate of 3s. 6d. per week and the uniform shall be laundered by the employer free of cost to the employee.

TERMINATION OF EMPLOYMENT.

12. Except where the conduct of an employee justifies instant dismissal, fourteen days' notice of termination of employment shall be given by either employer or employee or in lieu thereof, fourteen days' pay shall be paid or forfeited, as the case may be.

SECTION II.

WAGES.

1. All employees required to live in shall be provided with laundry, free of charge, but a sum of 50s. 3d. per week may be deducted from the wages hereinafter provided, for board and lodging.

Employees required to live out shall receive an allowance at the rate of 20s. per week, in addition to the wages hereinafter set out, and shall also be entitled to one meal per day to be provided by the employer.

(a) *Employees in Infant Welfare Training Schools only or in Infant Welfare and Mothercraft Training Schools combined.*

	Per Week.
	£ s. d.
Matron	15 15 3
Sister—	
During the first year's service at the Institution	12 15 9
During the second year's service at the Institution	13 0 9
Thereafter at such Institution	13 5 9

Should part of the duties of a sister be to relieve the matron at any time, she shall be entitled in each and every week to receive an additional sum of 5s.

(b) *Employees in Mothercraft Training Schools only.*

	Per Week.
	£ s. d.
Matron	15 5 3
Sister—	
During the first year's service at the Institution	12 15 9
During the second year's service at the Institution	13 0 9
Thereafter at such Institution	13 5 9

Should part of the duties of a sister be to relieve the matron at any time, she shall be entitled in each and every week to receive an additional sum of 5s.

(c) *Employees in Babies' Homes.*

	Per Week.
	£ s. d.
Matron	14 11 3
Sister	12 15 9

ADDITIONAL PAYMENT.

2. Any employee who is required to use in connexion with her duties any certificate or certificates other than a general nursing certificate shall receive an allowance of 15s. per week for each such other certificate she is required to use.

HOURS OF WORK.

3. (a) The number of hours which shall constitute an ordinary week's work shall be 40, provided that 80 hours may be worked in any two consecutive weeks, and provided further that not more than 49 hours may be worked in any of such weeks without payment of overtime.

(b) With the exception of time occupied in having meals (which shall be a period of not less than 30 minutes for each meal), and one additional break if same is required by the institution, the work of each shift shall be continuous.

OVERTIME.

4. Time and a half shall be paid for all work done in excess of the ordinary hours prescribed in Clause 3.

TRAVELLING ALLOWANCE.

- 5. (a) Any employee whose duties require her to travel shall be paid first-class fares and all reasonable out-of-pocket expenses.
- (b) Any employee engaged for a distant position where a definite period of engagement is not stated shall, after six months' continuous service in same, receive a refund of first-class railway, coach, or steamer fares and reasonable out-of-pocket expenses incurred in reaching such position.
- (c) Any employee engaged for a distant position for a definite period shall, when she completes the term of her engagement receive first-class railway, coach, or steamer return fares and reasonable out-of-pocket expenses incurred in travelling.

DAY OFF IN EACH WEEK.

- 6. All employees shall receive at least one clear day off in each week in the case of day-shift employees, and one clear night off in each week in the case of night-shift employees.

ANNUAL LEAVE.

- 7. All employees shall be entitled to four weeks' leave, without deduction of pay, on completion of each year of service with an institution.
 Provided that any employee who leaves or is dismissed for any reason before completing a full qualifying twelve monthly period, shall in lieu of annual leave, receive a pro-rata payment, based on the amount payable for the leave prescribed herein for a full twelve months' continuous service, and the period actually served.

SICK LEAVE.

- 8. (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, 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—two weeks in each year.
- (iii) Thereafter—three weeks in each year.

Sick leave shall be in addition to the annual leave provided in clause 8.

- (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.

For the purposes of this sub-clause service prior to the 1st May, 1949, shall be disregarded, provided that any accumulated sick leave, not exceeding nine weeks, standing to the credit of the employee on the 1st May, 1952, shall not be reduced by virtue of the provisions of this clause.

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.

- (c) (i) An employee who contracts an infectious disease in the course of his or her duties and is entitled to receive workers' compensation therefor, he or she shall have any difference between workers' compensation and his or her ordinary wages made up by the institution up to but not exceeding a period of three months.

(ii) 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, and who is not entitled to workers' compensation shall receive full pay during the necessary period off duty up to but not exceeding a period of three months.

(iii) Sick pay granted under sub-clause (i) and (ii) hereof shall not be debited against any sick leave credit which the employee may have under sub-clauses (a) and (b) hereof.

MINIMUM PAYMENT FOR WORK DONE IN ANY WEEK.

- 9. An employee who is willing and available for work shall if employed for less than 20 hours in any week receive a minimum of half a full week's ordinary wage for the class of work done, but if she is employed for 20 hours or over she shall receive a minimum of a full ordinary week's wage for the class of work done.

TIME AND WAGE RECORDS.

- 10. An adequate record of the hours worked by each employee and the wages paid shall be kept by each employer subject to this Determination.

PROVISION OF ACCOMMODATION AND OTHER NECESSARY REQUIREMENTS.

- 11. (a) Suitable healthy accommodation shall be provided for employees. Wherever possible single bedrooms shall be provided. Separate beds shall be provided for each employee and in no case shall more than two employees be required to occupy the same bedroom. Separate accommodation distinct from that provided for day staff shall be provided for employees on night duty.

(b) Adequate supplies of rubber gloves and all necessary safety appliances shall be kept and maintained at each institution, and provided free of cost to employees for use as required.

(c) Linen, cutlery, crockery, and blankets shall be provided by the employer free of cost to the employee.

BREAKAGES.

- 12. Except in a case of proved carelessness an employee shall not be required to pay for any breakages occurring in the ordinary course of her specified duties.

UNIFORM ALLOWANCE.

- 13. An employee shall be provided from the commencement of her service with an institution with necessary caps and also with suitable and sufficient material for the other articles of a uniform. In lieu of the provision of such caps and material the institution may, however, pay such employee an allowance of 3s. 6d. per week.

DEFINITION.

- 14. A matron is a trained nurse, who in addition holds the certificates necessary for the carrying out of her duties, and has been entrusted with the control and/or superintendence of the nursing and domestic staff of the institution.

TERMINATION OF EMPLOYMENT.

- 15. Except where the conduct of an employee justifies instant dismissal, fourteen days' notice of termination of employment be given by either employer or employee or, in lieu thereof, fourteen days' pay shall be paid or forfeited, as the case may be.

PART 3.

NOTE.—This part applies to—

Certificated nurses engaged in connexion with any industrial or commercial undertaking.

	WAGES.						Per Week
	£	s.	d.				£ s. d.
During the first year's service	12	5	9				12 5 9
During the second year's service	12	10	9				12 10 9
Thereafter	12	15	9				12 15 9

UNIFORM ALLOWANCE.

2. A nurse shall be paid a uniform allowance at the rate of 3s. 6d. per week. The cost of the laundering of the uniforms shall be borne by the employer.

TRAVELLING ALLOWANCE.

3. Any nurse whose duties require her to travel shall be paid first-class fares and all reasonable out-of-pocket expenses.

TERMS OF EMPLOYMENT.

4. (a) Employment shall be by the week and any nurse willing, ready and available to work shall in respect of each week of her employment be paid the full weekly wage fixed.

(b) Except where the conduct of an employee justifies instant dismissal, one week's notice of termination of employment shall be given by either employer or employee, or in lieu thereof, one week's wages shall be paid or forfeited, as the case may be.

OTHER CONDITIONS OF EMPLOYMENT.

5. Nurses shall be entitled to the same conditions as regards—

- (a) Hours of employment,
- (b) Overtime,
- (c) Annual leave,
- (d) Sick leave,
- (e) Shift work,
- (f) Public holidays,
- (g) Special rates for Sundays and holidays,
- (h) Time and Wages Book, and
- (i) Meal breaks,

as those provided by any Award, Determination, or Agreement for the general body of employees in the industry in connexion with which they are employed.

PART 4.

NOTE.—Section I. of this part applies to—

Certificated nurses employed in his practice by a qualified medical practitioner or dentist or employed by any medical or dental society, clinic or service.

Section II. of this part applies to—

Certificated nurses employed by any nursing society or association.

SECTION I.

WAGES.

	Per Week.
	£ s. d.
X-ray nurse, who is a registered technician :—	
During the first year's service	12 15 9
During the second year's service	13 0 9
Thereafter	13 5 9
Other nurse :—	
During the first year's service	12 10 9
During the second year's service	12 15 9
Thereafter	13 0 9

ALLOWANCES.

2. (a) Any nurse, who is required to hold more than one certificate in connexion with her duties shall receive a sum of 15s. per week for each certificate required to be used in addition to the appropriate wage rate provided in clause 1.

(b) Any employee at call shall receive an allowance at the rate of 5s. per week for the time at call in addition to any other rate in this Determination to which she may be entitled.

(c) Any employee whose duties require her to travel shall be paid first-class fares and all reasonable out-of-pocket expenses.

HOURS FOR A WEEK'S WORK.

3. The number of hours to constitute an ordinary week's work shall be 40.

OVERTIME.

4. Time and a half shall be the rate payable for all work done in excess of 40 hours per week.

MEAL BREAK.

5. A meal break of not less than 30 minutes, at a time mutually agreed upon, shall be allowed employees each day.

ANNUAL HOLIDAYS.

6. 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.

SICK LEAVE.

7. (a) In the event of an employee becoming sick and certified as such by a qualified Medical Practitioner approved by the employer she shall be entitled to sick leave on full pay as follows :—

- (i) During the first year of service—one day for each month of service.
- (ii) During the second, third, and fourth years of service—two weeks in each year.
- (iii) Thereafter—three weeks in each year.

Sick leave shall be in addition to the annual leave provided in clause 6.

(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.

For the purposes of this sub-clause service prior to the 1st May, 1949, shall be disregarded, provided that any accumulated sick leave, not exceeding nine weeks, standing to the credit of the employee on the 1st May, 1952, shall not be reduced by virtue of the provisions of this clause.

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.

(c) (i) An employee who contracts an infectious disease in the course of his or her duties and is entitled to receive workers' compensation therefor, he or she shall have any difference between workers' compensation and his or her ordinary wages made up by the employer up to but not exceeding a period of three months.

(ii) 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 employer, and who is not entitled to workers' compensation shall receive full pay during the necessary period off duty up to but not exceeding a period of three months.

(iii) Sick pay granted under sub-clause (i) and (ii) hereof shall not be debited against any sick leave credit which the employee may have under sub-clauses (a) and (b) hereof.

HOLIDAYS.

8. All employees shall be entitled to the following holidays without deduction of pay, New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Christmas Day, Boxing Day, and such other day or days as from time to time may be proclaimed throughout the State as public holidays. In addition to the afore-mentioned holidays employees employed within the Metropolitan District shall be entitled to the following additional holidays without deduction of pay, Labour Day, and Melbourne Cup Day.

8A. In connexion with the visit to Australia of Her Majesty Queen Elizabeth II, where a public holiday or public half-holiday is proclaimed by Order in Council throughout any municipality or part thereof, or within any defined area, such public holiday or public half-holiday shall, so far as such municipality or part thereof, or such defined area is concerned, be deemed to be included in the list of holidays prescribed in clause 8 herof.

Provided that an employee who fails to attend for work on the working day before and/or after such public holiday or public half-holiday without reasonable excuse shall not be entitled to be paid for such public holiday or public half-holiday.

SPECIAL RATES FOR SUNDAYS AND HOLIDAYS.

9. Time and a half shall be the special rate payable for all work done on Sundays or any of the holidays prescribed in clause 8.

MINIMUM PAYMENT FOR WORK DONE IN ANY WEEK.

10. An employee who is willing and available for work shall if employed for less than 20 hours in any week receive a minimum of half a full week's ordinary wage for the class of work done, but if she is employed for 20 hours or over she shall receive a minimum of a full ordinary week's wage for the class of work done.

TIME AND WAGE RECORDS.

11. An adequate record of the hours worked by each employee and the wages paid shall be kept by each employer subject to this Determination.

BREAKAGES.

12. Except in a case of proved carelessness an employee shall not be required to pay for any breakages occurring in the ordinary course of her specified duties.

UNIFORM ALLOWANCE.

13. An employee shall be entitled to a uniform allowance at the rate of 3s. 6d. per week and the uniform shall be laundered by the employer free of cost to the employee.

TERMINATION OF EMPLOYMENT.

14. Except where the conduct of an employee justifies instant dismissal, fourteen days' notice of termination of employment shall be given by either employer or employee, or in lieu thereof fourteen days' wages shall be paid or forfeited, as the case may be.

SECTION II.

WAGES.

1. An employee for whom the employer makes available board and lodging shall be provided with laundry, free of charge, but from the wages hereinafter prescribed, a sum of 50s. 3d. per week may be deducted in respect of such board and lodging notwithstanding that such employee may decide not to avail herself of such accommodation.

An employee for whom the employer does not make available board and lodging shall receive in addition to the wages hereinafter prescribed, an allowance at the rate of 20s. per week, and shall be entitled also to one meal per day to be provided by the employer.

	Per Week.	
	£	s. d.
During the first year	12	10 9
During the second year	12	15 9
Thereafter	13	0 9

ALLOWANCES.

2. (a) Any nurse, who is required to hold more than one certificate in connexion with her duties shall receive a sum of 5s. per week for each certificate required to be used in addition to the appropriate wage rate provided in clause 1.

(b) Any employee at call shall receive an allowance at the rate of 5s. per week for the time at call in addition to any other rate in this Determination to which she may be entitled.

(c) Any employee whose duties require her to travel shall be paid first-class fares and all reasonable out-of-pocket expenses

HOURS OF WORK.

3. (a) The number of hours which shall constitute an ordinary week's work shall be 40, provided that 80 hours may be worked in any two consecutive weeks, and provided further that not more than 48 hours may be worked in any of such weeks without payment for overtime.

(b) With the exception of time occupied in having meals (which shall be a period of not less than 30 minutes for each meal), and one additional break if same is required by the employer the work of each shift shall be continuous.

OVERTIME.

4. Time and a half shall be paid for all work done in excess of the ordinary hours prescribed in clause 3.

DAY OFF IN EACH WEEK.

5. All employees shall receive at least one clear day off in each week in the case of day-shift employees and one clear night off in each week in the case of night-shift employees.

Provided that during any working period not exceeding three consecutive weeks, the day or night off may, with the approval of the employer, be allowed to stand over, and be taken at a time mutually agreed upon in any one consecutive period equivalent to one day or night, as the case may be, for each week in the period concerned.

ANNUAL LEAVE.

6. (a) Four weeks' annual leave with full pay shall be granted to employees on completion of each twelve months' service with an employer.

Provided that any employee who leaves or is dismissed for any reason before completing a full qualifying twelve monthly period, shall in lieu of annual leave, receive a pro-rata payment, based on the amount payable for the leave prescribed herein for a full twelve months' continuous service, and the period actually served.

(b) Two weeks' notice of the date from which an employee shall commence her annual leave shall be given unless otherwise mutually agreed upon between the parties concerned.

SICK LEAVE.

7. (a) In the event of an employee, becoming sick and certified as such by a qualified Medical Practitioner approved by the employer 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—two weeks in each year.

(iii) Thereafter—three weeks in each year.

Sick leave shall be in addition to the annual leave provided in clause 6.

(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.

For the purposes of this sub-clause service prior to the 1st May, 1949, shall be disregarded, provided that any accumulated sick leave, not exceeding nine weeks, standing to the credit of the employee on the 1st May, 1952, shall not be reduced by virtue of the provisions of this clause.

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.

(c) (i) An employee who contracts an infectious disease in the course of his or her duties and is entitled to receive workers' compensation therefor, he or she shall have any difference between workers' compensation and his or her ordinary wages made up by the institution up to but not exceeding a period of three months.

(ii) 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, and who is not entitled to workers' compensation shall receive full pay during the necessary period off duty up to but not exceeding a period of three months.

(iii) Sick pay granted under sub-clause (i) and (ii) hereof shall not be debited against any sick leave credit which the employee may have under sub-clauses (a) and (b) hereof.

MINIMUM PAYMENT FOR WORK DONE IN ANY WEEK.

8. An employee who is willing and available for work shall if employed for less than 20 hours in any week receive a minimum of half a full week's ordinary wage for the class of work done, but if she is employed for 20 hours or over she shall receive a minimum of a full ordinary week's wage for the class of work done.

TIME AND WAGE RECORDS.

9. An adequate record of the hours worked by each employee and the wages paid shall be kept by each employer subject to this Determination.

PROVISION OF ACCOMMODATION AND OTHER NECESSARY REQUIREMENTS.

10. (a) Suitable healthy accommodation shall be provided for employees. Wherever possible single bedrooms shall be provided. Separate beds shall be provided for each employee and in no case shall more than two employees be required to occupy the same bedroom. Separate accommodation distinct from that provided for day staff shall be provided for employees on night duty.

(b) Adequate supplies of rubber gloves and all necessary safety appliances shall be kept and maintained by the employer, and provided free of cost to employees for use as required.

(c) Linen, cutlery, crockery, and blankets shall be provided by the employer free of cost to the employee.

BREAKAGES.

11. Except in a case of proved carelessness an employee shall not be required to pay for any breakages occurring in the ordinary course of her specified duties.

UNIFORMS.

12. An employee shall be provided from the commencement of her employment with the prescribed uniform of the service free of cost, or in lieu thereof shall be paid an allowance of 3s 6d. per week.

TERMINATION OF EMPLOYMENT.

13. Except where the conduct of an employee justifies instant dismissal, fourteen days' notice of termination of employment shall be given by either employer or employee or, in lieu thereof, fourteen days' pay shall be paid or forfeited, as the case may be.

PART 5.

This Part applies to the whole of the Determination.

PERIODICAL ADJUSTMENT OF WAGES.

1. The wages rates set out in clause 1 of Part 1, Sections 1 and 11 of Part 2, Part 3, and Sections 1 and 11 of Part 4, are based upon the following basic wage, 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 2. Provided that for every increase or decrease of 1s. per week in the basic wage for adult males, the wages of female nurses shall be increased or decreased by 9d. per week and trainees shall be increased or decreased by 6d. per week. Provided also that for every increase or decrease of 1s. in the basic wage for males the weekly deductions for board and lodging shall be increase or decreased by 4d. for male nurses and 3d. for female nurses and all trainees.

Basic Wage.

Place.	Basic Wage. (Adjustable).	Index Number Set Assigned.
	Per week. £ s. d.	
Throughout the State	11 18 0	Melbourne

ADJUSTMENT OF BASIC WAGE.

2. (a) For the purposes of this Determination the expression "Commonwealth Statistician '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 May, 1954, the amount of the basic wage shall be as prescribed in clause 1.

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

F. A. RANGLES, J.P., Chairman.
J. V. WILLOX, Secretary.

Melbourne, 29th January, 1954.