

**1965/107**



**THE HOSPITAL EMPLOYMENT (SECRETARIAL AND  
CLERICAL OFFICERS) REGULATIONS 1963,  
AMENDMENT NO. 2**

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BERNARD FERGUSSON, Governor-General

**ORDER IN COUNCIL**

At the Government House at Wellington this 23rd day of June 1965

Present:

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to the Hospitals Act 1957, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby makes the following regulations.

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**REGULATIONS**

1. These regulations may be cited as the Hospital Employment (Secretarial and Clerical Officers) Regulations 1963, Amendment No. 2, and shall be read together with and deemed part of the Hospital Employment (Secretarial and Clerical Officers) Regulations 1963\* (hereinafter referred to as the special regulations).

*Commencement*

2. (1) The scales of salaries specified in regulation 4 of the special regulations (as substituted by regulation 3 hereof) shall be deemed to have come into force on the dates respectively shown in the headings of the columns headed "Yearly Rate of Salary on and from 1 August 1963", "Yearly Rate of Salary on and from 1 April 1964", and "Yearly Rate of Salary on and from 26 August 1964."

(2) Regulations 4 and 6 of these regulations shall be deemed to have come into force on the 1st day of August 1963.

(3) Except as aforesaid or as otherwise specified herein, these regulations shall be deemed to have come into force on the 1st day of April 1965.

3. (1) The special regulations are hereby amended by revoking regulation 4 (as substituted by regulation 3 of the Hospital Employment (Secretarial and Clerical Officers) Regulations 1963, Amendment No. 1), and substituting the following regulation:

*“Scales of Salaries for Whole-time Secretarial or Clerical Officers*

“4. Subject to the provisions of regulations 5 to 8 of these regulations, a whole-time secretarial or clerical officer shall receive a yearly rate of salary according to the scale of salary from time to time determined in each case by the Grading Committee, with the approval of the Minister, that scale being one of the 13 following:

				Yearly Rate of Salary on and from 1 August 1963	Yearly Rate of Salary on and from 1 April 1964	Yearly Rate of Salary on and from 26 August 1964
				£	£	£
“(a)	..	..	Minimum	2,620	2,900	2,900
			Maximum	2,710	3,005	3,005
“(b)	..	..	Minimum	2,800	3,100	3,100
			Maximum	2,490	2,705	2,705
“(c)	..	..	Minimum	2,620	2,900	2,900
			Maximum	2,660	2,945	2,945
“(d)	..	..	Minimum	2,285	2,440	2,440
			Maximum	2,425	2,620	2,620
“(e)	..	..	Minimum	2,490	2,705	2,705
			Maximum	2,165	2,290	2,290
“(f)	..	..	Minimum	2,285	2,440	2,440
			Maximum	2,360	2,530	2,530
“(g)	..	..	Minimum	2,055	2,145	2,145
			Maximum	2,165	2,290	2,290
“(h)	..	..	Minimum	2,230	2,370	2,370
			Maximum	1,960	2,035	2,080
“(i)	..	..	Minimum	2,055	2,145	2,145
			Maximum	2,120	2,230	2,230
“(j)	..	..	Minimum	1,760	1,815	1,860
			Maximum	1,855	1,920	1,965
“(k)	..	..	Minimum	1,950	2,025	2,070
			Maximum	2,010	2,090	2,135
“(l)	..	..	Minimum	1,605	1,645	1,690
			Maximum	1,665	1,710	1,755
“(m)	..	..	Minimum	1,750	1,805	1,850
			Maximum	1,835	1,900	1,945
“(n)	..	..	Minimum	1,445	1,475	1,520
			Maximum	1,525	1,560	1,605
“(o)	..	..	Minimum	1,595	1,635	1,680
			Maximum	1,655	1,710	1,755
“(p)	..	..	Minimum	1,265	1,285	1,330
			Maximum	1,340	1,365	1,410
“(q)	..	..	Minimum	1,445	1,475	1,520
			Maximum	1,525	1,560	1,605
“(r)	..	..	Minimum	1,225	1,240	1,285
			Maximum	1,270	1,290	1,335
“(s)	..	..	Minimum	1,310	1,335	1,380
			Maximum	1,090	1,095	1,140
“(t)	..	..	Minimum	1,130	1,140	1,185
			Maximum	1,180	1,190	1,235
“(u)	..	..	Minimum	985	985	1,030
			Maximum	1,015	1,015	1,060
			Maximum	1,045	1,045	1,090

(2) Regulation 3 of the Hospital Employment (Secretarial and Clerical Workers) Regulations 1963, Amendment No. 1, is hereby revoked.

4. (1) Regulation 6 of the special regulations (as amended by regulation 4 of the Hospital Employment (Secretarial and Clerical Officers) Regulations 1963, Amendment No. 1) is hereby further amended by omitting from subclause (3) the words "26th day of July 1962" wherever they occur, and substituting in each case the words "1st day of August 1963".

(2) Regulation 4 of the Hospital Employment (Secretarial and Clerical Workers) Regulations 1963, Amendment No. 1, is hereby revoked.

5. Regulation 8 of the special regulations is hereby amended by revoking paragraph (e) of subclause (2), and substituting the following paragraph:

"(e) Notwithstanding the provisions of regulation 5 of the principal regulations, the value of board and lodging shall be computed at the inclusive rate of £4 per week, and, where accommodation additional to a bedroom is provided for the personal use of a secretarial or clerical officer, the Director-General shall determine a rate exceeding £4 per week but not exceeding £5 per week and no cleaning services or other requisites, services, or supplies shall be provided by a Board to the personal room of a secretarial or clerical officer:

"Provided that no deduction shall be made from the salary of an officer who is provided with board and lodging in respect of any period during which he is living away from the accommodation provided by a Board on account of annual leave, sick leave, or special leave."

6. (1) The special regulations are hereby further amended by revoking regulation 10 (as substituted by regulation 6 of the Hospital Employment (Secretarial and Clerical Officers) Regulations 1963, Amendment No. 1), and substituting the following regulation:

*"Overtime*

"10. (1) Where a whole-time secretarial or clerical officer other than a Secretary is required to work more than eight hours a day or an aggregate of more than 40 hours in any week, the excess time shall be deemed to be overtime, and shall be subject to payment—

"(a) For work which is exclusive of work performed on Saturdays, Sundays, and the public holidays, or substituted succeeding days, where applicable, prescribed in subclause (6) of regulation 11 hereof, at one and a half times the hourly rate of pay for the first three hours on any one day and thereafter on any day on which he has already worked three hours' overtime at double the hourly rate of pay, with a maximum of 21s. 6d. an hour on and from 1 August 1963, 21s. 9d. an hour on and from 1 April 1964, and 22s. 7d. an hour on and from 26 August 1964:

"(b) For work performed on Saturday afternoons, Sundays, and the public holidays, or substituted succeeding days, where applicable, prescribed in subclause (6) of regulation 11 hereof, at double the hourly rate of pay, with a maximum rate of 21s. 6d. an hour on and from 1 August 1963, 21s. 9d. an hour on and from 1 April 1964, and 22s. 7d. an hour on and from 26 August 1964:

“(c) For work performed on Saturday afternoons, Sundays, and the public holidays, or substituted succeeding days, where applicable, prescribed in subclause (6) of regulation 11 hereof, at double the hourly rate of pay, with a maximum rate of 21s. 6d. an hour on and from 1 August 1963, 21s. 9d. an hour on and from 1 April 1964, and 22s. 7d. an hour on and from 26 August 1964:

“Provided that the total overtime payment in respect of any year plus the salary for that year shall not exceed £1,405 on and from 1 August 1963, £1,435 on and from 1 April 1964, or £1,480 on and from 26 August 1964:

“Provided further that no whole-time secretarial or clerical officer shall be entitled to payment for overtime, unless the payment has received the prior approval of the Secretary or of such other officer as the Board designates for that purpose.

“(2) For the purposes of this regulation the hourly rate of pay shall be a two thousand and eightieth part of the yearly rate of salary payable for the time being in accordance with the foregoing provisions of these regulations, and in the final calculation of the rate of payment for overtime a fraction of less than a halfpenny is to be reckoned at the halfpenny above, and a fraction of more than a halfpenny at the penny above.”

(2) Regulation 6 of the Hospital Employment (Secretarial and Clerical Workers) Regulations 1963, Amendment No. 1, is hereby revoked.

T. J. SHERRARD,  
Clerk of the Executive Council.

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#### EXPLANATORY NOTE

*This note is not part of the regulations, but is intended to indicate their general effect.*

These regulations provide amended conditions of employment for secretarial and clerical officers employed by Hospital Boards.

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Issued under the authority of the Regulations Act 1936.

Date of notification in *Gazette*: 24 June 1965.

These regulations are administered in the Department of Health.