



# VICTORIA GOVERNMENT GAZETTE.

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[1954

Factories and Shops Acts.

## DETERMINATION OF THE HOSPITAL AND BENEVOLENT ASYLUM ATTENDANTS BOARD.

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

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

- (a) in or about a hospital, benevolent asylum or convalescent home doing any kind of work connected with the carrying on of a hospital, benevolent asylum, or convalescent home;
- (b) in or about a sanatorium for the treatment of persons suffering from any form of tuberculosis;
- (c) in or about a hospital or home for the treatment of the mentally afflicted doing any kind of work connected with the carrying on of such hospital or home;
- (d) in or about any laboratory attached to a hospital;
- (e) in or about a babies' home or a medical, dental, or nursing clinic or service;
- (f) as a first-aid attendant in connexion with an industrial or commercial undertaking;
- (g) as an ambulance driver or attendant.
- (h) in an ambulance service as a deputy superintendent or a station officer.

has made the following Determination, namely:—

1. That on the 12th April, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

### PART I.

(This Part applies to all employees other than those employed by an Ambulance Service.)

#### TRAINEES IN OR ABOUT A BABIES' HOME.

2. (a) Wages\* (see Footnote).

												£	s.	d.
First year	..	..	..	..	..	..	..	..	..	..	..	5	7	6
Second year	..	..	..	..	..	..	..	..	..	..	..	5	12	6

#### HOSPITAL AIDS IN TRAINING.

- (b) Wages\* (see Footnote).

During training	..	..	..	..	..	..	..	..	..	..	..	5	5	9
Juniors—														
First year of service after obtaining certificate	..	..	..	..	..	..	..	..	..	..	..	6	17	6
Second year of service after obtaining certificate	..	..	..	..	..	..	..	..	..	..	..	7	6	0
And thereafter the adult female rate.														

\* The minimum wage where the employer boards and lodges the employee is: in the case of an adult male employee 50s. 4d. per week less, and in the case of an adult female employee or an apprentice or improver, 11s. 6d. per week less than the rate fixed.

## APPRENTICES OR IMPROVERS.

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

WAGES PER WEEK (See Footnote).  
Employed at Clerical Work.

	Males.	Females.
	s. d.	s. d.
Under 16 years of age .. .. .	118 3	108 6
16 years of age .. .. .	124 9	114 6
17 " " .. .. .	131 9	122 0
18 " " .. .. .	154 6	128 9
19 " " .. .. .	172 6	138 3
20 " " .. .. .	194 6	149 3

\* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 50s. 4d. per week less, and in the case of an adult female employee or an apprentice or improver, 41s. 6d. per week less than the rate fixed.

## All Other Classes of Work.

Males.		Females.	
	s. d.		s. d.
Under 16 years of age .. .. .	128 3	First year's experience .. .. .	129 0
16 years of age .. .. .	134 9	Second year's experience .. .. .	137 6
17 years of age .. .. .	143 3	Third year's experience .. .. .	146 0
18 years of age .. .. .	153 0		
19 years of age .. .. .	162 6	And thereafter the adult female rate.	
20 years of age .. .. .	178 0		

## (ii) Apprentices.—

Apprentices bound to the trade of hospital cooking subject to the conditions prescribed hereunder:—

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

	Per Week.* (See Footnote)
	£ s. d.
First year .. .. .	5 19 0
Second year .. .. .	6 15 3
Third year .. .. .	7 18 9
- On completion of her term of apprenticeship an employee shall be entitled irrespective of her age to be paid not less than the appropriate wage for adult employees for the class of work done.
- A form of indenture has been prescribed by the Board.

## (iii) PROPORTION (IN ANY PLACE).

Apprentices.	Improvers.
MALES. One male apprentice to every three or fraction of three male workers receiving not less than 255s. per week.	MALES. One male improver to every eight or fraction of eight male workers receiving not less than 255s. per week.
FEMALES. One female apprentice to every three or fraction of three adult kitchen employees.	FEMALES. One female improver to every six or fraction of six female workers receiving not less than 191s. 6d. per week.

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

## WAGES.

## 4. (a.)

## OTHER EMPLOYEES.

Males.	Per Week	Females.	Per Week
WAGES.* (See footnote.)	s. d.	WAGES.* (See footnote.)	s. d.
Clerks .. .. .	277 6	Clerks .. .. .	205 0
Cook; where there is only one employed ..	282 6	Cook; where there is only one employed ..	206 0
Cook in charge of—		Cooks in charge of—	
One to three kitchen employees .. .. .	282 6	One to three kitchen employees .. .. .	206 0
Four to seven kitchen employees .. .. .	289 6	Four to seven kitchen employees .. .. .	213 6
Eight or more kitchen employees .. .. .	299 6	Eight or more kitchen employees .. .. .	223 6

\* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 50s. 4d. per week less, and in the case of an adult female employee or an apprentice or improver 41s. 6d. per week less than the rate fixed.

<i>Males—continued.</i>		<i>Females—continued.</i>	
WAGES. *(See footnote)—continued.	Per Week s. d.	WAGES. *(See footnote)—continued	Per Week s. d.
Cooks—Second .. .. .	279 6	Second cooks .. .. .	203 6
Other cooks .. .. .	276 6	Other cooks .. .. .	201 0
Person in charge of instrument room and/or sharpening and adjusting instruments .. .. .	297 0	Housekeeper or Supervisor (however styled) .. .. .	227 0
Assistant to person in charge of instrument room .. .. .	268 0	Head laundresses in charge of—	
Dresser, chief, where five or more dressers are employed .. .. .	299 0	One to three persons .. .. .	203 6
Deputy chief dresser, where five or more dressers are employed .. .. .	294 6	Four or more persons .. .. .	208 6
Dressers doing venereal diseases work .. .. .	290 0	Second laundresses .. .. .	198 6
Other dressers and/or steriliser room attendant .. .. .	267 6	Laundresses where only one employed .. .. .	198 6
Chief theatre attendant .. .. .	293 0	Laundress employed on pressing machines or as iron hands .. .. .	198 6
Foreman in charge of—		Other laundresses .. .. .	191 6
One to nine employees .. .. .	285 6	Sorters .. .. .	198 6
Ten to nineteen employees .. .. .	303 0	Washing machine hands .. .. .	206 6
Twenty or more employees .. .. .	323 0	Storekeeper in charge of one or more store hands or where there is only one employed .. .. .	201 0
Assistant foreman .. .. .	273 0	Storekeeper's assistants .. .. .	191 6
Gardener in charge of one or more garden employees .. .. .	273 0	Stenographers and/or typistes .. .. .	205 0
Gardeners .. .. .	265 0	Telephonists .. .. .	212 6
Gardener's Labourer .. .. .	260 0	Waitresses .. .. .	191 6
Incinerator attendants .. .. .	265 0	Wardmaids .. .. .	191 6
Kitchenmen or scullerymen .. .. .	265 0	X-ray technicians—	
Laboratory assistants .. .. .	268 6	1st year's experience as such .. .. .	221 0
Laundry Washing machine hands .. .. .	268 0	2nd year's experience as such .. .. .	226 0
Laundrymen other .. .. .	263 0	Thereafter .. .. .	231 0
Mortuary-men employed solely on post-mortem work .. .. .	298 0	Laboratory assistants .. .. .	206 6
Other mortuary-men .. .. .	263 0	Certificated hospital aids—	
And 10s. extra for each post-mortem.		In charge of a ward .. .. .	208 6
Motor ambulance drivers or assistants who are required and hold a St John's first aid certificate .. .. .	282 6	All others .. .. .	203 6
Other motor ambulance drivers or assistants .. .. .	277 6	Female attendant employed wholly or partly attending to the comforts and needs of sick, aged, or infirm persons—	
Motor driver of vehicles 30 cwt. or more .. .. .	277 6	(i) In charge of a ward .. .. .	203 6
Other motor driver .. .. .	267 6	(ii) Other than in charge of a ward .. .. .	196 6
Operating theatre attendants .. .. .	273 0	First-aid attendant employed in connexion with an industrial or commercial undertaking .. .. .	206 6
Casualty porters engaged on preparations and theatre work .. .. .	268 0	Seamstresses who cut out and fit garments, in charge of—	
Dispensary porter who assists a pharmaceutical chemist in the preparation of stock formulae .. .. .	268 0	One to three employees .. .. .	210 6
Other dispensary porters .. .. .	263 0	Four to seven employees .. .. .	215 6
Relieving porters .. .. .	262 6	Eight or more employees .. .. .	221 6
X-ray porters .. .. .	260 0	Other Seamstresses who cut out and fit garments .. .. .	205 6
Night porters who in the course of their duties patrol the hospital .. .. .	263 6	All other seamstresses .. .. .	193 6
Other porters .. .. .	260 0	All others .. .. .	191 6
Recording attendants .. .. .	271 6		
Splint makers .. .. .	273 0		
Splint makers' assistants .. .. .	263 0		
Storemen in charge of one or more storemen or where there is only one employed .. .. .	280 0		
Other storemen .. .. .	265 0		
Telephone attendants .. .. .	263 0		
Cleaners handling sputum mugs .. .. .	273 0		
Other cleaners .. .. .	260 0		
X-ray attendants .. .. .	268 0		
X-ray technicians—			
1st year's experience as such .. .. .	290 6		
2nd year's experience as such .. .. .	305 6		
Thereafter .. .. .	315 6		
First-aid attendant employed in connexion with an industrial or commercial undertaking .. .. .	273 0		
Male attendant or medical orderly employed wholly or partly attending to the comforts and needs of sick, aged, or infirm persons—			
(i) In charge of a ward .. .. .	275 0		
(ii) Other than in charge of a ward .. .. .	265 0		
All others .. .. .	255 0		

\* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 50s. 4d. per week less, and in the case of an adult female employee or an apprentice or Improver 41s. 6d. per week less than the rate fixed.

(b) Additional payments for all employees in clause 4 (a) (except x-ray technicians):—

#### *Males.*

During the second year's service 5s. more than the prescribed rate.  
 During the third year's service 7s. 6d. more than the prescribed rate.  
 During the fourth year's service 10s. more than the prescribed rate.  
 During the fifth year's service 12s. 6d. more than the prescribed rate.  
 During the sixth year's service 15s. more than the prescribed rate.  
 During the seventh year's service 17s. 6d. more than the prescribed rate.  
 During the eighth year's service 20s. more than the prescribed rate.  
 During the ninth year's service 22s. 6d. more than the prescribed rate.  
 and thereafter 25s. more than the prescribed rate.

#### *Females.*

During the second year's service 2s. 6d. more than the prescribed rate.  
 During the third year's service 5s. more than the prescribed rate.  
 During the fourth year's service 7s. 6d. more than the prescribed rate.  
 During the fifth year's service 10s. more than the prescribed rate.  
 During the sixth year's service 12s. 6d. more than the prescribed rate.  
 and thereafter 15s. more than the prescribed rate.

(c) Females in charge of other employees in any section or department (other than those classified as such in clause 4 (a) hereof) shall be paid as follows:—

In charge of 1 to 3 employees—7s. per week above the "All others".  
 In charge of 4 to 7 employees—12s. per week above the "All others".  
 In charge of 8 or more employees—18s. per week above the "All others".

## SPECIAL ALLOWANCE.

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

## MEAL INTERVAL.

6. A meal interval of not less than 30 minutes and not more than 60 minutes shall be allowed each employee during each shift. Such meal interval shall not be counted as time worked.

## HOURS FOR A WEEK'S WORK.

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

- (i) in five days, or
- (ii) in a fortnight of 80 hours in ten shifts of not more than 8 hours each.
- (iii) With the exception of time occupied in having meals and one additional break if same is required by the institution, the work of each shift shall be continuous.

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

For the purpose of this clause the working week shall commence at midnight on a Sunday.

## OVERTIME.

8. The following overtime rates shall be paid for all work done:—

- (a) within a spread of 12 hours from the time of commencing work on any day in excess of the rostered hours for a day's work—time and a half.
  - (b) in excess of the number of hours fixed as a week's or a fortnight's work as the case may be—time and a half;
  - (c) outside a spread of 12 hours from the time of commencing work on any day—double time;
- Overtime worked shall be paid for, and an employee shall not be allowed or required to take time off in lieu thereof.
- (d) An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

## SPECIAL RATES FOR SATURDAYS AND SUNDAYS.

9. (i) All rostered time of ordinary duty performed between midnight on Friday and midnight on Saturday shall be paid for at the rate of time and a quarter.

(ii) All rostered time of ordinary duty performed between midnight on Saturday and midnight on Sunday shall be paid for at the rate of time and a half.

(iii) If the Saturday or Sunday duty involves duty in excess of the prescribed rostered hours, the excess period shall be paid for at the rate of time and three-quarters for Saturday and double time for Sunday.

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

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

## CASUAL LABOUR.

11. A casual employee, i.e., a person who is employed for not more than 16 hours to be worked in not more than two days, shall be paid per hour an amount equal to  $1\frac{1}{10}$  of the weekly rate prescribed by this Determination for the work performed divided by 40.

## RISK RATE.

12. Persons (other than dressers doing venereal diseases work for whom provision is already made in clauses 3 or 4) shall in addition to the rates prescribed in clauses 3 or 4 be paid allowances as follows whilst:—

- |  |                                |
|--|--------------------------------|
| (a) Employed in infectious diseases wards or wards wherein less than 25 per cent. of the patients are suffering from venereal diseases, cancer, tuberculosis, typhoid, or meningitis                           | 6d. per day.                   |
| (b) Employed in infectious diseases wards or wards wherein 25 per cent. or more of the patients are suffering from venereal diseases, cancer, tuberculosis, typhoid, or meningitis                             | .. .. .                        |
| (c) Handling or dressing patients suffering from venereal diseases, cancer, tuberculosis, typhoid or meningitis or patients qualified for admission to infectious diseases hospitals or wards                  | 2½d. per hour                  |
| (d) Handling clothes, bedding or linen, rubbish bins or refuse not previously disinfected and used in connexion with any patient, hospital or ward referred to in sub-clauses (a), (b), and (c) of this clause | with a minimum of 6d. per day. |
| (e) Handling the bodies of deceased patients who at the time of their death were suffering from any infectious disease or any of the diseases referred to in sub-clause (a) of this clause                     | .. .. .                        |
| (f) Engaged in experiments of an infectious nature or handling microscopic slides of an infectious nature or slides used in connexion with any of the complaints referred to in sub-clause (a) of this clause  | .. .. .                        |

## NAUSEOUS WORK.

13. All male employees not provided for in clause 12 who handle linen of a nauseous nature, other than linen bagged or packed in containers, shall be paid at the rate of 5s. per week in addition to the rates prescribed in clauses 3 or 4.

## ANNUAL HOLIDAY.

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

(In his or her own interests each employer of labour should obtain a copy of the above Act which may be purchased from the Government Printer, Melbourne, at a cost of 1s., plus postage.)

## LONG SERVICE LEAVE.

15. (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;

- (i) in or about a hospital, benevolent asylum or convalescent home doing any kind of work connected with the carrying on of a hospital, benevolent asylum, or convalescent home;
- (ii) in or about a sanatorium for the treatment of persons suffering from any form of tuberculosis;
- (iii) in or about a hospital or home for the treatment of the mentally afflicted doing any kind of work connected with the carrying on of such hospital or home;
- (iv) in or about any laboratory attached to a hospital;

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 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, less the value of any leave granted under sub-clause (b) (ii) 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 his 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 home, convalescent home, sanatorium, home or laboratory (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 :—

(i) the employee's salary or wage (exclusive of overtime or other allowance) at the time leave is taken and shall be subject to any variations occurring in the basic wage during the period from the commencement of the leave until the resumption of work ; or

(ii) the employee's salary or wage 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 Asylum, Convalescent Home, Sanatorium, Home or Laboratory 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.

#### PUBLIC HOLIDAYS.

16. Employees shall be entitled to the following holidays without deduction of pay :—New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, the first Tuesday in November, Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of these holidays employees shall be entitled to the days so substituted.

Provided that employees rostered to work on public holidays and fail to do so shall not be entitled to holiday pay for the said holiday.

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

(a) within four weeks following the date on which such holiday occurred—

- (1) one extra day's pay, or
- (2) equal time off in lieu thereof, or

(b) one day shall be added to his or her annual leave, or

(c) in the case of an employee not qualifying for annual leave and sub-clause (a) (1) and (2) hereof has not been applied, one day's pay shall be added to the payment in lieu of annual leave.

#### SICK LEAVE.

17. (a) In the event of an employee becoming sick and unfit for duty and certified as such by a legally qualified medical practitioner approved by the employer and such sickness is not due to misconduct, he or she shall be entitled to sick leave on full pay as follows :—

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

Sick leave shall be in addition to the annual leave provided in clause 14.

Provided that an employee may be absent through sickness for one day without furnishing evidence of such sickness as provided in sub-clause (a) hereof on not more than three occasions in any one year of service. An employee shall not be entitled to this benefit should he fail to notify the employer two hours before the time rostered to commence duty on the day of such absence : Provided that employees rostered for duty prior to 11 a.m. on the day of such absence shall not be required to give such notice before 9 a.m.

(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 July, 1948, shall be disregarded, providing that any accumulated sick leave (not exceeding sixty three working days) standing to the credit of the employee on the 1st July, 1951, shall not be reduced by virtue of the provisions of this sub-clause.

(c) For the purposes of this clause a working day shall be one of 8 hours.

#### EMPLOYEES ENGAGED ON NIGHT DUTY.

18. (a) For any period of not less than three hours worked by any employee between the hours of 6 p.m. and 6 a.m. an amount of 2s. 6d. shall be paid in addition to the rates proscribed in clauses 2, 3 or 4 of this Determination.

(b) An employee required to be “on call” when off duty shall be paid an additional 2s. 6d. per night or per day as the case may be.

#### EARLY MORNING DUTY.

19. Employees (other than employees referred to in clause 18) who commence duty on any day between the hours of 5 a.m. and 6.30 a.m. shall be paid an amount of 1s. for each of such days in addition to the rates proscribed in clauses 2, 3 or 4 of this Determination.

#### TIME BOOK.

20. Every employer shall provide and cause to be kept a time book or other record in which each employee shall daily enter his or her starting and finishing times.

Such time book or other record shall be available for inspection to the General Secretary of The Hospital Employees' Federation of Australasia.

#### ROSTER.

21. A roster setting out employees' weekly and daily working hours, times of commencing duty, meal intervals, time off duty and time of ending duty shall be kept posted or affixed in some conspicuous part of the premises in which persons subject to this Determination are employed where it may be readily seen by such employees and the Secretary of the Hospital Employees' Federation of Australasia. At least three days' notice shall be given before any alteration is made to such roster.

#### DRESSING ROOMS, ETC.

22. Dressing rooms, rest rooms, bathrooms or shower rooms, and lunch rooms, shall be provided for non-resident employees and suitable healthy accommodation for resident employees.

#### REST INTERVAL.

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

## UNIFORMS, ETC.

24. (i) Male employees (other than clerks, gardeners, laboratory assistants, recording attendants, splint makers, splint makers assistants, telephone attendants, X-ray attendants, or X-ray technicians) shall be supplied with uniforms or overalls free of cost to employees. Provided that employees classified as "all others" shall be supplied with uniforms or overalls free of cost to employees if and when they are performing tasks for which uniforms or overalls are deemed to be necessary as herein provided.

(ii) Female employees (other than clerks, stenographers, and typists, telephone attendants, X-ray technicians, laboratory assistants or seamstresses) shall be supplied with uniforms, overalls, caps or aprons, appropriate to the occupation, free of cost to employees.

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

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

## MEAL TO BE PROVIDED.

25. Any employee not notified the day before that he or she is required to work overtime shall be provided with a suitable meal.

## PAYMENT OF WAGES.

26. Wages shall be paid not later than Wednesday following the end of the pay period.

Notwithstanding anything herein contained if a bank holiday occurs on a Monday, a Tuesday or a Wednesday, payment of wages may be made on the Thursday.

## RUBBER GLOVES, ETC.

27. Rubber gloves and all necessary safety appliances shall be provided free of cost for the use of employees' and an adequate supply of same shall be maintained.

## TERMINATION OF EMPLOYMENT.

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

## UNION INTERVIEWS.

29. During working hours employees of any establishment subject to this Determination may, with the consent of the person in charge of such establishment (which consent shall not be unreasonably withheld) be interviewed by the Secretary or Organizer of the Hospital Employees' Federation of Australasia, or have their Union contributions collected by the steward of the said organization.

## DEFINITION.

30. For the purpose of this Determination "experience" referred to in clauses 3 and 4 means experience at such work in any hospital or institution subject to this Determination and "service" referred to in clause 4 (b) means continuous service (excluding any service whilst employed under Clauses 2 or 3) in the one hospital or institution where employed.

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

## PART II.

(This Part applies to all persons employed by an Ambulance Service.)

## 1.

## WAGES.

										Per Week.
										£ s. d.
Deputy Superintendent—										
1st year's experience as such	..	..	..	..	..	..	..	..	..	16 2 6
2nd year's experience as such	..	..	..	..	..	..	..	..	..	16 7 6
Thereafter	..	..	..	..	..	..	..	..	..	16 12 6
Station Officer—										
1st year's experience as such	..	..	..	..	..	..	..	..	..	15 2 6
2nd year's experience as such	..	..	..	..	..	..	..	..	..	15 7 6
Thereafter	..	..	..	..	..	..	..	..	..	15 12 6
Ambulance driver qualified in first-aid—										
1st year's experience as such	..	..	..	..	..	..	..	..	..	14 2 6
2nd year's experience as such	..	..	..	..	..	..	..	..	..	14 7 6
Thereafter	..	..	..	..	..	..	..	..	..	14 12 6
Ambulance driver not qualified in first-aid										13 17 6

## HOURS.

2. (i) Ordinary hours.—The ordinary hours of work for all employees who are employed—

(a) at the Ambulance Headquarters' Stations at Ballarat, Bendigo, Geelong, Mildura, Shepparton, Morwell, Wangaratta, Warrnambool, Hamilton and Horsham shall be 40 a week, which shall be worked—

(1) in five days, or

(2) in a fortnight of 80 hours in ten shifts of not more than eight hours each.

(b) at any other Ambulance Station, shall be 44 a week, which shall be worked in six days.

Provided that no employee shall be required to work more than six consecutive shifts without a day off duty. For the purpose of this clause, the working week shall commence at midnight on a Sunday.

(ii) Rosters.—Such hours shall be worked according to rosters which shall be exhibited in each Station at least one week before the commencing date of the roster and shall show the periods of duty for a period of fourteen days. In emergency or in a case of the sickness of any employee or where time off is given pursuant to sub-clause (iii) of this clause the duty periods prescribed by the roster may be altered.

Saturday and Sunday duty shall be equitably distributed amongst transport staff.

(iii) Employees on Call and Standing By.

(a) Time on call means time during which, in accordance with the on-call roster, an employee who is rostered off duty is required to hold himself in readiness to answer a call.

Stand-by time means time during which an employee who does not reside on the station premises is required to remain on those premises during periods when he is not rostered for duty.

(b) Time on call shall not be counted as time worked unless an employee is called out for duty, in which case, subject to the provisions of this sub-clause as to time off in lieu of payment, an employee shall be paid at appropriate rates (ordinary or overtime) for the actual period or periods of duty with a minimum payment of one hour for the time so worked in any day during which the employee is on call. In lieu of payment for time actually worked when called out, equivalent time off may be given in a current cycle of fourteen days. Where practicable, if an employee has been called out for duty at night during his normal sleeping hours and he is rostered for day duty on the next day, such time off shall be given at a time mutually arranged during that period of day duty. In other cases the employee shall be given at least two days' notice of when the time off is to be allowed.

Employees shall be free from "on call" duty every second week-end and for at least six days in every period of fourteen consecutive days.

(c) Stand-by time shall be counted as time worked except in one-man branch stations.

(d) As compensation for time on call, an employee who, during a period of his employment is required to be on call pursuant to paragraph (b) of this sub-clause, shall be paid for each and every week of such period of employment an additional sum of ten shillings. This paragraph shall not apply to employees in one-man branch stations.

(e) One-man Branch Stations:—As compensation for time on call employees shall be given accommodation, rent free, and shall be supplied, without charge, with fuel and light. They shall be given relief from duty for one day in each seven days and shall be paid the rate prescribed by this Determination for station officers. Days of relief from duty may be accumulated by mutual arrangement between the employee and the superintendent-secretary up to a maximum of eight days. Nothing in this paragraph shall be deemed to prohibit an employee in a one-man branch station from temporarily leaving the station at times when he is rostered on duty after having made arrangements satisfactory to the superintendent-secretary, or in his absence his deputy, for a proper carrying on by him of the service during his temporary absence.

#### CASUAL LABOUR.

3. A casual employee, i.e., a person who is employed for not more than sixteen hours to be worked in not more than two days, shall be paid per hour an amount equal to  $1\frac{1}{16}$ th of the weekly rate prescribed by this Determination for the work performed divided by 40.

#### OVERTIME.

4. Subject to sub-clause (iii) of clause 2 hereof all time worked in excess of the number of hours fixed for a week's or a fortnight's work as the case may be shall be paid for at the rate of time and a half, unless time off in lieu of payment for time actually worked is given in a current cycle of fourteen days.

An employer may require any employee to work reasonable overtime at overtime rates.

#### SPECIAL RATES FOR SATURDAY AND SUNDAY.

5. All rostered time of ordinary duty worked between midnight on Friday and midnight on Saturday shall be paid for at time and a quarter.

All rostered time of ordinary duty worked between midnight on Saturday and midnight on Sunday shall be paid for at time and a half.

If all time worked on Saturday or Sunday is in excess of the prescribed rostered hours of duty and/or stand by, the excess period shall be paid for at the rate of time and three quarters for Saturday and double time for Sunday.

#### ANNUAL HOLIDAY.

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.

(In his or her own interests each employer of labour should obtain a copy of the above Act which may be purchased from the Government Printer, Melbourne, at a cost of 1s., plus postage.)

#### LONG SERVICE LEAVE.

7. (a) Subject to the provisions set out in sub-clause (b) hereof, all full-time employees after the completion of twenty years' continuous service as a deputy superintendent, station officer or ambulance driver with the same employer, shall be entitled to six months' leave of absence on full salary or wage.

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

(ii) When an employee who has been in the service for at least the period prescribed in sub-clause (a) hereof resigns or is retired 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 (a) hereof, less the value of any leave granted under sub-clause (b) (i) hereof, plus a *pro rata* amount for all service in excess of twenty years provided that such resignation or retirement is not due to misconduct.

(iii) Upon the death from any cause of an employee who, at the date of his death, was eligible for the grant of long-service leave, the Committee shall pay 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 purpose of this clause, the following definitions shall apply:—

"Service" shall mean service calculated as from the date of entering employment with the Ambulance Service 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—

(i) the employee's salary or wage (exclusive of overtime or other allowance) at the time leave is taken and shall be subject to any variations occurring in the basic wage during the period from the commencement of the leave until the resumption of work; or

(ii) the employee's salary or wage immediately prior to the employee leaving the service or death of the employee (as the case may be).

"Committee" shall mean the Committee or controlling authority of the Ambulance Service in which the employee is employed.

#### PUBLIC HOLIDAYS.

8. Employees shall be entitled to the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, the first Tuesday in November, Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of these holidays employees shall be entitled to the days so substituted.

Provided that employees rostered to work on public holidays and fail to do so shall not be entitled to holiday pay for the said holiday.

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

(a) within four weeks following the date on which such holiday occurred—

(1) one extra day's pay, or

(2) equal time off in lieu thereof, or

(b) one day shall be added to his or her annual leave, or

(c) in the case of an employee not qualifying for annual leave and sub-clause (a) (1) and (2) hereof has not been applied, one day's pay shall be added to the payment in lieu of annual leave.

#### SICK LEAVE.

9. (a) In the event of an employee becoming sick and unfit for duty and certified as such by a Medical Practitioner approved by the Service, he shall be entitled to sick leave on full pay as follows:—

(i) during the first year of service—one working day for each month of service;

(ii) during the second, third and fourth years of service—14 working days in each year;

(iii) thereafter—21 working days in each year.

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

Provided that an employee may be absent through sickness for one day without furnishing evidence of such sickness as provided in sub-clause (a) hereof on not more than three occasions in any one year of service. An employee shall not be entitled to this benefit should he fail to notify the employer two hours before the time rostered to commence duty on the day of such absence. Provided that employees rostered for duty prior to 11 a.m. on the day of such absence shall not be required to give notice before 9 a.m.

(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, 1952, shall be disregarded.

(c) For the purposes of this clause a working day shall be one of eight hours.

#### MEAL INTERVAL.

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

#### DRESSING ROOM ETC.

11. Dressing room, luncheon room and conveniences shall be provided for all employees.

#### UNIFORMS.

12. Uniforms (one cap, one tunic, two pairs of trousers, three shirts, one tie, one pair of overalls), shall be supplied free of cost to all employees and shall remain the property of the employer. One raincoat and where reasonably necessary one dust-coat shall be supplied to each employee and shall remain the property of the employer and shall be returned to the employer if called upon. Replacement of items of uniform supplied shall be made as and when reasonably necessary as determined by the Committee.

#### RUBBER GLOVES, ETC.

13. Rubber gloves and all necessary safety appliances shall be provided free of cost for the use of employees and an adequate supply of same shall be maintained.

#### RELIEVING OTHER MEMBERS OF STAFF.

14. Where an employee is called upon to relieve a station officer in charge of a branch station on annual or sick leave and by so doing is required to live away from home, he shall be paid a living away from home allowance at the rate of forty-two shillings per week. This provision shall not apply in the case where the relieving officer is allowed to take over the premises attached to the branch station for holiday purposes for his family.

#### TRAVELLING TIME AND EXPENSES.

15. Where an employee is directed to report for duty to a branch or headquarters station, other than that to which he is posted, he shall travel to and from such station in the employer's time, and his fares and incidental expenses shall be paid by the employer.

#### TRAVELLING ON DUTY.

16. Where an employee is travelling on duty which involves more than ten hours' travelling, he shall be paid all travelling expenses actually incurred, including meals and sleeping accommodation where necessary.

#### TERMINATION OF EMPLOYMENT.

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

#### UNION INTERVIEWS.

18. During working hours employees of any establishment subject to this Determination may, with the consent of the person in charge of such establishment (which consent shall not be unreasonably withheld) be interviewed by the Secretary or Organizer of the Hospital Employees' Federation of Australasia, or have their Union contributions collected by the steward of the said organization.

### PART III.

(This Part applies to all employees.)

#### PERIODICAL ADJUSTMENT OF WAGES.

1. The wages rates set out in clause 2, 3, and 4 of Part I and clause 1 of Part II., 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 of 1s. per week in the basic wage for adult males, the wages of adult females shall be increased or decreased by 9d. per week and male and female junior employees shall be increased or decreased by 6d. per week. 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 increased or decreased by 4d. for adult males and 3d. for adult females and all juniors.

#### 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'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 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.

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

J. V. WILLOX, Secretary.

Melbourne, 29th March, 1954.





# VICTORIA GOVERNMENT GAZETTE.

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FRIDAY, JUNE 25.

[1954

Factories and Shops Acts.

## DETERMINATION OF THE TEA PACKING 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 (other than persons subject to the Determination of the Grocers Board) employed either inside or outside a factory or work-room, in the process, trade, or business of preparing tea, coffee, cocoa, or chocolate for trade or sale, including blending, weighing, filling packets, wrapping, packing, or labelling", has made the following Determination, namely:—

1. That on the 1st April, 1954, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

### WAGES.

APPRENTICES OR IMPROVERS.					ADULTS.				
—	Males.		Females.						
	Percentage of Basic Wage.	Per Week. s. d.	Percentage of Female Basic Wage.	Per Week. s. d.	Males.		Per Week. s. d.		
14 years	23	54 6	..	..	Foreman	..	..	..	230 0
15 years	30	71 6	42	75 0	Headman	..	..	..	271 9
16 years	35	83 6	47	84 0	All other adult males	..	..	..	262 6
17 years	45	107 0	56	100 0					
18 years	56	133 6	67	119 6	Females.				
19 years	63	150 0	74	132 0	Headwoman	..	..	..	207 6
20 years	81	193 0	85	151 6	All other adult females	..	..	..	190 0

PROPORTION (within any factory or place).

*Apprentices.*

One male apprentice to every three or fraction of three male workers receiving at wages rates or piece-work prices not less than 262s. 6d. per week.

One female apprentice to every three or fraction of three female workers receiving at wages rates or piece-work prices not less than 190s. per week.

*Improvers.*

One male improver to every three or fraction of three male workers receiving at wages rates or piece-work prices not less than 262s. 6d. per week.

One female improver to every three or fraction of three female workers receiving not less than 190s. per week.

## HOURS OF WORK.

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

## TIME OF BEGINNING AND ENDING WORK.

- |                       |   |
|-----------------------|---|
| 4. Time of Beginning. | Time of Ending.   |
| 7.30 a.m.             | .. .. 12 noon on Saturdays.   |
| 7.30 a.m.             | .. .. 5.30 p.m. on each of the other five working days of the week. |

## OVERTIME.

5. Overtime shall be paid for as follows :—
- Within the hours provided in clause 4 in excess of the number of hours fixed for an ordinary week's work—time and a half.
  - Outside the hours provided in clause 4—time and a half for the first two hours and double time thereafter.

## HOLIDAYS.

6. Employees shall be granted the following holidays without deduction of pay :—New Year's Day, Australia Day, Union Picnic Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Anzac Day, Queen's Birthday, Christmas Day, and Boxing Day, and within the Metropolitan District as defined in the Factories and Shops Acts, Melbourne Cup Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays this provision shall apply only to the day so substituted.

## SPECIAL RATES.

7. Double time shall be the special rate for all work done on Sundays, New Years' Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Labour Day, Queen's Birthday, Christmas Day, and Boxing Day, and within the Metropolitan District as defined in the Factories and Shops Acts, Melbourne Cup Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall only be payable for work done on the day so substituted.

## TERMINATION OF EMPLOYMENT.

8. Except in a case where an employee has been guilty of a misdemeanour, seven days' notice of termination of employment shall be given by either employer or worker. In lieu of such notice one week's wages shall be paid or forfeited, as the case may be.

## SICK LEAVE.

9. (a) Any employee who, having had at least three months' service with the same employer, is absent from duty as a result of personal ill health or accident shall be entitled to sick pay as follows :—

- During the first year—3½ hours' ordinary pay for each complete month of service;
- During any subsequent year of service—40 hours' ordinary pay.

Provided that in either case such employee produces or forwards within 48 hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill health or accident necessitating such absence.

- (b) If the full period of sick leave as prescribed above is not taken in any year such portion as is not taken shall be cumulative from year to year up to a period not exceeding the equivalent of 120 hours' ordinary pay, which shall be the maximum amount of leave to which an employee may be entitled in any year of service without deduction of pay.

## ANNUAL HOLIDAYS.

10. 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.

## PAY DAY.

11. Employees shall be paid on a day not later than Thursday in each week and during working hours.

## POSTING OF DETERMINATION.

12. A copy of this Determination shall be posted in a conspicuous place at or near the entrance of each floor in a building if any employees are employed on such floor at any work covered by this Determination.

## REST PERIOD.

13. An interval of ten minutes each morning and afternoon shall be given as a rest period to all employees, and shall be counted as time worked.

## TEA MONEY.

14. Any employee required to work overtime for a period in excess of one hour after the time fixed for ending work shall be allowed four shillings tea money in addition to overtime rates as prescribed in this Determination.

## MIXED FUNCTIONS.

15. An employee engaged for more than half of one day or shift on duties carrying a higher rate than his ordinary classification shall be paid the higher rate for such day or shift. If engaged for less than half of one day or shift, he shall be paid the higher rate for the time so worked.

## PROTECTIVE CLOTHING.

16. An employee, with not less than one month's service with the same employer, shall be provided with one pair of overalls per year by the employer, free of cost to the employee. Employees receiving, stacking or blending shall, in lieu of overalls, be supplied with a leather apron. Such overalls or aprons shall remain the property of the employer.

## DEFINITIONS.

17. "Foreman" means a person held directly responsible by the employer for the carrying out of the work, and who has the charge and direction of the employees.

"Headman or Headwoman" means a person on a floor who directs other employees in their work and who is held responsible for work done on that floor notwithstanding he or she may be under the orders or take instructions from the foreman.

## PERIODICAL ADJUSTMENT OF WAGES.

18. The wages rates for adult males set out in clause 2 are based upon the following basic wage, and, pursuant to the provisions of section 21 of the *Factories and Shops Act 1934*, the Board hereby determines that such rates shall be automatically adjusted as prescribed by clause 19.

*Basic Wage.*

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

## ADJUSTMENT OF BASIC WAGE.

19. (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 May, 1954, the amount of the Basic Wage shall be as prescribed in clause 18.

(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.

(d) The wages rates for adult females are based on a basic wage being 75 per cent. of the basic wage for adult males calculated to the nearest 6d., half or less than half of 6d. to be disregarded. The wages rates for adult females shall be adjusted by increasing or decreasing such rates by the amount of the difference from time to time in the said basic wage for females.

(e) The wages of apprentices and 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.

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

J. V. WILLOX, Secretary.

Melbourne, 26th March, 1954.

