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GOVERNMENT GAZETTE.

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[1951

Factories and Shops Acts.

DETERMINATION OF THE HOSPITAL NURSES' BOARD.

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

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

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

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

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

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

has made the following Determination, namely:—

That as from the beginning of the first pay period to commence in December, 1950, the last previous Determination of this Board shall be revoked and replaced by this Determination.

PART 1.

NOTE.—This part applies to—

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

WAGES.

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

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

TRAINEES.

Females.

| MIDWIFERY TRAINEES. |        | OTHER TRAINEES.   |    |    |    |    |    |    |    |        |
|---------------------|--------|-------------------|----|----|----|----|----|----|----|--------|
| Per Week.           |        | Per Week.         |    |    |    |    |    |    |    |        |
| £ s. d.             |        | £ s. d.           |    |    |    |    |    |    |    |        |
| 1st year ..         | 3 4 0  | 1st year ..       | .. | .. | .. | .. | .. | .. | .. | 3 4 0  |
| and thereafter ..   | 3 17 6 | 2nd year ..       | .. | .. | .. | .. | .. | .. | .. | 3 11 6 |
|                     |        | and thereafter .. | .. | .. | .. | .. | .. | .. | .. | 4 4 6  |

Provided that if a female person who has obtained a nurse's certificate elects to enter into further training for the purpose of obtaining a midwifery certificate, the wage to be paid for such further training shall be at the rate of £6 15s. 0d. per week.

Males.

| Per Week.         |        |
|-------------------|--------|
| £ s. d.           |        |
| 1st year ..       | 4 11 0 |
| 2nd year ..       | 5 14 6 |
| and thereafter .. | 6 16 6 |

Provided that a trainee on reaching the age of 21 years shall be paid at the rate of £8 4s. 0d. per week.

Provided further that if a male person who has obtained a nurse's certificate elects to enter into further training for the purpose of obtaining another certificate the wages to be paid for such further training shall be at the rate of £6 16s. 6d. per week if under the age of 21 years and £8 4s. 0d. per week if 21 years of age or over.

Proportion.

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

OTHER EMPLOYEES.

Matrons.

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

|                            | Per Week. |
|----------------------------|-----------|
|                            | £ s. d.   |
| Under 10 beds .. .. .      | 9 7 6     |
| From 10 to 19 beds .. .. . | 9 12 6    |
| "    20 " 39 " .. .. .     | 9 17 6    |
| "    40 " 65 " .. .. .     | 10 5 0    |
| "    66 " 100 " .. .. .    | 10 15 0   |
| "   101 " 150 " .. .. .    | 11 5 0    |
| "   151 " 200 " .. .. .    | 11 15 0   |
| "   201 " 250 " .. .. .    | 12 5 0    |
| "   251 " 300 " .. .. .    | 12 15 0   |
| Over 300 beds .. .. .      | 13 5 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 £9 17s. 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.   |
| 100 beds or under .. .. .    | 9 15 0    |
| From 101 to 200 beds .. .. . | 10 5 0    |
| "   201 " 300 " .. .. .      | 10 15 0   |
| "   301 " 450 " .. .. .      | 11 5 0    |
| Over 450 beds .. .. .        | 11 15 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 .. .. . | 9 5 0     |
| "   151 " 200 " .. .. .      | 9 15 0    |
| "   201 " 250 " .. .. .      | 10 5 0    |
| Over 250 beds .. .. .        | 10 15 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 .. .. . | 9 0 0     |
| "   301 " 450 " .. .. .      | 9 5 0     |
| Over 450 beds .. .. .        | 9 10 0    |

Home Sisters and Certificated Midwifery Nurses.

|                                       | Per Week. |
|---------------------------------------|-----------|
|                                       | £ s. d.   |
| Home Sister .. .. .                   | 8 10 0    |
| Certificated Midwifery Nurses .. .. . | 6 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 C, and thereafter not less than the rate herein in Column D.

|  | Column A.              | Column B.               | Column C.              | Column D.   |
|--|------------------------|-------------------------|------------------------|-------------|
|  | During the First Year. | During the Second Year. | During the Third Year. | Thereafter. |
|  | Per Week.              | Per Week.               | Per Week.              | Per Week.   |
|  | £ s. d.                | £ s. d.                 | £ s. d.                | £ s. d.     |
| <i>Females.</i>  |                        |                         |                        |             |
| Nurse Dietitian in Charge holding a certificate recognized by the Royal Victorian College of Nursing .. .. . | 9 0 0                  | 9 5 0                   | 9 10 0                 | 9 15 0      |
| Assistant Dietitians holding certificates recognized by the Royal Victorian College of Nursing .. .. .       | 8 0 0                  | 8 5 0                   | 8 10 0                 | 8 15 0      |
| Senior Tutor Sister (which includes a Tutor Sister where only one is employed) .. .. .                       | 9 0 0                  | 9 5 0                   | 9 10 0                 | 9 15 0      |
| Tutor Sisters other than senior tutor sister .. .. .   | 7 15 0                 | 8 0 0                   | 8 5 0                  | 8 10 0      |
| Night Sister in charge of 20 beds or more .. .. .  | 8 0 0                  | 8 5 0                   | 8 10 0                 | 8 15 0      |
| Other Night Sister in charge .. .. .   | 7 15 0                 | 8 0 0                   | 8 5 0                  | 8 10 0      |
| X-ray Sister who is a registered technician .. .. .  | 8 0 0                  | 8 5 0                   | 8 10 0                 | 8 15 0      |
| Sisters .. .. .  | 7 15 0                 | 8 0 0                   | 8 5 0                  | 8 10 0      |
| Staff Nurses .. .. .   | 6 15 0                 | 7 5 0                   | 7 10 0                 | 7 15 0      |
| <i>Males.</i>  |                        |                         |                        |             |
| Male Nurses .. .. .  | 9 9 0                  | 9 19 0                  | 10 10 0                | 10 15 0     |

ALLOWANCES.

2. (a) Any night sister, tutor sister, sister, staff nurse, or certificated midwifery nurse who is required to hold more than one certificate in connexion with his or her duties shall receive a sum of 10s. per week for each certificate required to be used in addition to the appropriate wage rate provided in clause 1.

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

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

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

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

HOURS FOR AN ORDINARY WEEK'S WORK.

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

(i) For an X-ray Sister who is a registered technician not more than eight hours on any one day and not more than five and a half days in any week;

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

## OVERTIME.

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

## DAY OFF IN EACH WEEK.

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

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

## ANNUAL LEAVE.

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

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

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

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

## LONG SERVICE LEAVE.

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

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

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

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

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

(c) For the purposes of this clause the following definitions shall apply:—

"Service" shall mean service calculated as from the date of entering the present employment with the hospital, benevolent or convalescent home, (hereinafter called the employer) as an employee and shall include all periods during which an employee was serving in His Majesty's Forces or was made available by the employer for national duty or for other periods of absence approved by the employer.

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

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

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

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

## SICK LEAVE.

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

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

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

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding nine weeks, 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.

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

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

## MIXED DUTIES.

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

## TIME AND WAGE RECORDS.

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

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

## PROPORTION OF NURSES TO PATIENTS.

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

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

**PROVISION OF ACCOMMODATION AND OTHER NECESSARY REQUIREMENTS.**

13. (a) Suitable healthy accommodation shall be provided for employees. Wherever possible, single bedrooms shall be provided. Separate beds shall be provided for each employee and in no case shall more than two employees be required to occupy the same bedroom. Separate accommodation distinct from that provided for day staff shall be provided for employees on night duty.  
 (b) Adequate supplies of rubber gloves and all necessary safety appliances shall be kept and maintained at each institution and provided free of cost to employees for use as required.  
 (c) Linen, cutlery, crockery, and blankets shall be provided by the employer free of cost to the employee.

**BREAKAGES.**

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

**UNIFORMS.**

15. (a) On commencing her first year of training a trainee nurse shall be provided with dresses, aprons, caps, collars, cuffs and cape according to the specific requirements of the individual hospital. Articles so provided remain the property of the hospital and if a trainee nurse leaves the hospital during the first year of training she shall hand in her uniform. After the first year of training the hospital shall provide such trainee with sufficient material for such uniforms during each subsequent year or part thereof.  
 (b) Any employee (other than a trainee or a certificated nurse in training) shall be provided from the commencement of his or her service with an institution with necessary caps and also with suitable and sufficient material for the other articles of a uniform. In lieu of the provision of such caps and material the institution may, however, pay such employee an allowance of 3s. 6d. per week.

**POSTING DETERMINATION.**

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

**DEFINITIONS.**

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

**TERMINATION OF EMPLOYMENT.**

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

**PART 2.**

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

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

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

**Section II. of this part applies to—**

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

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

**SECTION I.**

**WAGES.**

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

|                | Per Week. |
|----------------|-----------|
|                | £ s. d.   |
| Sister .. .. . | 9 9 6     |

**ADDITIONAL PAYMENT.**

2. Any employee who is required to use in connexion with her duties any certificate or certificates other than—  
 (a) a general nursing certificate, or  
 (b) an infant welfare certificate,  
 shall receive an allowance of 10s. per week for each such other certificate she is required to use.

**HOURS OF WORK.**

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

**OVERTIME.**

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

**CASUAL EMPLOYMENT.**

5. A casual employee (i.e., one who is specifically engaged as such) shall be paid 5s. 3d. per hour with a maximum of 36s. 9d. 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 1 of this section as a wage for an ordinary week's work, plus an allowance of 10s. 6d. for each night she is necessarily absent from her usual place of residence on account of her duties. Such amount of 10s. 6d. shall be deemed to include allowances for board and lodging but not to include other travelling expenses.

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

**ALLOWANCES.**

7. (a) All out of pocket expenses reasonably incurred by an employee whose duties necessitate journeys and visits to various parts of the Municipal District shall be paid by the Municipal Authority concerned.  
 (b) All travelling expenses incurred by an employee regularly employed by two or more Municipal Authorities shall, unless otherwise agreed upon in writing by the parties concerned, be equally divided between, and paid by the municipalities concerned. Cost of meals and lodging shall not in this case be deemed to be expenses.

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

(d) A relieving employee engaged for a distant position, whilst travelling to and from the centre where she is to relieve, shall be entitled to first-class return fares, plus the cost of a sleeping berth if necessary. In addition allowances at the rate of 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 3.30 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) All employees shall be entitled to three weeks' annual leave, without deduction of pay, on completion of each year of service with an employer.

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

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

**SICK LEAVE.**

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

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

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

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding nine weeks, 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 shall be paid a uniform allowance at the rate of 3s. 6d. per week and the uniform shall be laundered by the employer free of cost to the employee.

**TERMINATION OF EMPLOYMENT.**

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

**SECTION II.**

**WAGES.**

1. All employees required to live in shall be provided with laundry, free of charge, but a sum of 20s. per week may be deducted from the wages hereinafter provided, for beard 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 .. .. .  | 10 9 6    |
| Sister—   |           |
| During the first year's service at the Institution .. .. .  | 8 0 0     |
| During the second year's service at the Institution .. .. . | 8 5 0     |
| Thereafter at such Institution .. .. .                      | 8 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 .. .. .  | 9 19 6    |
| Sister—   |           |
| During the first year's service at the Institution .. .. .  | 8 0 0     |
| During the second year's service at the Institution .. .. . | 8 5 0     |
| Thereafter at such Institution .. .. .                      | 8 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 .. .. . | 9 5 6     |
| Sister .. .. . | 8 0 0     |

**ADDITIONAL PAYMENT.**

2. Any employee who is required to use in connexion with her duties any certificate or certificates other than a general nursing certificate shall receive an allowance of 10s. per week for each such other certificate she is required to use.

**HOURS OF WORK.**

3. (a) The number of hours which shall constitute an ordinary week's work shall be 40, provided that 80 hours may be worked in any two consecutive weeks, and provided further that not more than 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 before completing a full qualifying twelve monthly period, shall in lieu of annual leave, receive a pro-rata payment, based on the amount payable for the leave prescribed herein for a full twelve months' continuous service, and the period actually served.

**SICK LEAVE.**

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

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

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

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding nine weeks, 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 20 hours in any week receive a minimum of half a full week's ordinary wage for the class of work done, but if she is employed for 20 hours or over she shall receive a minimum of a full ordinary week's wage for the class of work done.

**TIME AND WAGE RECORDS.**

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

**PROVISION OF ACCOMMODATION AND OTHER NECESSARY REQUIREMENTS.**

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

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

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

**BREAKAGES.**

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

**UNIFORM ALLOWANCE.**

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

**DEFINITION.**

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

**TERMINATION OF EMPLOYMENT.**

15. Except where the conduct of an employee justifies instant dismissal, fourteen days' notice of termination of employment 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 .. .. .  | 7      | 10 | 0  |  |  |  |  |           |
| During the second year's service .. .. . | 7      | 15 | 0  |  |  |  |  |           |
| Thereafter .. .. .                       | 8      | 0  | 0  |  |  |  |  |           |

**UNIFORM ALLOWANCE.**

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

**TRAVELLING ALLOWANCE.**

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

**TERMS OF EMPLOYMENT.**

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

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

## OTHER CONDITIONS OF EMPLOYMENT.

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

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

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

## PART 4.

NOTE—Section I. of this part applies to—

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

Section II. of this part applies to—

Certificated nurses employed by any nursing society or association.

## SECTION I.

|    |  | WAGES. |    |    |    |    | Per Week. |
|----|--|--------|----|----|----|----|-----------|
|    |  |        |    |    |    |    | £ s. d.   |
| 1. | X-ray nurse, who is a registered technician :— |        |    |    |    |    |           |
|    | During the first year's service                | ..     | .. | .. | .. | .. | 8 0 0     |
|    | During the second year's service               | ..     | .. | .. | .. | .. | 8 5 0     |
|    | Thereafter                                     | ..     | .. | .. | .. | .. | 8 10 0    |
|    | Other nurse :—                                 |        |    |    |    |    |           |
|    | During the first year's service                | ..     | .. | .. | .. | .. | 7 15 0    |
|    | During the second year's service               | ..     | .. | .. | .. | .. | 8 0 0     |
|    | Thereafter                                     | ..     | .. | .. | .. | .. | 8 5 0     |

## ALLOWANCES.

2. (a) Any nurse, who is required to hold more than one certificate in connexion with her duties shall receive a sum of 10s. per week for each certificate required to be used in addition to the appropriate wage rate provided in clause 1.
- (b) Any employee at call shall receive an allowance at the rate of 5s. per week for the time at call in addition to any other rate in this Determination to which she may be entitled.
- (c) Any employee whose duties require her to travel shall be paid first-class fares and all reasonable out-of-pocket expenses.

## HOURS FOR A WEEK'S WORK.

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

## OVERTIME.

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

## MEAL BREAK.

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

## ANNUAL HOLIDAYS.

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

## SICK LEAVE.

7. (a) In the event of an employee becoming sick and certified as such by a qualified Medical Practitioner approved by the employer she shall be entitled to sick leave on full pay as follows :—
  - (i) During the first year of service—one day for each month of service.
  - (ii) During the second, third, and fourth years of service—two weeks in each year.
  - (iii) Thereafter—three weeks in each year.

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

## HOLIDAYS.

8. All employees shall be entitled to the following holidays without deduction of pay, New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, 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.

## SPECIAL RATES FOR SUNDAYS AND HOLIDAYS.

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

## MINIMUM PAYMENT FOR WORK DONE IN ANY WEEK.

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

## TIME AND WAGE RECORDS.

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

## BREAKAGES.

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

## UNIFORM ALLOWANCE.

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

## TERMINATION OF EMPLOYMENT.

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

**SECTION II.****WAGES.**

1. An employee for whom the employer makes available board and lodging shall be provided with laundry, free of charge, but from the wages hereinafter prescribed, a sum of 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.

|                                | Per Week. |
|--------------------------------|-----------|
|                                | £ s. d.   |
| During the first year .. .. .  | 7 15 0    |
| During the second year .. .. . | 8 0 0     |
| Thereafter .. .. .             | 8 5 0     |

**ALLOWANCES.**

2. (a) Any nurse, who is required to hold more than one certificate in connexion with her duties shall receive a sum of 10s. per week for each certificate required to be used in addition to the appropriate wage rate provided in clause 1.

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

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

**HOURS OF WORK.**

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

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

**OVERTIME.**

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

**DAY OFF IN EACH WEEK.**

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

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

**ANNUAL LEAVE.**

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

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

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

**SICK LEAVE.**

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

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

(ii) During the second, third, and fourth years of service in an institution—two weeks in each year.

(iii) Thereafter—three weeks in each year.

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

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year, such portion as is not taken shall be cumulative from year to year up to a period not exceeding nine weeks, 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 a Medical Practitioner approved by the employer 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 20 hours in any week receive a minimum of half a full week's ordinary wage for the class of work done, but if she is employed for 20 hours or over she shall receive a minimum of a full ordinary week's wage for the class of work done.

**TIME AND WAGE RECORDS.**

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

**PROVISION OF ACCOMMODATION AND OTHER NECESSARY REQUIREMENTS.**

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

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

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

**BREAKAGES.**

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

**UNIFORMS.**

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

**TERMINATION OF EMPLOYMENT.**

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

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

J. V. WILLOX, Secretary.

Melbourne, 29th November, 1950.

By Authority: J. J. GOUBLEY, Government Printer, Melbourne.