



VICTORIA

## GOVERNMENT GAZETTE.

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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, benevolent asylum or convalescent home doing any kind of work connected with the carrying on of a hospital, benevolent asylum, or convalescent home;
- (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 hospital or home;

has made the following Determination, namely:—

1. That on the 23rd July, 1945, the last previous Determination of this Board shall be revoked and replaced by this Determination.

## APPRENTICES OR IMPROVERS.

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

WAGES PER WEEK OF 48 HOURS\* (See Footnote).

	Employed at Clerical Work.		All Other Classes of Work.	
	Males.	Females.	Males.	Females.
				Employed in the Metropolitan District; Cities of Ballarat, Bendigo, Geelong, Mildura or Warrnambool; the Towns of Hamilton, Horsham, Sale or Warragul; the Borough of Wangaratta or Mooroolbarn; 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>
Under 16 years of age .. .. .	31 0	27 6	44 0	
16 years of age .. .. .	36 0	32 6	49 0	
17 " .. .. .	41 0	37 6	55 6	
18 " .. .. .	46 0	42 6	62 6	50 3
19 " .. .. .	61 0	49 6	70 6	
20 " .. .. .	81 0	57 6	83 0	49 3

- (ii) Apprentices bound to the trade of hospital cooking subject to the conditions prescribed hereunder:—

- (a) 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 an approved 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.
- (b) During the currency of the indentures the apprentice shall attend evening classes at the said school in order to complete the prescribed course of training.
- (c) 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.
- (d) Until further order schools approved by the Wages Board for the purpose of this scheme of apprenticeship shall be:—
  - (i) The Emily McPherson College of Domestic Economy, Melbourne, and
  - (ii) The Gordon Institute of Technology, Geelong.
- (e) The wages of apprentices shall be:—

Per Week of 48 Hours\* (See Footnote).

	<i>£</i>	<i>s.</i>	<i>d.</i>
First year .. .. .	..	1	16 9
Second year .. .. .	..	2	8 9
Third year .. .. .	..	3	6 0

- (f) On completion on 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.
- (g) A form of indenture has been prescribed by the Board.

\* 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.

Female employees (other than casuals, clerks, stenographers, typists, telephone attendants, registered X-ray technicians or laboratory assistants) for whom the employer does not make available board and lodging shall receive, in addition to the wages herein prescribed, an allowance of 14/- per week: Provided that such persons employed for less than the full working week shall be paid a proportionate amount of the allowance specified. The foregoing allowance shall not be deemed to be part of the weekly wage.

A war loading of 2s. 6d. has been included in all rates for apprentices and improvers as shown above. Such war loading is not adjustable and shall not be taken into account when computing the penal rate payable for overtime or for work done on a public holiday mentioned in clause 12.

(iii)

## PROPORTION (IN ANY PLACE).

APPRENTICES.	IMPROVERS.
<p><b>MALES.</b></p> <p>One male apprentice to every three or fraction of three male workers receiving not less than 113s. per week of 48 hours.</p> <p><b>FEMALES.</b></p> <p>One female apprentice to every three or fraction of three female workers receiving not less than 63s. per week of 48 hours.</p>	<p><b>MALES.</b></p> <p>One male improver to every eight or fraction of eight male workers receiving not less than 113s. per week of 48 hours.</p> <p><b>FEMALES.</b></p> <p>One female improver to every six or fraction of six female workers receiving not less than 63s. per week of 48 hours.</p>

NOTE.—The Board has determined that as from the 1st December, 1941, no further persons shall be bound as apprentices to the trade, other than those provided for in sub-clause (ii) hereof.

3.

## WAGES.

## OTHER EMPLOYEES.

(a) Employed in the Metropolitan District; the Cities of Ballarat, Bendigo, Geelong, Mildura, or Warrnambool; the Towns of Hamilton, Horsham, Sale, or Warragul; the Borough of Wangaratta; or the Mooropna Riding of Shire of Rodney.

Males.		Females.	
WAGES.* (See footnote).		WAGES.* (See footnote).	
	Per Week of 48 Hours. s. d.		Per Week of 48 Hours. s. d.
Clerks .. .. .	118 6	Clerks .. .. .	72 6
Cooks—First .. .. .	125 6	Cook; where there is only one employed ..	77 6
Other cooks .. .. .	118 6	Cooks in charge of—	
Dresser, head, where five or more dressers are employed	142 0	One to three kitchen employees ..	77 6
Dressers doing venereal diseases work ..	136 0	Four to seven kitchen employees ..	85 0
Other dressers—		Eight or more kitchen employees ..	95 0
1st year's experience as such ..	116 0	Second cooks .. .. .	75 0
2nd year's experience as such ..	121 0	Other cooks .. .. .	72 6
Thereafter .. .. .	126 0	Head housemaids .. .. .	67 6
Foreman in charge of—		Housekeepers .. .. .	82 6
One to nine employees .. .. .	118 6	Head laundresses in charge of—	
Ten or more employees .. .. .	126 0	One to three persons .. .. .	75 0
Assistant foreman .. .. .	116 0	Four or more persons .. .. .	80 0
Gardeners in charge of one or more gardeners or where there is only one employed ..	115 6	Second laundresses .. .. .	70 0
Other gardeners .. .. .	113 0	Laundresses where only one employed ..	70 0
Incinerator attendants .. .. .	113 0	Other laundresses—	
Kitchenmen or scullerymen .. .. .	113 0	1st year's experience as such ..	63 0
Laboratory assistants .. .. .	121 6	2nd year's experience as such ..	64 0
Laundrymen .. .. .	116 0	Thereafter .. .. .	65 0
Mortuary-men employed solely on post-mortem work	131 0	Sorters .. .. .	70 0
Other mortuary-men .. .. .	116 0	Washing machine hands .. .. .	78 0
And 10s. extra for each post-mortem.		Storekeeper in charge of one or more store hands or where there is only one employed ..	72 6
Motor or motor ambulance drivers or assistants ..	120 6	Storekeeper's assistants—	
Operating theatre attendants .. .. .	116 0	1st year's experience as such ..	63 0
Casualty porters engaged on preparations and theatre work ..	116 0	2nd year's experience as such ..	64 0
Dispensary porters .. .. .	116 0	Thereafter .. .. .	65 0
Relieving porters .. .. .	115 6	Stenographers and typistes—	
X-ray porters .. .. .	113 0	1st year's experience as such ..	72 6
Night porters who in the course of their duties patrol the hospital .. .. .	116 6	2nd year's experience as such ..	75 0
Other night porters .. .. .	113 0	Thereafter .. .. .	77 6
Recording attendants .. .. .	118 6	Telephone attendants .. .. .	80 0
Splint makers .. .. .	126 0	Waitresses—	
Splint makers' assistants .. .. .	116 0	1st year's experience as such ..	63 0
Storemen in charge of one or more storemen or where there is only one employed ..	118 6	2nd year's experience as such ..	64 0
Other storemen .. .. .	113 0	Thereafter .. .. .	65 0
Telephone attendants .. .. .	116 0	Wardmaids—	
Ward cleaners handling sputum mugs .. .. .	126 0	1st year's experience as such ..	63 0
Other ward cleaners .. .. .	113 0	2nd year's experience as such ..	64 0
X-ray attendants .. .. .	121 0	Thereafter .. .. .	65 0
X-ray technicians—		Registered X-ray technicians—	
1st year's experience as such ..	113 6	1st year's experience as such ..	92 6
2nd year's experience as such ..	128 6	2nd year's experience as such ..	97 6
Thereafter .. .. .	138 6	Thereafter .. .. .	102 6
All others .. .. .	113 0	Laboratory assistants .. .. .	78 0
		Female attendant employed wholly or partly attending to the comforts and needs of sick, aged, or infirm persons—	
		(i) In charge of a ward .. .. .	75 0
		(ii) Other than in charge of a ward—	
		1st year's experience .. .. .	68 0
		2nd year's experience .. .. .	69 0
		Thereafter .. .. .	70 0
		Per Week of 44 Hours.	
		Seamstresses who cut out and fit garments ..	77 0
		Other seamstresses—	
		1st year's experience as such ..	65 0
		2nd year's experience as such ..	66 0
		Thereafter .. .. .	67 0
		Per Week of 48 Hours.	
		All others—	
		1st year's experience as such ..	63 0
		2nd year's experience as such ..	64 0
		Thereafter .. .. .	65 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.

Female employees (other than casuals, clerks, stenographers, typistes, telephone attendants, registered X-ray technicians or laboratory assistants) for whom the employer does not make available board and lodging shall receive, in addition to the wages herein prescribed, an allowance of 14/- per week: Provided that such persons employed for less than the full working week shall be paid a proportionate amount of the allowance specified.

The foregoing allowance shall not be deemed to be part of the weekly wage.

## (b) Employed in any other part of Victoria.

<i>Males.</i>							<i>Females.</i>						
WAGES.* (See footnote).							WAGES.* (See footnote).						

**SICK LEAVE.**

13. (a) In the event of an employee becoming sick and certified as such by the Medical Superintendent or by a Medical Practitioner approved by the institution 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—fourteen days in each year.
- (iii) Thereafter—twenty-one days in each year.

Sick leave shall be in addition to the annual leave provided in clause 11.

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.

(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 up to a period not exceeding sixty-three days, which shall be the maximum amount of leave to which an employee shall be entitled in any year without deduction of pay.

For the purposes of this sub-clause, service prior to the 28th June, 1943, shall be disregarded.

(c) 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.

**EMPLOYEES ENGAGED ON NIGHT DUTY.**

14. 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 clauses 2 or 3 of this Determination.

**EARLY MORNING DUTY.**

15. Employees (other than employees referred to in clause 14) 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 clauses 2 or 3 of this Determination.

**TIME BOOK.**

16. 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.

**ROSTER.**

17. 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.

**DRESSING ROOMS, ETC.**

18. 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.**

19. 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.**

20. Uniforms, overalls, caps, and aprons, shall be provided and laundered free of cost for employees required to wear same.

**RUBBER GLOVES, ETC.**

21. 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.**

22. 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.**

23. 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.

**DEFINITION.**

24. For the purpose of this Determination "experience" referred to in clause 3 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.

**PERIODICAL ADJUSTMENT OF WAGES.**

25. 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 26.

**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.	
Throughout the State .. .. .	4 12 0	Adult Males. 0 6 0	4 18 0	Melbourne

## ADJUSTMENT OF WAGE RATES.

26. (a) Until the beginning of the first pay period to commence in August, 1945, 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 an August, a November, a February, or a May, 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 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:—

- (1) Adjustment is to be based upon the equating of index number 1,000 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 made 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
1167-1179	.. ..	945-956	.. ..	9 0	4 6	2 3
1180-1191	.. ..	933-944	.. ..	10 0	5 0	2 6
1192-1203	.. ..	920-932	.. ..	11 0	5 6	2 9
1204-1216	.. ..	908-919	.. ..	12 0	6 0	3 0
1217-1228	.. ..	896-907	.. ..	13 0	6 6	3 3
1229-1240	.. ..	883-895	.. ..	14 0	7 0	3 6

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, 16th July, 1945.

