



VICTORIA GOVERNMENT GAZETTE.

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Factories and Shops Acts.

DETERMINATION OF THE HOSPITAL NURSES' BOARD.

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

IN accordance with the provisions of the Factories and Shops Acts the Wages Board appointed "to determine the lowest prices or rates which may be paid to any person or persons or classes of persons employed as:—

- (a) certificated nurses in public, private, intermediate, or community hospitals or in benevolent or in convalescent homes;
- (b) nurses in training in hospitals recognized as training schools by the Nurses Registration Board of Victoria;
- (c) registered infant welfare nurses engaged in infant welfare work or in work requiring an infant welfare certificate, and who are employed—
 - (i) by any municipality or industrial or commercial corporation; or
 - (ii) in any—
 - infant welfare training school,
 - mothercraft training school,
 - babies' home,
 - pre-school centre (including any crèche, nursery school, kindergarten, or play group).
- (d) certificated nurses engaged in connexion with any industrial or commercial undertaking;

has made the following Determination, namely:—

That as from the beginning of the first pay period to commence on or after the 23rd April, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination which embraces Part 1, Part 2, and Part 3 hereof.

PART 1.

NOTE.—This part applies to—

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

WAGES.

1. An employee for whom the employer makes available board and lodging shall be provided with laundry, free of charge, but from the wages hereinafter prescribed, a sum of 20s. per week may be deducted in respect of such board and lodging, notwithstanding that such employee may decide not to avail herself of such accommodation.

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

TRAINEES.

MIDWIFERY TRAINEES.		OTHER TRAINEES.								
Per Week.		Per Week.								
£ s. d.		£ s. d.								
1st year	2 5 0	1st year	2 5 0
2nd year	2 5 0	2nd year	2 10 0
and thereafter ..	2 15 0	and thereafter	3 0 0

Provided that if a person who has obtained a nurse's certificate elects to enter into further training for the purpose of obtaining a midwifery certificate, the wage to be paid for such further training shall be at the rate of £3 per week.

Proportion.

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

OTHER EMPLOYEES.

Matrons.

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

	Per Week.
	£ s. d.
Under 10 beds	6 12 6
From 10 to 19 beds	6 17 6
" 20 " 39 "	7 2 6
" 40 " 65 "	7 10 0
" 66 " 100 "	8 0 0
" 101 " 150 "	8 10 0
" 151 " 200 "	9 0 0
" 201 " 250 "	9 10 0
" 251 " 300 "	10 0 0
Over 300 beds	10 10 0

Provided that the wages of any Matron in a Hospital Registered as a Training School or a part-time Training School shall not be less than £7 2s. 6d. per week.

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

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

	Per Week.]
	£ s. d.
Under 100 beds	7 0 0
From 101 to 200 beds	7 10 0
" 201 " 300 "	8 0 0
" 301 " 450 "	8 10 0
Over 450 beds	9 0 0

Deputy or Assistant Matrons.

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

	Per Week.
	£ s. d.
From 101 to 150 beds	6 15 0
" 151 " 200 "	7 5 0
" 201 " 250 "	7 15 0
Over 250 beds	8 5 0

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

	Per Week.
	£ s. d.
From 201 to 300 beds	6 10 0
" 301 " 450 "	6 15 0
Over 450 beds	7 0 0

Home Sisters and Certificated Midwifery Nurses.

	Per Week.
	£ s. d.
Home Sister	6 10 0
Certificated Midwifery Nurses	4 12 0

Employees not Elsewhere Provided for in Part 1.

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

	COLUMN A.	COLUMN B.	COLUMN C.
	During the First Year.	During the Second Year.	Thereafter.
	Per Week.	Per Week.	Per Week.
	£ s. d.	£ s. d.	£ s. d.
Nurse Dietitian in Charge holding a certificate recognized by the Royal Victorian College of Nursing	7 0 0	7 5 0	7 10 0
Assistant Dietitians holding certificates recognized by the Royal Victorian College of Nursing	6 0 0	6 5 0	6 10 0
Senior Tutor Sister (which includes a Tutor Sister where only one is employed)	7 0 0	7 5 0	7 10 0
Tutor Sisters other than senior tutor sister	5 15 0	6 0 0	6 5 0
Night Sister in Charge of 20 beds or more	6 0 0	6 5 0	6 10 0
Other Night Sister in charge	5 15 0	6 0 0	6 5 0
X-ray Sister who is a registered technician	6 0 0	6 5 0	6 10 0
Sisters	5 15 0	6 0 0	6 5 0
Staff Nurses	4 15 0	5 5 0	5 10 0

ALLOWANCES.

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

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

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

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

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

HOURS FOR AN ORDINARY WEEK'S WORK.

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

- (i) For an X-ray Sister who is a registered technician not more than eight hours on any one day and not more than five and a half days in any week ;
- (ii) For all employees (other than a Sister who is an X-ray technician) 44 hours per week provided that 88 hours may be worked in any two consecutive weeks, and provided further that not more than 48 hours may be worked in any of such weeks without payment of overtime ;
- (iii) With the exception of time occupied in having meals (which shall be a period of not less than 30 minutes for each meal), and one additional break if same is required by the Institution, the work of each shift shall be continuous.

OVERTIME.

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

DAY OFF IN EACH WEEK.

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

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

ANNUAL LEAVE.

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

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

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

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

SICK LEAVE.

7. (a) In the event of an employee becoming sick and certified as such by the Medical Superintendent, or in an institution where there is no Medical Superintendent by a qualified Medical Practitioner approved by the institution, she shall be entitled to sick leave on full pay as follows :—

- (i) During the first year of service in an institution—one day for each month of service.
- (ii) During the second, third, and fourth years of service in an institution—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 6.

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 63 days, which shall be the maximum amount of leave to which an employee may be entitled in any year of service, without deduction of pay.

(c) Notwithstanding any provision in sub-clauses (a) and (b) hereof, an employee who contracts an infectious disease in the course of 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.

MINIMUM PAYMENT FOR WORK DONE IN ANY WEEK.

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

MIXED DUTIES.

9. Any employee called upon to temporarily perform duties for which a higher wage is prescribed by this Determination shall receive such higher wage whilst so employed. Provided that this clause does not apply to an employee who is relieving another employee, if such other employee is on annual leave or sick leave, unless in the case of sick leave the relieving period is greater than four weeks in any one year.

TIME AND WAGE RECORDS.

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

PROPORTION OF NURSES TO PATIENTS.

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

- (a) Day Shift.—One nurse to each ten or fraction of ten patients.
- (b) Night Shift.—One nurse to each fifteen or fraction of fifteen patients.

PROVISION OF ACCOMMODATION AND OTHER NECESSARY REQUIREMENTS.

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

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

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

BREAKAGES.

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

UNIFORMS.

14. (a) A trainee on entering a hospital shall provide herself with the prescribed uniform for the first twelve months of training. On completion of such first twelve months of training the trainee shall be recompensed for her initial outlay as follows :—

- (i) If such first twelve months of training ends prior to 22nd January, 1947, to the amount of £3. 3s. 0d ;
- (ii) If such first twelve months of training ends after the 22nd January, 1947, to the amount of £6 6s. 0d.

Thereafter the hospital shall supply such trainee with suitable and sufficient material for such uniform during each subsequent year of service or part thereof.

(b) Any employee (other than a trainee or a certificated nurse in training) shall be provided from the commencement of her service with an institution with necessary caps and also with suitable and sufficient material for the other articles of a uniform. In lieu of the provision of such caps and material the institution may, however, pay such employee an allowance of 2s. per week.

DEFINITIONS.

15. (a) *Matron*.—A Matron is a trained registered nurse who has charge of the nursing and domestic staff in any of the institutions mentioned in the preamble of this Determination.
- (b) *Daily Average*.—Daily average means the daily average occupied beds in a Public Hospital or in a Benevolent Home as shown in the latest available return of the Charities Board of Victoria.
- (c) *Deputy or Assistant Matron*.—A Deputy or Assistant Matron is a trained registered nurse who relieves the Matron and assists in the administration.
- (d) *Sister*.—A Sister is a trained registered nurse with special responsibility (i.e., in charge of a ward, floor, department, or the training of nurses).
- (e) *Staff Nurse*.—A Staff Nurse is a trained registered nurse employed in or in connexion with any of the institutions mentioned in the preamble of this Determination.
- (f) *Trainee*.—A Trainee is a pupil nurse in a registered training school.
- (g) *Night Sister in Charge*.—A night sister in charge means the senior registered nurse on duty at night in a hospital.
- (h) *Uniform*.—A Uniform shall consist of such dresses, aprons, and caps as may be required by the institution.

TERMINATION OF EMPLOYMENT.

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

PART 2.

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

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

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

Section II. of this part applies to—

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

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

SECTION I.

WAGES.

1. Any employee required to live in shall be provided with laundry, free of charge, but a sum of 20s. per week may be deducted from the wages hereinafter provided, for board and lodging.

	Per Week.
	£ s. d.
Sister	6 15 0

ADDITIONAL PAYMENT.

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

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

shall receive an allowance of 5s. per week for each such other certificate she is required to hold.

HOURS OF WORK.

3. The number of hours which shall constitute an ordinary week's work shall be 44.

OVERTIME.

4. Time and a half shall be paid for all work done in excess of 44 hours per week.

CASUAL EMPLOYMENT.

5. A casual employee (i.e., one who is specifically engaged as such) shall be paid 5s. per hour with a maximum of 35s. for each day she is called upon to work. Provided that nothing in this clause shall operate as regards an employee employed regularly by two or more municipalities. Such an employee may only be employed under the conditions stated in sub-clause (b) of Clause 6.

CONTRACT OF EMPLOYMENT.

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

(b) An employee regularly employed by two or more municipalities shall be entitled to receive not less than the ordinary rate provided in clause I of this section as a wage for an ordinary week's work, plus an allowance of 10s. for each night she is necessarily absent from her usual place of residence on account of her duties. Such amount of 10s. shall be deemed to include allowances for board and lodging but not to include other travelling expenses.

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

ALLOWANCES.

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

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

(c) Where an employee is required to provide, and use her own car in connexion with her duties she shall be paid an allowance of 5d. per mile for each mile she is so required to use her car. Should such an employee be employed by more than one municipality, and be required by each to use her car the amount payable as before-mentioned shall, unless otherwise agreed upon in writing be equally divided between, and paid by the municipalities concerned.

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

(e) A relieving employee who is required to work more than 10 miles from the Elizabeth Street Post Office, Melbourne, shall, in addition to any allowance prescribed elsewhere in this Part, receive an allowance at the rate of 30s. per week.

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

HOLIDAYS.

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

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

ANNUAL LEAVE.

9. (a) Each employee shall be entitled to two weeks' annual leave on completion of each year of service without deduction of pay.

(b) If after having completed the first qualifying period of twelve months, the services of an employee are terminated during but before the end of any subsequent qualifying period of twelve months, for any reason other than misconduct, she shall be entitled to a pro-rata payment in lieu of annual leave for service rendered during such subsequent qualifying period of service.

(c) In any case where a health centre is not open on the days during the period between Christmas Day and New Year's Day an employee shall be entitled to be absent from such centre on such days without deduction of pay.

SICK LEAVE.

10. (a) In the event of an employee becoming sick and certified as such by the Medical Superintendent, or in an institution where there is no Medical Superintendent by a qualified Medical Practitioner approved by the institution, she shall be entitled to sick-leave on full pay as follows:—

- (i) During the first year of service in an institution—one day for each month of service.
- (ii) During the second, third, and fourth years of service in an institution—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 9.

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 63 days, which shall be the maximum amount of leave to which an employee may be entitled in any year of service, without deduction of pay.

(c) Notwithstanding any provision in sub-clauses (a) and (b) hereof, an employee who contracts an infectious disease in the course of 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.

UNIFORM ALLOWANCE.

11. An employee after three months' continuous service shall be entitled to a payment of £5 as a uniform allowance, and on the completion of the first three months in each and every subsequent year of service she shall be entitled to a further uniform allowance of £5.

TERMINATION OF EMPLOYMENT.

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

SECTION II.

WAGES.

1. All employees required to live in shall be provided with laundry, free of charge, but a sum of 20s. per week may be deducted from the wages hereinafter provided, for board and lodging.

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

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

	Per Week.
	£ s. d.
Matron	8 2 6
Sister—	
During the first year's service at the Institution	6 0 0
During the second year's service at the Institution	6 5 0
Thereafter at such Institution	6 10 0

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

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

	Per Week.
	£ s. d.
Matron	7 12 6
Sister—	
During the first year's service at the Institution	6 0 0
During the second year's service at the Institution	6 5 0
Thereafter at such Institution	6 10 0

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

(c) *Employees in Babies' Homes.*

	Per Week.
	£ s. d.
Matron	6 18 6
Sister	6 0 0

ADDITIONAL PAYMENT.

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

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

shall receive an allowance of 5s. per week for each such other certificate she is required to hold.

HOURS OF WORK.

3. (a) The number of hours which shall constitute an ordinary week's work shall be 44, provided that 88 hours may be worked in any two consecutive weeks, and provided further that not more than 48 hours may be worked in any of such weeks without payment of overtime.

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

OVERTIME.

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

TRAVELLING ALLOWANCE.

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

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

(c) Any employee engaged for a distant position for a definite period shall, when she completes the term of her engagement, receive first-class railway, coach, or steamer return fares and reasonable out-of-pocket expenses incurred in travelling.

DAY OFF IN EACH WEEK.

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

ANNUAL LEAVE.

7. All employees shall be entitled to four weeks' leave, without deduction of pay, on completion of each year of service with an institution.

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

SICK LEAVE.

8. (a) In the event of an employee, becoming sick and certified as such by the Medical Superintendent, or in an institution where there is no Medical Superintendent by a qualified Medical Practitioner approved by the institution, she shall be entitled to sick leave on full pay as follows:—

(i) During the first year of service in an institution—one day for each month of service.

(ii) During the second, third, and fourth years of service in an institution—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 8.

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding 63 days, which shall be the maximum amount of leave to which an employee may be entitled in any year of service, without deduction of pay.

(c) Notwithstanding any other provision in sub-clauses (a) and (b) hereof, an employee who contracts an infectious disease in the course of 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.

MINIMUM PAYMENT FOR WORK DONE IN ANY WEEK.

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

TIME AND WAGE RECORDS.

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

PROVISION OF ACCOMMODATION AND OTHER NECESSARY REQUIREMENTS.

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

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

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

BREAKAGES.

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

UNIFORM ALLOWANCE.

13. An employee after three months' continuous service shall be entitled to a payment of £5 as a uniform allowance, and on the completion of the first three months in each and every subsequent year of service she shall be entitled to a further uniform allowance of £5.

DEFINITION.

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

TERMINATION OF EMPLOYMENT.

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

PART 3.

NOTE.—This part applies to—

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

		WAGES.						Per Week.		
								£	s.	d.
1.	During the first year's service	5	15	0
	During the second year's service	6	0	0
	Thereafter	6	5	0

UNIFORM ALLOWANCE.

2. A nurse after three months' continuous service shall be entitled to a payment of £5 as a uniform allowance, and on the completion of the first three months in each and every subsequent year of service she shall be entitled to a further uniform allowance of £5. The cost of the laundering of such uniforms shall be born by the employer.

TRAVELLING ALLOWANCE.

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

OTHER CONDITIONS OF EMPLOYMENT.

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

- (a) Hours of employment,
- (b) Overtime,
- (c) Contract of employment,
- (d) Annual leave,
- (e) Sick leave,
- (f) Shift work,
- (g) Public holidays,
- (h) Special rates for Sundays and holidays,
- (i) Time and Wages Book, and
- (j) Meal breaks as those provided by any Award, Determination, or Agreement for the general body of employees in the industry in connexion with which they are employed.

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

J. V. WILLOX, Secretary.

Melbourne, 9th April, 1946.





VICTORIA
GOVERNMENT GAZETTE.

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FRIDAY, MAY 3.

[1946

Factories and Shops Acts.

DETERMINATION OF THE PASTRYCOOKS BOARD.

This Determination applies to the following parts of Victoria, namely:—

- (a) The Metropolitan District and the Geelong District as defined in the *Factories and Shops Act 1928* (No. 3677), such portions of the City of Sandringham as are not within the said Metropolitan District, the Cities of Ballarat, Bendigo, Chelsea, Mildura, and Warrnambool; the Towns of Ararat, Hamilton, Horsham, and Sale; the Boroughs of Castlemaine, Clunes, Colac, Eaglehawk, Echuca, Maryborough, Sebastopol, Portland, Queenscliff, Shepparton, Stawell, Wangaratta, and Wonthaggi; and such portion of the area vested in or under the control of the State Electricity Commission as is within a radius of three miles of the Yallourn Post Office; and
- (b) the shires or portions of the shires (if any) set forth below in the column opposite the name of the shire:—

Name of Shire.	Shire or Portion of the Shire to which Determination is to be Applicable.
Bacchus Marsh	The Township of Bacchus Marsh
Bairnsdale	Such portion as is within a radius of 2 miles of the Bairnsdale Post Office
Beechworth	The Township of Beechworth
Benalla	The Central Riding
Charlton	The Township of Charlton
Colac	Such portion as is within a radius of 2 miles of the Colac Post Office
Dandenong	Such portion as is within a radius of 1½ mile of the Dandenong Post Office
Dimboola	The Township of Dimboola and the Township of Jeparit
Ferntree Gully	Such portion as is within a radius of 1 mile of the Belgrave Post Office
Flinders	Such portion as is within a radius of 2½ miles of the Dromana Show Grounds
Frankston and Hastings	The Township of Frankston
Glenelg	Such portion as is within a radius of 2 miles of the Casterton Post Office
Hampden	The Township of Terang; also such portion of Shire as is within a radius of 2 miles of the Camperdown Post Office
Kilmore	Such portion as is within a radius of 1 mile of the Kilmore Post Office
Korumburra	Such portion as is within a radius of 1 mile of the Korumburra Post Office
Kyneton	The Township of Kyneton
Lowan	The Township of Nhill
Maffra	The Township of Maffra
Mildura	The Township of Merbein; also such portion of the Shire as is within a radius of 1 mile of the Redcliffs Post Office
Morwell	The Township of Morwell
Narracan	The Township of Moe
Seymour	The Township of Seymour
Swan Hill	The Township of Swan Hill
Warracknabeal	The Township of Warracknabeal
Warragul	Such portion as is within a radius of 2 miles of the Warragul Post Office
Werribee	Such portion as is within a radius of 3 miles of the Werribee Post Office
Woorayl	The Township of Leongatha

Pastrycooking was proclaimed on 10th October, 1938, as an apprenticeship trade under the Apprenticeship Acts for the Metropolitan District.

Full particulars of the apprenticeship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, 103 Russell Street, Melbourne. (Price 3d.)

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to "determine the lowest price or rates which may be paid to any person or persons or classes of persons employed in the process, trade, or business of a pastrycook," has made the following Determination, namely:—

1. That on the 11th April, 1946, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2. APPRENTICES OR IMPROVERS—MALE OR FEMALE. (EXCEPT THOSE COVERED BY THE APPRENTICESHIP ACTS.)

Wages Per Week of 44 Hours.

Experience.	Commencing Age.						Overtime— For overtime rates for Apprentices and Improvers, see Clause 7.
	Under 17 Years.			17 Years and Over.			
	Adjustable Weekly Rate.	Non-adjustable *War Loading.	Total Weekly Rate.	Adjustable Weekly Rate.	Non-adjustable *War Loading.	Total Weekly Wage.	
First Year ..	s. d. 20 0	s. d. 1 3	s. d. 21 3	s. d. 27 9	s. d. 1 9	s. d. 29 6	
Second Year ..	27 9	1 9	29 6	37 0	2 3	39 3	
Third Year ..	37 0	2 3	39 3	53 9	3 3	57 0	
Fourth Year ..	53 9	3 3	57 0	73 9	4 6	78 3	
Fifth Year ..	73 9	4 6	78 3	

NOTE.—The Apprenticeship Commission has provided that after 19th October, 1938, no new improver shall be employed in the Metropolitan District except with the consent of the Commission.

PROPORTIONATE NUMBER.

Apprentices.

One apprentice to every three or fraction of three workers receiving not less than the minimum wage. An indenture of apprenticeship has been prescribed by the Board.

Improvers.

One improver to the first three workers receiving not less than 122s. per week of 44 hours, and thereafter one improver to every six additional such workers.

JUVENILE WORKERS.

Wages Per Week of 44 Hours.

Persons under 21 years of age (other than apprentices or improvers) employed as follows:—

	Persons Engaged in General Work for the Whole of their Working Time.						Female- Engaged Decorating Christmas and New Year Cakes		
	Males.			Females.			Adjustable Weekly Wage.	Non-adjustable *War Loading.	Total Weekly Wage.
	Adjustable Weekly Rate.	Non-adjustable *War Loading.	Total Weekly Wage.	Adjustable Weekly Wage.	Non-adjustable *War Loading.	Total Weekly Wage.			
14 years of age ..	s. d. 23 6	s. d. 1 6	s. d. 25 0	s. d. 21 9	s. d. 1 6	s. d. 23 3	s. d. 26 3	s. d. 1 9	s. d. 28 0
15 " " ..	26 3	1 6	27 9	24 0	1 6	25 6	30 6	2 0	32 6
16 " " ..	30 6	2 0	32 6	30 6	2 0	32 6	35 3	2 3	37 6
17 " " ..	35 3	2 3	37 6	32 9	2 3	35 0	40 9	2 9	43 6
18 " " ..	40 0	2 6	42 6	36 0	2 6	38 6	46 3	3 0	49 3
19 " " ..	44 6	2 9	47 3	38 9	2 6	41 3	51 0	3 6	54 6
20 " " ..	53 0	3 3	56 3						

OTHER EMPLOYEES.

Wages Per Week of 44 Hours.

	Adjustable Weekly Rate.	Non-adjustable *War Loading.	Total Weekly Wage.
Fore-hand, i.e., a person who has charge of a bakehouse or bakehouses in adjacent buildings employees therein ..	s. d. 129 0	s. d. 6 0	s. d. 135 0
Single-hand, i.e., a person who has charge of a bakehouse or workroom with no pastrycook, ornament, or ornamental worker under his or her charge ..	124 0	6 0	130 0
Pastrycooks, ovenmen, ornamenters, ornamental workers, crumpet or muffin bakers ..	116 0	6 0	122 0
All other males ..	98 0	6 0	104 0
Females engaged in general work ..	60 0	4 0	64 0

	Ordinary Wage Per hour.	*War Loading Per hour.	Total Wage Per hour.
Jobbers, i.e., casual workers engaged for not more than half the number of hours fixed for a week's work ..	s. d. 3 2	s. d. 0 2	s. d. 3 4

* The War Loading shall not be taken into account in the calculation of overtime and other penalty rates.

WEEKLY HOURS.

3. The number of hours to constitute a week's work shall be forty-four (44).

TERMS OF EMPLOYMENT.

4. Employees, other than casual employees, who work less than 44 hours in any week may be paid the ordinary wages rate calculated *pro rata* according to the number of hours worked.

GENERAL WORK.

5. That wherever occurring in this Determination, the expression "General Work" shall only include —
- | | |
|--|--|
| Bringing fuel to oven. | Creaming and filling. |
| Bringing in raw material. | Emptying tins or trays. |
| Butturing tins. | Labelling tins or boxes. |
| Carrying goods to and from the oven. | Packing wedding cakes, other cakes, or pastry. |
| Cleaning bakehouse yard or premises. | Papering hoops. |
| Cleaning fruit and cutting peel. | Turning hand machines. |
| Cleaning pans, tins, tools, or other utensils. | Washing of machines. |
| Cracking eggs. | Wrapping cakes or flour. |

TIME OF BEGINNING AND ENDING WORK.

6. On Monday to Saturday (inclusive) Time of Beginning 6 a.m. Time of Ending 7 p.m.

OVERTIME.

7. (a) All time worked in excess of 44 hours per week. Time and a half for the first 6 hours and double time thereafter. In computing such overtime all work shall be taken into account whether performed by day or by night or both combined.
- (b) All time worked between the hours of 7 p.m. and 12 midnight on Monday, Tuesday, and Wednesday, between the hours of 7 p.m. and 10 p.m. on Thursday, and between the hour of 7 p.m. and 8 p.m. on Friday } Double time.
- (c) Night work.—All time worked on:—
- | | |
|---|--|
| (i) Sunday between 12 midnight and 6 a.m. Monday; | Adult employees—Ordinary rate plus 25 per cent.
Apprentices, Improvers, Juvenile workers—Ordinary rate plus 25 per cent. or 14d. per hour, whichever is the higher. |
| (ii) Monday, Tuesday, Wednesday between the hours of 12 midnight and 6 a.m. on the following day; | |
| (iii) Thursday, between the hours of 10 p.m. and 6 a.m. the following day; | |
| (iv) Friday, between the hours of 8 p.m. and 6 a.m. the following day | |

All employees who commence work at or before 1 a.m. shall receive night work rates for time worked after 6 a.m. until completion of shift.

LIMITATION OF NIGHT WORK.

8. Subject to the provisions of Clause 16 no employee shall be required to work at night for more than ten hours in a spread of eleven hours.

SHIFTS.

9. There shall be a ten (10) hour interval between shifts.

TERMINATION OF EMPLOYMENT.

10. Employees who have worked for 28 days or longer shall give or receive one week's notice of termination of employment, or one week's wages shall be forfeited or paid in lieu thereof.

SPECIAL RATE FOR PUBLIC HOLIDAYS.

11. That double time shall be the special rate for all work (except making fermented doughs) done on New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, King's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the abovementioned holidays, the special rate shall only be payable for work done on the day so substituted.

PUBLIC HOLIDAYS.

12. All employees (except casual employees) whose services are not required shall be granted the following holidays without deduction of pay:—New Year's Day, Australia Day, Union Picnic Day (i.e. third Monday in February in each year), Labour Day, Good Friday, Easter Monday, Anzac Day, King's Birthday, Melbourne Cup Day, Christmas Day, and Boxing Day; or any other day substituted for the above days by Acts of Parliament or Proclamation.

SUNDAY WORK.

13. No person shall be employed on Sunday before 12 midnight with the following exceptions:—

- (a) Making fermented doughs, for which double time shall be paid;
- (b) One man per factory may be employed in the preparation of pie meat between the hours of 1 p.m. and 5 p.m. at double rates of pay, with a minimum payment of 10s. for this work.

TIME BOOK.

14. The correct times of beginning and ending work shall be recorded daily in a proper book or time card, or by mechanical means, to be furnished by the employer, such record shall be initialed by the employee at least once a week, and shall be open for inspection by the permanent Secretary-Treasurer of the Victorian Branch of the Pastrycooks Union of Australia and the Inspector of Factories.

AUTHORIZED PERSON MAY ENTER FACTORY.

15. The permanent Secretary-Treasurer of the Pastrycooks Union of Australia, Victorian Branch shall have power to enter and inspect during working hours any part of a pastrycook's factory or workshop in which any work is being carried on. The Secretary-Treasurer of the Pastrycooks Union shall have the right to interview employees in regard to conditions of employment at the employer's convenience.

MEAL TIME.

16. A meal break of not less than 30 minutes and not more than one hour shall be allowed after a period of four hours and not more than five hours' continuous work. Such meal break shall not be calculated as time worked.

REST PERIODS.

17. A rest period of ten minutes in the forenoon and ten minutes in the afternoon shall be given all female workers without any deduction from wages.

FEMALE EMPLOYEES.

18. No female of any age shall be employed prior to 6 a.m.

LAUNDERING ALLOWANCE.

19. Any employee required to wear overalls shall receive a laundering allowance of two shillings per week.

ANNUAL LEAVE.

20. (a) All persons subject to this Determination (except casual employees) shall receive seven working days' leave of absence exclusive of the holidays mentioned in Clause 12) on full pay for each twelve calendar months' service, such leave to commence on the day observed as Christmas Day.

(b) Employees entitled to such leave and required to work during above-mentioned period shall be given seven working days' leave on full pay at some other time of the year. Employees dismissed or leaving employer's service before such leave is granted shall be paid seven days' wages in lieu of same.

(c) Employees dismissed or leaving employer's service after completion of six months' employment shall be entitled to a *pro rata* leave or payment in lieu thereof.

SICK LEAVE.

21. (a) Any employee not attending for duty, who has had not less than twelve months' service with the same employer shall not lose his or her pay for the actual time lost if such employee produces or forwards within 24 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*, but such employee shall not be entitled to payment for non-attendance on the grounds of personal ill-health or accident for more than four days in each year.

(b) Notwithstanding the provisions of sub-clause (a) hereof, 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 8 days, which shall be the maximum amount of leave to which an employee may be entitled in any year of service without deduction of pay.

DETERMINATION TO BE EXHIBITED.

22. A copy of this Determination shall be posted or hung up in a place where it is easily accessible to the employees.

DEFINITION.

23. "Ovenman" shall mean an employee responsible for the baking of all kinds of cakes and pastry.

PERIODICAL ADJUSTMENT OF WAGES.

24. The wages rates set out in clause 2 are based upon the following basic wage and, pursuant to and in accordance with the provisions of section 21 of the *Factories and Shops Act 1934*, this Board hereby determines that such rates shall be automatically increased or decreased by the same amount, and at the same time, as such basic wage. Provided that the wages of females, apprentices, improvers and juveniles shall be adjusted proportionately to adjustments of the basic wage. Such adjustments in the case of females, apprentices, improvers and juveniles shall be computed to the nearest 3d., half or less than half of 3d. to be disregarded.

The basic wage shown hereunder shall be adjusted as prescribed in clause 25:—

Basic Wage.

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

ADJUSTMENT OF BASIC WAGE.

25. For work done before the beginning of the first pay period to commence in May, 1946, the amount of the basic wage shall be as prescribed in clause 24.

For work done 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 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 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) The index number set to be applied is that assigned to Melbourne.
- (2) 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.
- (3) The amount assigned in the following table (or in any extension thereof) to the index number division comprising that number is to be ascertained.
- (4) The basic wage shall be of that assigned amount during such successive period.

Table.

Index Number Divisions.	Basic Wage.	Index Number Divisions.	Basic Wage
	£ s. d.		£ s. d.
994-1006	4 1 0	1118-1129	4 11 0
1007-1018	4 2 0	1130-1141	4 12 0
1019-1030	4 3 0	1142-1154	4 13 0
1031-1043	4 4 0	1155-1166	4 14 0
1044-1055	4 5 0	1167-1179	4 15 0
1056-1067	4 6 0	1180-1191	4 16 0
1068-1080	4 7 0	1192-1203	4 17 0
1081-1092	4 8 0	1204-1216	4 18 0
1093-1104	4 9 0	1217-1228	4 19 0
1105-1117	4 10 0	1229-1240	5 0 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, 11th April, 1946.