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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 in or about—

- (a) a hospital or benevolent asylum doing any kind of work connected with the carrying on of a hospital or benevolent asylum;
- (b) a sanatorium for the treatment of persons suffering from any form of tuberculosis;
- (c) a hospital or home for the treatment of the mentally afflicted doing any kind of work connected with the carrying on of such a hospital or home;

has made the following Determination, namely:—

(1) That on the 15th March, 1943, the adjusted Determination which came into force as from the beginning of the first pay period to commence in February, 1943, shall be revoked and replaced by this Determination.

(2) **APPRENTICES OR IMPROVERS.**

WAGES PER WEEK OF 48 HOURS WITHOUT BOARD AND LODGING.*

	Employed at Clerical Work.		All Other Classes of Work.		
	Males.	Females.	Males.	Females.	
				Employed in the Metropolitan District; Cities of Ballarat, Bendigo, Geelong or Mildura; or Mooroonpa Riding of Shire of Rodney.	Employed in any other part of Victoria.
	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>	<i>s. d.</i>
Under 16 years of age	28 6	25 0	41 6	} 47 9	} 46 9
16 years of age	33 6	30 0	46 6		
17	38 6	35 0	53 0		
18	43 6	40 0	60 0		
19	58 6	47 0	68 0		
20	78 6	55 0	80 6		

PROPORTION (IN ANY PLACE).

APPRENTICES.	IMPROVERS.
<p style="text-align: center;">MALES.</p> <p>One male apprentice to every three or fraction of three male workers receiving not less than 108s. per week of 48 hours.</p> <p style="text-align: center;">FEMALES.</p> <p>One female apprentice to every three or fraction of three female workers receiving not less than 58s. per week of 48 hours.</p>	<p style="text-align: center;">MALES.</p> <p>One male improver to every eight or fraction of eight male workers receiving not less than 108s. per week of 48 hours.†</p> <p style="text-align: center;">FEMALES.</p> <p>One female improver to every six or fraction of six female workers receiving not less than 58s. per week of 48 hours.</p>

* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 18s. per week less and in the case of an adult female employee or an apprentice or improver 16s. per week less than the rate fixed without board and lodging.

NOTE.—The Board has determined that as from the 1st December, 1941, no apprentice shall be taken in this occupation.

OTHER EMPLOYEES.

(a) Employed in the Metropolitan District; the Cities of Ballarat, Bendigo, Geelong or Mildura; or the Mooropna Riding of Shire of Rodney.

Males.			Females.		
WAGES WITHOUT BOARD AND LODGING.*		Per Week of 48 Hours.	WAGES WITHOUT BOARD AND LODGING.*		Per Week of 48 Hours.
		s. d.			s. d.
Clerks		113 6	Clerks		87 6
Cooks—First		120 6	Cook; where there is only one employed ..		72 6
Other cooks		113 6	Cooks in charge of—		
Dresser, head, where five or more dressers are employed		137 0	One to three kitchen employees		72 6
Dressers doing venereal diseases work		131 0	Four to seven kitchen employees		80 0
Other dressers—			Eight or more kitchen employees		90 0
1st year's experience as such		111 0	Second cooks		70 0
2nd year's experience as such		116 0	Other cooks		87 6
Thereafter		121 0	Head housemaids		62 6
Foreman in charge of—			Housekeepers		77 6
One to nine employees		113 6	Head laundresses in charge of—		
Ten or more employees		121 0	One to three persons		70 0
Assistant foreman		111 0	Four or more persons		75 0
Gardeners in charge of one or more gardeners or where there is only one employed		110 6	Second laundresses		65 0
Other gardeners		108 0	Laundresses where only one employed		65 0
Incinerator attendants		108 0	Sorters		65 0
Kitchenmen or scullerymen		108 0	Washing machine hands		73 0
Laboratory assistants		116 6	Storekeeper in charge of one or more store hands or where there is only one employed		67 6
Laundrymen		111 0	Storekeeper's assistants—		
Mortuary-men employed solely on post-mortem work		126 0	1st year's experience as such		58 0
Other mortuary-men		111 0	2nd year's experience as such		59 0
And 10s. extra for each post-mortem.			Thereafter		60 0
Motor or motor ambulance drivers or assistants		115 6	Stenographers and typistes—		
Operating theatre attendants		111 0	1st year's experience as such		67 6
Casualty porters engaged on preparations and theatre work		111 0	2nd year's experience as such		70 0
Dispensary porters		111 0	Thereafter		72 6
Relieving porters		110 6	Telephone attendants		75 0
X-ray porters		108 0	Waitresses—		
Night porters who in the course of their duties patrol the hospital		111 6	1st year's experience as such		58 0
Other night porters		108 0	2nd year's experience as such		59 0
Recording attendants		113 6	Thereafter		60 0
Splint makers		121 0	Wardmaids—		
Splint makers' assistants		111 0	1st year's experience as such		58 0
Storemen in charge of one or more storemen or where there is only one employed		113 6	2nd year's experience as such		59 0
Other storemen		108 0	Thereafter		60 0
Telephone attendants		111 0	Registered X-ray technicians—		
Ward cleaners handling sputum mugs		121 0	1st year's experience as such		87 6
Other ward cleaners		108 0	2nd year's experience as such		92 6
X-ray attendants		116 0	Thereafter		97 6
X-ray technicians—			Laboratory assistants		73 0
1st year's experience as such		108 6			
2nd year's experience as such		123 6	Seamstresses who cut out and fit garments		72 0
Thereafter		133 6	Other seamstresses—		
All others		108 0	1st year's experience as such		60 0
			2nd year's experience as such		61 0
			Thereafter		62 0
			All others—		
			1st year's experience as such		58 0
			2nd year's experience as such		59 0
			Thereafter		60 0

(b) Employed in any other part of Victoria.

Males.			Females.		
WAGES WITHOUT BOARD AND LODGING.*		Per Week of 48 Hours.	WAGES WITHOUT BOARD AND LODGING.*		Per Week of 48 Hours.
		s. d.			s. d.
Adults		108 0	Clerks		63 0
			Cooks—		
			First—or where there is only one employed		72 6
			Second		67 6
			Head laundress; or where there is only one employed		65 0
			Other laundresses		60 0
			Stenographers and typistes		68 0
			Telephone attendants		63 0
			All others—		
			1st year's experience		58 0
			2nd year's experience		59 0
			3rd year's experience		60 0

* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 18s. per week less and in the case of an adult female employee or an apprentice or improver 16s. per week less than the rate fixed without board and lodging.

Clauses (3) to (23) inclusive of the Determination published in *Government Gazette* No. 190 of the 21st May, 1942, shall remain in force.

(3) **TIME OFF.**—All employees shall receive a period of not less than 26 hours off duty in each week provided that employee shall not be required to work more than eight consecutive days without such period off duty.

(4) **OVERTIME.**—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 but in excess of the number of hours fixed as a week's work Time and a half.
 (b) Outside a spread of 12 hours from the time of commencing work on any day Double time.

(5) **A FULL WEEK'S WAGES TO BE PAID.**—Any employee (other than a casual worker) willing to work who works for less than the full working week, viz., 44 hours in the case of seamstresses and 48 hours in all other cases, shall be entitled to the payment of a full week's wage.

(6) **CASUAL LABOUR.**—A casual employee, i.e. a person who is employed for not more than 18 hours per week, shall be paid per hour an amount equal to $1\frac{1}{5}$ of the weekly rate prescribed by this Determination for the work performed divided by 44 in the case of seamstresses and 48 in all other cases.

(7) **RISK RATE.**—Persons (other than dressers doing venereal diseases work for whom provision is already made in clause (2)) shall in addition to the rates prescribed in clause (2) 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 | 2d. per hour with a minimum of 6d. per day. |
| (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 | |
| (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 | |
| (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 | |

(8) **NAUSEOUS WORK.**—All male employees not provided for in clause (7) 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 clause (2).

(9) **ANNUAL LEAVE.**—Any employee who has been in the service of an employer for a period of not less than twelve months shall be granted by such employer fourteen days' leave at least in each year on full pay, without any deduction for board and lodging.

(10) **PUBLIC HOLIDAYS.**—Employees shall be entitled to the following holidays without deduction of pay :—New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, Melbourne Cup Day (within a radius of 20 miles of the General Post Office, Melbourne), Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of these holidays employees shall be entitled to the days so substituted.

Provided that 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.

(11) **SICK LEAVE.**—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 :—

- (a) During the first year of service in an institution—one day for each month of service.
 (b) During the second, third, and fourth years of service in an institution—fourteen days in each year.
 (c) Thereafter—twenty-one days in each year.

Sick leave shall be in addition to the annual leave provided in clause (9).

Notwithstanding any other provision in this clause an employee who contracts an infectious disease in the course of his or her duties and same having been certified to by the Medical Superintendent or by a Medical Practitioner approved by the institution shall receive full pay during the necessary period off duty up to but not exceeding a period of three months.

(12) **EMPLOYEES ENGAGED ON NIGHT DUTY.**—For any period of not less than 3 hours worked by females between the hours of 8 p.m. and 8 a.m. and by males between the hours of 6 p.m. and 8 a.m. an amount of 6d. for each such period shall be paid in addition to the rates prescribed in clause (2) of this Determination.

(13) **EARLY MORNING DUTY.**—Employees (other than employees referred to in clause (12)) who commence duty on any day between the hours of 5 a.m. and 6.30 a.m. shall be paid an amount of 5d. for each of such days in addition to the rates prescribed in clause (2) of this Determination.

(14) **TIME BOOK.**—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, Dispensary, and Asylum Employees' and Allied Government Officers' Federation.

(15) **ROSTER.**—A weekly roster setting out employees' weekly and daily working hours, times of commencing duty, meal intervals, time off duty and time of ending duty shall be kept posted or affixed in some conspicuous part of the premises in which persons subject to this determination are employed where it may be readily seen by such employees and the Secretary of the Hospital, Dispensary and Asylum Employees and Allied Government Officers' Federation of Australia, No. 1 Victorian Branch.

(16) **DRESSING ROOMS, ETC.**—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.

(17) **UNIFORMS, ETC.**—Uniforms, overalls, caps, and aprons, shall be provided and laundered free of cost for employees required to wear same.

(18) **RUBBER GLOVES, ETC.**—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.

(19) **TERMINATION OF EMPLOYMENT.**—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.

(20) **UNION INTERVIEWS.**—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, Dispensary, and Asylum Employees and Allied Government Officers' Federation of Australia, No. 1 Victorian Branch, or have their Union contributions collected by the steward of the said organization.

(21) **DEFINITION.**—For the purpose of this Determination "experience" referred to in clause (2) means experience at such work in any hospital or institution subject to this Determination.

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

(22) PERIODICAL ADJUSTMENT OF WAGES.—The wages rates set out in clause (2) are based upon the following basic wage rates and pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, shall be automatically increased or decreased by the same amount, and at the same time as such basic wage rates.

The basic wage rates hereunder shall be adjusted as prescribed in clause (23).

Basic Wage.

Place.	Needs Basic Wage (Adjustable).	Loading (Constant).	Total Basic Wage.	Index Number Set Assigned.
	Per week. £ s. d.	Per week. £ s. d.	Per week. £ s. d.	
Within the area to which this Determination applies	4 12 0	Adult Males. 0 6 0	4 18 0	Melbourne

(23) ADJUSTMENT OF WAGE RATES.—(a) Until the beginning of the first pay period to commence in May, 1943, the wages rates hereinbefore prescribed shall be paid.

(b) During each future period of or near a quarter beginning with the first pay period to commence in a May, an August, a November, or a February, the amounts of the said rates shall be adjusted by the following method according to the position and fluctuations (if any) of the Commonwealth Statistician's "All Items" retail price index numbers.

For the purposes of this agreement 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 Industrial Registrar.

- (1) Adjustment is to be based upon the equating of index number 81.0 with a needs basic wage of 81s., the amount assessed upon that number of the Commonwealth Statistician's declared needs basic wage per week for an adult male.
- (2) The index number for Melbourne is to be applied.
- (3) The index number for the calendar quarter next preceding the period of or near a quarter for which the adjustment is to be ascertained.
- (4) The amount of addition or deduction assigned in the following table (or in any extension thereof) to the index number division comprising such number is to be ascertained.
- (5) That the assigned amount shall for work done during such period of or near a quarter be added to or deducted from the originally prescribed amounts of the rates in accordance with that table.
- (6) The division called "original" in the following table is that for the amount of the needs basic wage upon which the rates are to be deemed to have been originally prescribed:—

TABLE.

Original Index Number Division 1056-1067. (£4 6s.)

Index Number Divisions.		Amounts of Additions or Deductions per Week.		
For Additions.	For Deductions.	Adult Male Employees.	Adult Female Employees and Male Junior Employees.	Female Junior Employees.
		s. d.	s. d.	s. d.
1056-1067	1056-1067	0 0	0 0	0 0
1068-1080	1044-1055	1 0	0 6	0 3
1081-1092	1031-1043	2 0	1 0	0 6
1093-1104	1019-1030	3 0	1 6	0 9
1105-1117	1007-1018	4 0	2 0	1 0
1118-1129	994-1006	5 0	2 6	1 3
1130-1141	982-993	6 0	3 0	1 6
1142-1154	970-981	7 0	3 6	1 9
1155-1166	957-969	8 0	4 0	2 0

Any extension of this table must be of the same construction as the table.

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

J. V. WILLOX, Secretary.

Melbourne, 3rd April, 1943.