



# VICTORIA GOVERNMENT GAZETTE.

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[1951

Factories and Shops Acts.

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

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

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

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

has made the following Determination, namely:—

1. That on the 3rd September, 1951, the last previous Determination of this Board shall be revoked and replaced by this Determination.

		TRAINEES IN OR ABOUT A BABIES' HOME.			
		Wages* (see Footnote).		£ s. d.	
2. (a)	First year	..	..	..	4 3 0
	Second year	..	..	..	4 8 0
		HOSPITAL AIDS IN TRAINING.			
		Wages* (see Footnote).		£ s. d.	
(b)	First year of training	..	..	..	4 1 3
	First year of service after obtaining certificate	..	..	..	5 13 0
	Second year of service after obtaining certificate	..	..	..	6 1 6
	And thereafter the adult female rate.				

### APPRENTICES OR IMPROVERS.

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

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

	Males.		Females.	
	s.	d.	s.	d.
Under 16 years of age	90	9	82	0
16 years of age	97	3	88	6
17 " "	104	3	95	6
18 " "	127	0	102	3
19 " "	145	0	111	9
20 " "	167	0	122	9

\* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 34s. per week less, and in the case of an adult female employee or an apprentice or improver, 29s. 3d. per week less than the rate fixed.

All Other Classes of Work.

Males	s. d.	Females.		
		Employed in the Metropolitan District; Cities of Ballarat, Bendigo, Geelong, Mildura or Warrnambool; the Towns of Hamilton, Horsham, Sale or Warragul; the Borough of Wangaratta, or Mooroopna Riding of Shire of Rodney.	Employed in any other part of Victoria	
	s. d.	s. d.	s. d.	s. d.
Under 16 years of age .. .. .	103 9	†First year's experience ..	104 6	103 0
16 years of age .. .. .	110 3	Second year's experience ..	113 0	111 6
17 " " .. .. .	118 9	Third year's experience ..	121 6	120 0
18 " " .. .. .	128 6	And thereafter the adult female rate.		
19 " " .. .. .	138 0	† Provided that no person who was engaged in the trade prior to the 30th March, 1948, shall have her legal rate of payment prescribed immediately prior to such date reduced in consequence of the operation of this clause.		
20 " " .. .. .	153 6			

(ii) Apprentices.—

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

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

	Per Week.* (See Footnote)
	£ s. d.
First year .. .. .	4 14 6
Second year .. .. .	5 10 9
Third year .. .. .	6 14 3
- (f) On completion of her term of apprenticeship an employee shall be entitled irrespective of her age to be paid not less than the appropriate wage for adult employees for the class of work done.
- (g) A form of indenture has been prescribed by the Board.

(iii) PROPORTION (IN ANY PLACE).

Apprentices.	Improvers.
<b>MALES.</b>	<b>MALES.</b>
One male apprentice to every three or fraction of three male workers receiving not less than 206s. per week.	One male improver to every eight or fraction of eight male workers receiving not less than 206s. per week.
<b>FEMALES.</b>	<b>FEMALES.</b>
One female apprentice to every three or fraction of three adult kitchen employees.	One female improver to every six or fraction of six female workers receiving not less than 154s. 9d. per week.

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

WAGES.

OTHER EMPLOYEES.

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

Males.		Females.	
WAGES.* (See footnote.)	Per Week s. d.	WAGES.* (See footnote.)	Per Week s. d.
Clerks .. .. .	222 6	Clerks .. .. .	164 3
Cook; where there is only one employed ..	233 6	Cook; where there is only one employed ..	169 3
Cook in charge of—		Cooks in charge of—	
One to three kitchen employees .. .. .	233 6	One to three kitchen employees .. .. .	169 3
Four to seven kitchen employees .. .. .	240 6	Four to seven kitchen employees .. .. .	178 9
Eight or more kitchen employees .. .. .	250 6	Eight or more kitchen employees .. .. .	188 9
Cooks—Second .. .. .	230 6	Second cooks .. .. .	188 9
Other cooks .. .. .	227 6	Other cooks .. .. .	164 3
Person in charge of instrument room and/or sharpening and adjusting instruments ..	248 0	Housekeeper or Supervisor (however styled)	190 3
Assistant to person in charge of instrument room	219 0	Head laundresses in charge of—	
Dresser, chief, where five or more dressers are employed	250 0	One to three persons .. .. .	166 9
		Four or more persons .. .. .	171 9

\* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 34s. per week less, and in the case of an adult female employee or an apprentice or improver 29s. 3d. per week less than the rate fixed.

Males—continued.

WAGES. *(See footnote)—continued.	Per Week s. d.
Deputy chief dresser, where five or more dressers are employed .. .. .	245 6
Dressers doing venereal diseases work .. .. .	241 0
Other dressers and/or steriliser room attendant .. .. .	218 6
Chief theatre attendant .. .. .	244 0
Foreman in charge of—	
One to nine employees .. .. .	236 6
Ten to nineteen employees .. .. .	254 0
Twenty or more employees .. .. .	274 0
Assistant foreman .. .. .	224 0
Gardener in charge of one or more garden employees .. .. .	224 0
Gardeners .. .. .	216 0
Gardener's Labourer .. .. .	211 0
Incinerator attendants .. .. .	216 0
Kitchenmen or scullerymen .. .. .	216 0
Laboratory assistants .. .. .	219 6
Laundry Washing machine hands .. .. .	219 0
Laundrymen other .. .. .	214 0
Mortuary-men employed solely on post-mortem work .. .. .	249 0
Other mortuary-men .. .. .	214 0
And 10s. extra for each post-mortem.	
Motor ambulance drivers or assistants .. .. .	228 6
Motor driver of vehicles 30 cwt. or more .. .. .	228 6
Other motor driver .. .. .	218 6
Operating theatre attendants .. .. .	224 0
Casualty porters engaged on preparations and theatre work .. .. .	219 0
Dispensary porter who assists a pharmaceutical chemist in the preparation of stock formulae .. .. .	219 0
Other dispensary porters .. .. .	214 0
Relieving porters .. .. .	213 6
X-ray porters .. .. .	211 0
Night porters who in the course of their duties patrol the hospital .. .. .	214 6
Other night porters .. .. .	211 0
Recording attendants .. .. .	222 6
Splint makers .. .. .	224 0
Splint makers' assistants .. .. .	214 0
Storemen in charge of one or more storemen or where there is only one employed .. .. .	231 0
Other storemen .. .. .	216 0
Telephone attendants .. .. .	214 0
Ward cleaners handling sputum mugs .. .. .	224 0
Other ward cleaners .. .. .	211 0
X-ray attendants .. .. .	219 0
X-ray technicians—	
1st year's experience as such .. .. .	241 6
2nd year's experience as such .. .. .	256 6
Thereafter .. .. .	266 6
First-aid attendant employed in connexion with an industrial or commercial undertaking .. .. .	214 0
Male attendant or medical orderly employed wholly or partly attending to the comforts and needs of sick, aged, or infirm persons .. .. .	216 0
All others .. .. .	206 0

Females—continued.

WAGES. *(See footnote)—continued	Per Week s. d.
Second laundresses .. .. .	161 9
Laundresses where only one employed .. .. .	161 9
Laundress employed on pressing machines or as iron hands .. .. .	161 9
Other laundresses .. .. .	154 9
Sorters .. .. .	161 9
Washing machine hands .. .. .	169 9
Storekeeper in charge of one or more store hands or where there is only one employed .. .. .	164 3
Storekeeper's assistants .. .. .	154 9
Stenographers and/or typistes .. .. .	164 3
Telephonists .. .. .	171 9
Waitresses .. .. .	154 9
Wardmaids .. .. .	154 9
X-ray technicians—	
1st year's experience as such .. .. .	184 3
2nd year's experience as such .. .. .	189 3
Thereafter .. .. .	194 3
Laboratory assistants .. .. .	169 9
Certificated hospital aids:—	
In charge of a ward .. .. .	171 9
All others .. .. .	166 9
Female attendant employed wholly or partly attending to the comforts and needs of sick, aged, or infirm persons—	
(i) In charge of a ward .. .. .	166 9
(ii) Other than in charge of a ward .. .. .	159 9
Seamstresses who cut out and fit garments, in charge of—	
One to three employees .. .. .	173 9
Four to seven employees .. .. .	178 9
Eight or more employees .. .. .	184 9
Other Seamstresses who cut out and fit garments .. .. .	168 9
All other seamstresses .. .. .	156 9
All others .. .. .	154 9

\* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 34s. per week less and in the case of an adult female employee or an apprentice or improver 29s. 3d. per week less than the rate fixed.

(b) Employed in any other part of Victoria.

Males.	Per Week s. d.
WAGES.* (See footnote.)	
Cook; where there is only one employed .. .. .	233 6
Cooks in charge of—	
One to three kitchen employees .. .. .	233 6
Four to seven kitchen employees .. .. .	240 6
Eight or more kitchen employees .. .. .	250 6
Cooks—Second .. .. .	230 6
Other Cooks .. .. .	227 6
Motor ambulance drivers or assistants .. .. .	228 6
Motor driver of vehicles 30 cwt. or more .. .. .	228 6
Other motor driver .. .. .	218 6
Laundry Washing machine hands .. .. .	219 0
Laundrymen other .. .. .	214 0
Gardener in charge of one or more garden employees .. .. .	224 0
Gardeners .. .. .	216 0
Gardener's Labourer .. .. .	211 0
First-aid attendant employed in connexion with an industrial or commercial undertaking .. .. .	214 0
Male attendant or medical orderly employed wholly or partly attending to the comforts and needs of sick, aged, or infirm persons .. .. .	216 0
All others .. .. .	206 0

Females.	Per Week s. d.
WAGES.* (See footnote.)	
Clerks .. .. .	159 9
Cooks—	
First—where there is only one employed .. .. .	169 3
Second .. .. .	164 3
Head laundress; or where there is only one employed .. .. .	161 9
Laundress employed on pressing machines or as iron hands .. .. .	161 9
Other laundresses .. .. .	156 9
Stenographers and/or typistes .. .. .	164 9
Telephonists .. .. .	159 9
Certificated hospital aids:—	
In charge of a ward .. .. .	171 9
All others .. .. .	166 9
Female attendant employed wholly or partly attending to the comforts and needs of sick, aged, or infirm persons—	
(i) In charge of a ward .. .. .	166 9
(ii) Other than in charge of a ward .. .. .	159 9
All others .. .. .	154 9

\* The minimum wage where the employer boards and lodges the employee shall in the case of an adult male employee be 34s. per week less, and in the case of an adult female employee or an apprentice or improver 29s. 3d. per week less than the rate fixed.

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

Males.

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

During the seventh year's service 17s. 6d. more than the prescribed rate.  
 During the eighth year's service 20s. more than the prescribed rate.  
 During the ninth year's service 22s. 6d. more than the prescribed rate.  
 and thereafter 25s. more than the prescribed rate.

*Females.*

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

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

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

**SPECIAL ALLOWANCE.**

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

**MEAL INTERVAL.**

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

**HOURS FOR A WEEK'S WORK.**

7. The number of hours for a week's work shall be 40, which shall be worked—  
 (i) in five days, or  
 (ii) in a fortnight of 80 hours in ten shifts of not more than 8 hours each.

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

**OVERTIME.**

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

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

**SPECIAL RATES FOR SATURDAYS AND SUNDAYS.**

- 9. (i) All rostered time of ordinary duty performed between midnight on Friday and midnight on Saturday shall be paid for at the rate of time and a quarter.
- (ii) All rostered time of ordinary duty performed between midnight on Saturday and midnight on Sunday shall be paid for at the rate of time and a half.
- (iii) Notwithstanding anything herein contained in this clause employees who perform duty on one or both of such days shall have an amount of not more than 3s. 6d. in the case of adult males and 1s. 9d. in the case of females and junior males deducted from their earnings: Provided that when an employee works less than the normal shift the deductible amounts of 3s. 6d. and 1s. 9d. shall be *pro rata*.
- (iv) If the Saturday or Sunday duty involves duty in excess of the prescribed rostered hours, the excess period shall be paid for at the rate of time and three-quarters for Saturday and double time for Sunday.
- (v) The provisions of this clause shall operate on the 13th March, 1950.

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

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

**CASUAL LABOUR.**

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

**RISK RATE.**

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

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

**NAUSEOUS WORK.**

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

## ANNUAL HOLIDAY.

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

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

## LONG SERVICE LEAVE.

15. (a) Subject to the provisions set out in sub-clause (b) hereof all employees, after the completion of twenty years' continuous service;

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

(ii) in or about a sanatorium for the treatment of persons suffering from any form of tuberculosis;

(iii) in or about a hospital or home for the treatment of the mentally afflicted doing any kind of work connected with the carrying on of such hospital or home;

(iv) in or about any laboratory attached to a hospital;

shall be entitled to leave of absence as in the said sub-clause (b).

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

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

(iii) When an employee who has been in the service for at least the period prescribed in sub-clause (a) hereof resigns or is retired 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 his death was eligible for the grant of long-service leave, the Board shall pay to the legal representative of the deceased employee the amount that the employee would have been entitled to receive had he retired immediately prior to the date of his death.

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

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

"Salary or Wage" shall mean:—

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

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

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

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

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

## PUBLIC HOLIDAYS.

16. Employees shall be entitled to the following holidays without deduction of pay:—New Year's Day, Australia Day, Good Friday, Easter Monday, Labour Day, Anzac Day, King's Birthday, 9th May, 1951, 13th November, 1951, the first Tuesday in November (within a radius of 20 miles of the General Post Office, Melbourne), Christmas Day, and Boxing Day, but if any other day be by Act of Parliament or Proclamation substituted for any of these holidays employees shall be entitled to the days so substituted.

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

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

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

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

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

## SICK LEAVE.

17. (a) In the event of an employee becoming sick and unfit for duty and such sickness is not due to misconduct and certified as such by the Medical Superintendent or by a Medical Practitioner approved by the institution or in an institution where there is no Medical Superintendent by a qualified Medical Practitioner approved by the institution, he or she shall be entitled to sick leave on full pay as follows:—

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

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

(iii) Thereafter—twenty-one working days in each year.

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

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

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

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

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

## EMPLOYEES ENGAGED ON NIGHT DUTY.

18. For any period of not less than 3 hours worked by females between the hours of 8 p.m. and 8 a.m. and by males between the hours of 6 p.m. and 8 a.m. an amount of 1s. 6d. for each such period shall be paid in addition to the rates prescribed in clauses 2, 3 or 4 of this Determination.

**EARLY MORNING DUTY.**

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

**TIME BOOK.**

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

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

**ROSTER.**

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

**DRESSING ROOMS, ETC.**

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

**REST INTERVAL.**

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

**UNIFORMS, ETC.**

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

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

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

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

**MEAL TO BE PROVIDED.**

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

**WITHHOLDING OF PAYMENT.**

26. Not more than three days' pay shall be kept in hand by the employer, except when a public holiday as prescribed in clause 16 occurs on a Monday prior to the pay day, when an extra day's pay may be kept in hand.

Notwithstanding anything herein contained if a bank holiday occurs on a Wednesday payment of wages may be made on the next succeeding day.

**RUBBER GLOVES, ETC.**

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

**TERMINATION OF EMPLOYMENT.**

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

**UNION INTERVIEWS.**

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

**DEFINITION.**

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

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

**PERIODICAL ADJUSTMENT OF WAGES.**

31. The wages rates set out in clauses 2, 3, and 4 are based upon the following basic wage, and, pursuant to the provisions of Section 21 of the *Factories and Shops Act 1934*, the Board has determined that such rates shall be automatically adjusted as prescribed by clause 32. Provided that for every increase or decrease of 1s. per week in the basic wage for adult males, the wages of adult females shall be increased or decreased by 9d. per week and male and female junior employees shall be increased or decreased by 6d. per week. Provided also that for every increase or decrease of 1s. in the basic wage for males the weekly deductions for board and lodging shall be increased or decreased by 4d. for adult males and 3d. for adult females and all juniors.

*Basic Wage.*

Place.	Basic Wage. (Adjustable).	Index Number Set Assigned
	Per week. £ s. d.	
Throughout the State .. .. .	9 9 0	Melbourne

## ADJUSTMENT OF BASIC WAGE.

32. (a) For the purposes of this Determination the expression "Commonwealth Statistician's 'all items' retail price index numbers" or any like expression means the numbers stated to be such index numbers in any document purporting, and not proved to be wrongly so purporting to be printed by the Commonwealth Government Printer or to be signed by or on behalf of the Commonwealth Statistician.

(b) Until the beginning of the first pay period to commence in November, 1951, the amount of the basic wage shall be as prescribed in clause 31.

(c) During each future successive period beginning with the first pay period to commence in a November, a February, a May, or an August, the amount of the basic wage shall be adjusted by the following method, namely, by multiplying the last published Commonwealth Statistician's "all items" retail price index number by the factor '103 taken to one place of decimals, the resultant whole number being the amount of the basic wage expressed in shillings, but should the decimal number reach '5 or more the basic wage shall be taken to the next higher shilling.

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

J. V. WILLOX, Secretary.

Melbourne, 8th August, 1951.

