### THE

# THIRD ANNUAL REPORT

OF THE

COMMITTEE OF MANAGEMENT

OF THE

# GEELONG INFIRMARY

AND

# BENEVOLENT ASYLUM,

WITH THE

Financial Statement and List of Subscriptions,

AND

LIST OF DISEASES, &c., TREATED DURING THE YEAR

1854:

ALSO,

THE GENERAL RULES, AND THE INTERNAL REGULATIONS
OF THE INSTITUTION.

GEELONG .

PRINTED BY HEATH AND CORDELL, MARKET SQUARE.

1855.

### President.

### HIS EXCELLENCY THE LIEUTENANT GOVERNOR.

### Vice-Presidents.

THE WORSHIPFUL THE MAYOR OF GEELONG.
THE POLICE MAGISTRATE OF GEELONG.

#### Trustees.

James F. Strachan, Esq., M.L.C. | James Habeison, Esq., M.L.C. | James G. Carb, Esq.

REV. A. LOVE.

### Committee of Management.

Armytage, George, Esq., J.P. Bainbridge, <u>Dr.</u>
Bright, W., Esq., Alderman.
\*Burrow, W., Esq., Alderman.
Champion, F., Esq., J.P.
Davis, Ebenezer, Esq.
Drering, H., Esq., Alderman.
\*Douglass, Alfred, Esq.
Dunne, Rev. Patrick.
Forster, Thomas, Esq.
Hutchinson, A. M., Esq.
Harding, Rev. Isaac.

McKellar, W. G., Esq., J.P.
Nantes, George, Esq.
Rattray, J., Esq.
Reed, Alfred R., Esq.
\*Ryan, Daniel, Esq.
Sandford, Edward, Esq.
Scales, Rev. A.
Stretch, Venble. Archdeacon.
Tait, Rev. John.
\*Treacey, Martin, Esq.
Wright, George, Esq.

### Anditors.

W. G. McKellar, Esq., J.P.

CHARLES IBBOTSON, Esq.

#### Treasurer.

\*John Sleath Hill, Esq.

### Secretary.

Mr. John Middleniss.

### Monorary Medical Officers.

RONALD GUNN, Esq., M.D. F. W. TOWLE, Esq.

W. H. BAYLIE, Esq. RUPERT PINCOTT, Esq.

#### Resident Surgeon.

DENNIS ROCK, ESQ., M.R.C.S.E.

#### Matron.

MRS. N. FRICKER.

<sup>\*</sup> House Committee.

### REPORT OF PROCEEDINGS

OF THE

### THIRD ANNUAL GENERAL MEETING OF SUBSCRIBERS

TO THE

### Geelong Infirmary and Benevolent Asylum,

Held on the 25th January, 1855,

W. H. BAYLIE, Esq., Mayor of Geelong, Vice-President,

In the Chair.

The Report of the Committee of Management for 1854 having been read by the Secretary, the following Resolutions were passed:—

Moved by Venble. Archdeacon Stretch. Seconded by Rev. Patrick Dunne.

1. That the Report now read be adopted, and printed under the direction of the Committee of Management, together with a List of the Office Bearers of the Institution for 1855; Abstract of Accounts; List of Subscriptions; List of Diseases treated during 1854; and the Rules of the Institution.

Moved by J. G. Carr, Esq. Seconded by W. G. McKellar, Esq., J.P.

2. That this Meeting views with alarm the present state of the funds of the Institution; and, seeing that it is nearly £800 in debt, with the Police Fines withdrawn, and only £1500 placed on the estimates for 1855, by the Government, in aid of the funds of the Institution, appeals to every christian to aid in preventing the close of an Institution, whose benefits have been afforded to men of every creed and nation.

Moved by J. Rattray, Esq. Seconded by P. B. Rogers, Esq.

3. That the thanks of this Meeting be given to the Committee of Management for the past year, and that the following gentlemen be appointed Office Bearers for 1855:—President, His Excellency the Lieut. Governor;

Vice-Presidents, The Worshipful the Mayor of Geelong and the Police Magistrate of Geelong; Committee of Management, Venble. Archdeacon Stretch, Revds. P. Dunne, J. Tait, A. Scales and J. Harding, Dr. Bainbridge, Messrs. Armytage, W. Bright, W. Burrow, F. Champion, A. Douglass, E. Davis, H. Deering, T. Forster, A. M. Hutchinson, V. W. Giblin, W. G. McKellar, G. Nantes, J. Rattray, D. Ryan, A. R. Reed, E. Sandford, M. Treacey and G. Wright; Auditors, Messrs. McKellar and Ibbotson.

Moved by D. Ryan, Esq. Seconded by Alfred Douglass, Esq.

4. That Drs. Baylie, Gunn, Towle and Pincott be appointed Honorary Medical Officers for 1855.

Moved by J. S. Hill, Esq., J.P. Seconded by F. Champion, Esq., J.P.

5. That the thanks of this Meeting are due to the Lieutenant Governor and the Legislative Council for the aid afforded from the Colonial Revenue for the past year.

A vote of thanks was then passed to the Chairman, and the Meeting separated.

### REPORT

OF THE

## COMMITTEE OF MANAGEMENT

OF THE

# Geelong kniirmary and Benevolent Asylum,

The Committee of Management, in laying their Third Annual Report before the subscribers to the Institution, beg to congratulate them on the advance and improvement of the Establishment in every particular calculated to increase and perfect its usefulness, confident that at no former period was the Institution in anything like its present general efficiency, as shown by the following statement of its operations:—

On the first of January, 1854, 44 persons remained in the Institution—34 in the Infirmary, and 10 in the Benevolent Asylum; 380 persons have been admitted to the Institution during the year, 359 to the Infirmary, and 21 to Benevolent Asylum; making 424 who have been in the Institution during the year: of which number, 281 have been discharged from the Infirmary cured, and 7 from the Benevolent Asylum: 63 have died in the Infirmary, and 1 in the Benevolent Asylum: and 72 persons—49 in the Infirmary, and 23 in the Benevolent Asylum, remained in the Institution on the first of January, 1855. There have been 69 Dispensary cases of Out-patients: making 493 persons who have received the benefits of your Institution

during the year 1854. The number of admissions, it may be observed, was double at the end of the year, the number at its commencement.

With regard to the deaths that have occurred, your Committee would remark that, as in previous years, the list has been greatly augmented by the number of dying persons, and persons labouring under incurable diseases, they have had to admit. And they would impress upon Subscribers the desirability of refraining from sending patients for admission, who are known to be in a dying state; and who would have to be buried by the Institution, at an expense it ought not to be called upon to bear.

The prevailing diseases treated during the year, as shewn by the List which will be printed, have been—Casualties, 70; Acute and Chronic Rheumatics, 29; Diarrhea and Dysentery, 27; Consumption, 11; Paralysis, 11; Scurvy, 7; &c.

With regard to the religious persusion of the patients admitted, it may be satisfactory for your Committee to state, that amongst the number were 219 Episcopalians; 104 Roman Catholics; 42 Presbyterians; 19 Wesleyans; 10 Independents; 8 Lutherans; 6 Baptists; 1 Unitarian; 1 Diest; 1 Budhist, and 3 Mohamedans. Your Institution thus embracing the relief of every sect that may seek its aid.

In the Report for 1853, your Committee regretted that the accommodation afforded by the premises was utterly inadequate to the wants of this rapidly increasing community. A Building Committee has since been appointed, and most strenuous efforts have been made to remedy the evil. The outbuildings, which were then unfinished, have been completed; and the original design carried out by the erection of two large wings, or additions, to the first structure. The present state of the building itself will best shew the extent and result of these exertions, which have been com-

pleted at a cost of £7500, of which £4907 has been paid, leaving £2590 due; to meet which there is the balance of the grant from Government, £2083; leaving a deficiency in building account of £515. There is now room in the Institution for 170 beds; but the increased accommodation cannot be made available without an additional amount for Furniture, &c.

Your Committee begs to express its thanks to the Government for the liberal assistance granted in aid of the building; and also to acknowledge the liberality of the respective local Banks for their generous contribution, with one exception, of £50 each for the same object.

By the accounts, which have been audited, and an abstract of which will be read to you (a detailed account of every item of receipt and expenditure lies on the table for your inspection), you will observe that the receipts from all sources have been £12,224 10s. 11d.; and the expenditure has been £12,481 10s. 6d., entailing a deficiency of £256 19s. 9d. Add to this the deficiency, £515 of Building Account, shows the Institution to be £771 19s. 9d. in debt.

The total amount of subscriptions and donations was £1711 18s. 11d., and the amount of Police fines received about £3600.

You will observe that the Police fines more than doubled the subscriptions and donations 1854; but by a recent enactment of the Legislative Council, the "Management of Towns Act," the Institution has been deprived of this source of revenue; and your Committee deeply regret to state, that unless an equivalent for this immense reduction be obtained, the Institution will either have to be entirely closed, or its operations be so limited as to render it of but small comparative advantage to the public; and thus its greatly extended facilities and accommodation, which are now urgently required to carry out its great objects, will be of no avail,

In order to support the Institution in its present state without taking into consideration the greatly increased requirements of the community, a sum of at least £5000 would be required. The amount placed on the Estimates for 1855 by the Government, for your Institution, notwithstanding repeated applications and appeals by your Committee for more, is £1500; and your Committee under present circumstances cannot anticipate any very considerable addition to the subscriptions and donations of last year. It will therefore be evident to you that the calamity which your Committee apprehend, is threatening.

Your Committee, therefore, in retiring from office, earnestly appeal that all classes, as men and as Christians, will devote their means and services to avert the apprehended danger, and to establish and maintain the Infirmary and Benevolent Asylum in an increased degree; and thus provide a shelter for the houseless—a home for the destitute—medicine for the sick, and comfort for the dying members of the same great human family as themselves, of every nation and creed.

### ABSTRACT of ACCOUNTS for the Year 1854.

Dr.	DISBURSEMENTS.	RECEIPTS. CT
1854. Jan. 1st.	To Cash paid for Buildings in 1853	## 2000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
	Saluries and Wages   1307 12 75   Commission   104 11 0   104 11 0   105   110   1	1855, January 1st. Amount of excess of Disbursements over Income. 257 1 11  JOHN S. HILL, Treasurer.
Ext	amined and found correct. CHARLES IBBOTSON, RICHARD GIBBS, Auditors.	20th January, 1855

# LIST OF DISEASES

TREATED AT THE

# Geelong Instrmary and Benevolent Asylum,

FROM 1st JANUARY, TO 31st DECEMBER, 1854.

	Diseases			Male.	Female.	Discharged.	Died.	Remain.	TOTAL
Abscess				5	2	6	1	_	7
Ague	•••			2		1	-	<u> </u>	2
Amaurosis				1	_	1		-	1
Ancle Joint, inflan	nmation of			1	_	1	_		1
,, disloc	ation of		•	1 1 1 1	_	1	1	-	7 2 1 1 1 2 8 9
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Ascites	***	***		-1	1	1	1	-	2
Atrophy				1	<b>)</b> —	1	J	-	1
Bladder, inflamma	tion of			1	_	_		1	1
" paralysis	of	•••	***	-	1	1	-		1
Brain, softening o	f	•••		3	_	1 1	2 2	-	8
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" inflammatio	n of	•••		i			î		1 2 2
Bronchitis				1	1	2			2
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Cancer	•••	•••	•••	5	-	2	8	-	5
Calculus	•••	•	•••	1				1	1
Caries	***	•••	•••	6		5	_	1	6
Cachexia	•••	***	***	1		1		_	1
Carbuncle		***	***		-	1	_		1
Cerebral plethora	•••		***	5	=	5	_		5
Cholera	***	***	***	1	_	1	_	-	Ţ
Coup de Soleil	•••	•••	•••	3		1	1	-	6 1 1 5 1 1 8 15
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Diarrheea	***	•••	•••	9	ī	775	ភ្នំ	1	10
Dropsy, general		•••	•••	9	2	5	5	l î l	îĭ
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Di	SEASES		·	Male.	Female.	Discharged.	Died.	Remain.	TOTAL
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Insomnia Tritis Jaundice Knee Joint, chronic o	···	 	•••	$\frac{1}{2}$	1	1 1 2	1	1	1 1 2
" inflamma	tion of			2	1	8		2	4 <u>4</u> 8
Liver, abscess of ,, congestion of ,, inflammation of Ligamentum patella, Lupus Lumbar abscess Lungs, inflammation	ruptur	 e of 	***	1 1 1 1 1 3	1	8 - 1 - 2	$\begin{bmatrix} \frac{1}{1} \\ -\frac{1}{2} \end{bmatrix}$	- 1 1 -	1 8 1 1 2 1 4
Nephralgia Neuralgia				1 3	<u> </u>	1 2	_	 g	1 4
Opthalmia, purulent ,, rheumatic				9	-	7 1	_	2	9
Paralysis Peritonitis Pleuritis Pleuro-pneumonia Phlebitis Purpura	*** *** *** ***	117 *** *** *** *9*	***	9 4 1 1 -	- - 1	8 1 1	- 3 - 1 1	1 -	9 4 1 1
Rheumatism, acute		•••	•••	10 20		7 21	= 1	3	10 25
Scald Scurvy Spine, concussion of Sprain Spermattorrhea Stricture Submersion Syphilis, primary secondary	***	**** *** *** *** *** *** ***		1 9 1 2 1 7 1 2 15	1	1 7 1 1 7 1 2 14	1 - 1	1 1 1 - -	2 9 1 2 1 7 1 2 1 2 1
Tarsus, disease of Tumour		***		1	1	2	=	=	2 2
Urethra, rupture of Urine, incontinence of Ulcers	r		 	1 1 17	<u>-</u>	$\frac{1}{19}$		1 4	1 1 23
Wounds	•••			19		16	1	2	19

# LIST OF CONTRIBUTIONS

FOR

### 1854.

А.			Donations.	Subsc	riptic 8.	
Adney, W.		• • •		2	2	Ö
Alder, James		• • •		5	0	0
Allen, T. W.	***	•••		2	2	0
Alport and Holt	***	•••	0 15 0			
Alexander, Godfrey	***	•••		5	0	0
Anderson and Pringle		•••		10	0	0
Anderson, J. M.	•••	•••		1	0	0
Anderson, Robert	***		3 3 0			
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Armytage, G., Senior	•••			5	0	0
Armstrong, John	•••		• •••	5	0	0
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Barnard, W. H.	•••	]	•••	2	2	0
Bauer, F.			*** .	2 2	2 0	0
Barratt, Mr.	•••		1 0 0			
Baird, Mr., per T. Bray	у		5 0 0			
Baillie, Thomas	•••		•••	1	1	. 0
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Bell,T. and W.	•••		***	2	0	0
Bean, Wm.	•••		•••	. 1	0	0
Bennet, Robert	•••		•••	1	0	0

	*	Donations.	Subscriptions.
Bell, James			2 0 0
Tink	***	3 15 0	9 0 0
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Beaton, Mr.	***	1 0 0	2 2 0
Beale and Trebeck	••	8 2 5	2 2 0
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Fisher, D.	••		l l	2	2	Õ	
Forster, Thomas		_	2 18 0	2	2	ŏ	
Fordham, Mrs.			0 10 0		_	•	
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1	Donations.	Subscri	ption	ń.
	$\pounds$ s. d.	£		d.
Friend, per P. B. Rogers	1 1 0	ļ		
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Franklyn, Mrs	0 10 0	ł		
Fraser, Mrs	0 10 0	l		
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Fyans, Capt	• •	2	0	0
G. G.			_	_
Garrard, H.	• •	1	0	0
Gates, James		3	0	0
Geoghan, Rev. H.	* • •	2	0	0
Gibson and Curle	• •	2	2	0
Gibson, B.		1	0	0
Gilbert, A. N.	3 15 0	1		
Gibson, Thomas		1	O	0
Gibbs, Richard		2	2	0
Glover, Mr., per Archdeacon of Geelong	10 0 0			
Gleeson, Thomas	•	1	1	0
Goodall, D. K.	1 1 0	ļ		
Goulter, A. G.		2	0	0
Gosling, H. R.	•••	5	0	0
Graham, William	1 0 0	ļ		
Gregory, G. A.		1	1	0
Griffin, Edward		1	0	0
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Harding, Silas	•	1	1	0
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Highett, John .		Donations. £ s. d.	Subscriptions. $\pounds$ s. d. $2$ 2 0
Hope, Dr.		6 1 0	
Holman, E.		••	1 1 0
Hooper, Edward		••	3 3 0
Holding and Co.		••	2 2 0
Holmes, White and Co			10 10 0
Howard, J. J.	. :	. •	1 0 0
House, —		500	-
Holland, E			1 1 0
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Hughes, J., wages forfeited		1 19 3	
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McMullan, William .	.	•••	2 2 0
McKerras, James .	.	2 2 0	
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McNab, Elizabeth .	. [	0 10 0	
McLarty, A.			1 1 0
McPherson, D. G			1 1 0
McMaster, J.		500	
McNally, F.	•		100
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Officer, Robert .		20 0 0	
O'Farrell and Son .			1 1 0
O'Halloran, M.		ļ	100
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Perry, E. G	***		1 1 0
Pearson, Brothers & Co.	•••	· —	5 5 0
Pett and Spence	***	<b>—</b>	1 0 0
Pincott, Dr			2 2 0
Potter, Rev. J		·	1 1 0
Poulton, B		l — I	2 2 0
Pohlman, R. W	•••		500
Poynton, E. H		1 -	2 2 0
Powell, Thomas			5 0 0
Power John	• •		1 0 0
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Porter, Christopher	•••	14 10 0	150
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Sayers, Alexander and Co.	•		
Sewell, Mr., Eureka	•	3 0 0	2 2 0
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Smith and Kirk		.				2	0	0
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Smith and Adamson						5	5	0
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			£ s. d.	£ s. d.
Thompson, George	•	•		2 2 0
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Thomas, Mrs. S.	•	• ,		1 1 0
Thomas, Mr. S.	•			1 1 0
Thomas, G.	•	•		1 1 0
Towle, Dr.	•	•	_	1 1 0
Towle and Turpin	•	•	~ 10 0	5 5 0
Toogood, Mrs.	•	٠ ا	0 10 0	0 0 0
Tolson, Joseph	•	.		3 3 0
Toyer, James	•	. (		1 0 0
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Wheeler, James			:.	20.0
Wood, W. J.				1 0 0
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C. Gardiner		1		0			
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Hutchinson, A. M.:— John Smith W. Chancellor P. G. Steel W. Field T. A. Ellis T. Whitnall J. Mudd A Friend W. Boyd		1 0 0 0 10 0 1 0 0 1 0 0 1 0 0 1 0 0 0 5 0 0 5 0 0 10 0	
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D. McKenzie	•••		2 2 0
D. McBett	•••		2 2 0
A. McLaren	***		2 2 0
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G. Henderson P. McIntyre	•••	•••	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$
Thomas Sprout	***	5 0 0	200
R. Greig	•••	1 0 0	
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J. Baker	***	1 0 0	
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C. Beard	•••	0 10 0	
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Page Doble		0 10 0	
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Pigdan, Brothers	•••	0 10 0	ĺ
John Smith		0 10 0	
G. Clover	***	0 5 0	,
J. McNaughten	• • •	0 5 0	
F. Miller	***	0 5 0	
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D. Hutton	***	0 5 0	
R. Vernon	•••	0 5 0	*

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Russell, Thomas, Plains:  James Kinnmouth  John Perry  Thomas Splatt  James Crick  Alexander Main	1 0 0 1 16 0 1 0 0 0 10 0 0 10 0	5 0 0
T.		
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### THE

# GENERAL RULES,

AND

# INTERNAL REGULATIONS

of

THE INSTITUTION.

## GENERAL RULES.

I. THAT the objects of the Infirmary be to afford Medical and Surgical aid to poor persons requiring it, for a limited number of paying patients, and for casualties; but that no person who shall meet with casualties, and shall be found able to pay for surgical aid, shall receive further than temporary gratuitous assistance. That the object of the Benevolent Asylum be the reception of the Poor and Distressed, with a view to afford them consolation and assistance.

OBJECTS.

II. That a portion of the building be set apart for the purposes of Appropriation of the Infirmary; and the remainder for the purposes of the Benevolent Asylum, at the discretion of the Committee.

III. That the Institution shall consist of a President, two Vice-Institution, how Presidents, five Trustees, a Treasurer, four Honorary Medical Officers, a Secretary, Governors, and Subscribers, as hereinafter described.

QUALIFICATIONS AND PRIVILEGES OF GOVERNORS AND SUBSCRIBERS.

IV. That every Benefactor of £50 or upwards, he a Life-Governor, and every annual Contributor of £20 an annual Governor, with liberty of having one in-patient or three out-patients always on the books of the Institution, subject to the approval of the Committee of Management hereinafter mentioned, and provided that the funds of the Institution admit of the reception of such patients.

Governors.

V. That the Executor, or if more than one, the first named Executor Executors, where under any will by which a bequest of £50 or upwards shall be made to the Institution; and every Minister raising by one or more collections in his Church, in any one year, the sum of £20 or upwards, shall have the rights and privileges of a Governor for one year only, commencing from the January following.

Subscribers.

IV. That every Benefactor of £25 or upwards, in one sum, be a Life-Subscriber, with liberty of having one in-patient and three out-patients admitted annually, and every Contributor of £1 1s. and upwards, annually, an Annual Subscriber, with liberty of having patients admitted as follows: --- Annual Subscribers of £10 10s., three in-patients and six out-patients; of £5 5s., two in-patients and four out-patients; of £3 3s., one in-patient and two out-patients; of £2 2s., four out-patients; of £1 1s., two out-patients. dations for admission, to be subject to the approval of the House Committee, and to be made by tickets only, to be issued by the Secretary to Subscribers at the time of their becoming such, and, provided that whenever any recommendation cannot be acceded to, from want of room, or other cause appearing to the Committee, the ticket used in such reccommendation shall be reclaimable by the Subscriber issuing the same; and such ticket shall only be used for the recommendation of persons unable to pay for medical attendance; and shall only be available for the year in which they are issued.

Subscriptions, when due. VII. That the annual subscriptions must be paid in advance for the current year, such year to be computed from the first day of January in each year, and no Governor or Subscriber will be entitled to any privilege until the subscription be paid, if domanded.

Annual Meeting of Subscribers, when.

VIII. There shall be an annual meeting of the Subscribers in the month of January of each year, at which all Honorary Officers of the Institution shall be elected for the ensuing year.

Persons not qualified to vote. IX. That no person shall vote at any meeting while he is a salaried officer or pupil of the Institution; nor any new Subscriber, unless his subscription shall have been paid for three months preceding.

General Laws.

X. That no new general law, nor any repeal of, or alteration in, the existing laws shall be valid, unless the same shall have been passed at an annual or special meeting of the Subscribers.

Committee of Management.

XI. The Committee of Management shall consist of the President, Vice-President, Treasurer, Honorary Medical Officers, and eighteen Subscribers to be elected annually: six to form a quorum; and they shall have power to fill up vacancies that may occur in their number during the year, subject to Rule XIV.

XII. It shall be competent at any time for the Committee of Special Meetings Management, at which at least eight members shall be present, or for nine or more Subscribers, by a writing under their hands, to require the Secretary to summon, at the expiration of fourteen days, a special meeting of Subscribers, the occasion of calling such meeting being stated in the requisition; and no business shall be transacted at such special meeting, except that for which it shall have been summoned. Every such meeting to be called by the Secretary, by advertisement in one of the public newspapers, published in Geelong, within three days of his receiving such requisition. Twelve Subscribers shall be necessary to form a general or special meeting.

XIII. That all meetings of Subscribers be called by the Secretary Meetings of Subby advertisement in one of the newspapers published in Geelong, at by Advertiseleast one week before the day of meeting.

XIV. In the event of any vacancies in the offices of President, Honorary Officers Vice-Presidents, Treasurer, Trustees, and Auditors, the election of a successor shall take place at a special meeting of Subscribers, to be convened by the Committee of Management, which election shall be by voting-tickets, as enjoined by Act of Council, 11 Victoria, No. 59, section 9.

XV. And it shall be lawful at all meetings of Subscribers, for any Vote by proxy. Subscriber duly qualified to vote, to vote either in person or by proxy, such proxy being also a Subscriber duly qualified: provided that such proxy shall be in writing, and shall be signed by the Subscriber, and shall only extend to the one meeting especially named therein. Governors to have three votes; Life-Subscribers three votes; Annual Subscribers of £10 10s. three votes; of £5 5s. two votes; of £1 1s., and upwards, one vote.

#### COMMITTEE OF MANAGEMENT.

XVI. The Committee of Management shall direct the general Committee of business of the Institution; shall frame bye-laws for its internal regulation, the same not being repugnant to the General Rules; shall Their duties and have power to enter into all necessary contracts on behalf of the Institution, and direct payment to be made thereof; and appoint and discharge all paid officers and servants of the Institution. meet at the Institution on the first Wednesday in every month, and

Management;

of Subscribers.

mode of Election.

nowers.

on such other days as they may appoint. They shall have power to admit patients, and to make regulations respecting them. The Chairman of Committee, in case of an equality of votes, to have a casting vote, but no deliberative vote.

Members ex-officio XVII. The President, Vice-Presidents, Trustees, Treasurer, and Honorary Medical Officers, shall be members, ex-officio, of the Committee, provided they be qualified by subscription.

House Committee. XVIII. The Committee of Management shall choose, from among themselves, a House Committee of five, three to form a quorum, who shall meet on Monday and Thursday in each week, at 4 o'clock, p.m., and oftener if necessary; and who shall have power to admit patients, to examine and pass the house accounts, to engage and discharge servants, and to regulate the internal management of the Institution

Annual Report. XIX. The Committee of Management shall present a general report of the affairs of the Institution at the annual meeting of Subscribers.

Accounts, when to be Audited.

XX. The accounts of the Institution shall be audited once in every year, and presented at the annual meeting of Subscribers.

Honorary Medical Officers.

HONORARY MEDICAL OFFICERS.

Management of Cases;

XXI. The Resident Surgeon shall have the entire management of the cases, but the Honorary Medical Officer of the month may be requested to attend in all important cases.

Their attendance; XXII. The attendance of the Honorary Medical Officers shall be once a week, for one month in rotation; and at such times as they may find convenient; but in cases of emergency all may be requested to attend. The arrangements of the rotation of duty to be left to themselves.

Access to Institution.

ACCESS TO Institution at all times, irrespective of the rotation of duty.

XXIV. The Honorary Medical Officers shall not interfere with the admission or discharge of patients.

Patients.

Admission of Patients into the Infirmary.

XXV. That accidents, and such cases of decided emergency only, as in the opinion of the Resident Surgeon cannot be delayed, be

received into the Infirmary at any time without ticket; but that the Admission into the Infirmary. admission of patients, in ordinary cases, be restricted to Monday and Thursday in each week, and only if recommended by a Subscriber's ticket.

### Admission of Paying Patients.

XXVI. That Paying Patients be admitted on the usual days of Patients to be admitted. admission without tickets, at the discretion of the Committee.

XXVII. That the amount chargeable to each patient shall be at Amount to be the discretion of the Committee; and that any patient, on being admitted, must pay to the Treasurer the amount chargeable for one Deposit. month in advance, and also give a guarantee from some responsible Guarantee. person to reimburse the Committee any further expense that may be incurred on behalf of such patient.

XXVIII. That the general rules and regulations of the Institution Rules applicable to paying patients. shall be applicable to, and strictly observed by, all paying patients received into the Institution.

XXIX. No pregnant female, for the purpose of confinement-no Persons not admissible. person insane-no one having a contagious or infectious disease-no one subject to epilepsy-nor any one who, in the opinion of the Resident Surgeon, might receive equal benefit as an out-patient, shall be admitted; and no child under five years of age shall be admitted, except from an accident, or for a surgical operation.

ADMISSION OF INMATES INTO THE BENEVOLENT ASYLUM.

XXX. The admission of inmates into the Benevolent 'Asylum is ordinarily restricted to Monday and Thursday in each week, but a meeting of the House Committee may be convened at any time to consider authenticated cases of utter and present destitution.

Benevolent Asylum.

Admission of Inmates.

XXXI. No pregnant female for the purpose of confinement—no person insane-no child under twelve years of age-no one having a contagious or infectious disease shall be admitted.

Persons not admissible.

XXXII. Ministers of Religion shall have free access to persons of Ministers of their respective denominations, at such times as shall be appointed by the Committee of Management; and when a patient requests that any minister may be sent for, his wish shall be immediately complied with.

Religion.

Religious Instruc-

XXXIII. That Instruction of the patients in the Institution be left to the recognized religious teachers of the various denominations to which the patients belong; and it shall be understood that controversial works be prohibited.

### SECRETARY AND COLLECTOR.

Secretary, &c.;

XXXIV. He shall personally attend all Special, General and Committee Meetings; he shall take minutes of the proceedings, and transcribe them carefully into books to be kept for that purpose, and he shall carry out the directions of such Meetings in the particulars incident to his department.

His duties.

Collect and pay.

XXXV. He shall collect subscriptions and all monies due to the Institution, and pay over the same to the Treasurer once in every week, together with an accurate account of the amount by him received since the last payment.

Correspondence and Accounts.

XXXVI. He shall conduct the correspondence and other clerical business of his department, and he shall enter and keep the accounts of the Institution under the directions of the Committees.

The above "General Rules" were ratified at a meeting of Subscribers convened for that purpose, by advertisement, and held at the Geelong Assembly Rooms, on Thursday, the 25th day of January, 1855.

W. H. BAYLIE, MAYOR, Chairman.

### REGULATIONS

FOR

#### MANAGEMENT THE INTERNAL

OF

#### INSTITUTION. THE.

#### RESIDENT SURGEON.

1. THE Resident-Surgeon shall live in the house, and shall Regulations renot leave it except on necessary occasions. He shall not be absent for more than three hours at one time, nor after 12 o'clock at night, without the sanction of the House-Committee. In case of absence, he shall inform the Matron, and enter in a book kept for the purpose where he may be found.

specting temporary absence.

N.B.—He and the Matron shall never be absent at the same time.

- 2. He shall have the charge of the patients, and shall report Charge of the to the House-Committee at the next meeting any patient who may have been disorderly.
- 3. He shall have the immediate superintendence of the Matron, Internal control. Wardsmen, and Nurses, and the general control of the servants of Servants. the Institution. He shall preserve order and sobriety, and in case of insubordination or gross default of duty on the part of any servant, he shall suspend or discharge such servant until the next meeting of the House-Committee, and, if necessary, he shall provisionally hire a substitute for such servant so suspended or discharged, and he shall report his having done so, with the cause of such suspension or discharge, to the House-Committee at their next meeting; but he shall in no case absolutely discharge, or premanently hire, any servant of the Institution without the sanction of the House-Committee.

Medicines, medi-

4. He shall have the charge of and be accountable for the calinstruments, furniture, &c.: medicines, medical instruments, utensils, and stores, except such familiare, &c. medicines, medicines, medicines, medicines, medicines, medicines, and he shall make an Inven-charge of them, as are in the charge of the matron, and he shall make an Inven-inventory of as are in the charge of the matron, and he shall make an Inventhem, lists of tory of them in a book to be kept for that purpose, in which them for the ensuing quarter he shall regularly enter the receipt, loss, or breakage of each article; and he shall, on the last day of the months of February. May, August, and November, of each year, prepare and submit

Patients' money.

to the House-Committee a list of medicines, medical instruments. utensils, and stores required during the ensuing quarter; and he shall receive all money and other property belonging to the patients, and account for it to the House-Committee.

Books to be kept.

5. He shall enter regularly, in proper books to be kept for such purposes, the names of the patients as they are admitted and discharged, and note the nature and history of their diseases while under treatment; the receipt, issue, expenditure, loss, or breakage of medicines, medical instruments, and other things in his charge, and the disbursement of petty cash; and he shall have such books ready at all times for the inspection of the Attend the weekly meetings of the House-Com-House-Committee, and he shall attend the weekly meetings of the House-Committee.

Visit each patient; complaints.

mittee.

6. He shall visit each patient every morning and evening, and shall inquire if the treatment prescribed has been attended to, and if any cause of complaint exist. Should any patient have a complaint to prefer, he shall enter it immediately in the Patients' Complaint Book, in the presence of the wardsman or nurse of the ward, and he shall lay such book before the House-Committee at each meeting.

Condition of the wards, &c.

7. He shall, on his visits to the wards, examine their condition with respect to cleanliness, temperature, and ventilation; and he shall observe if the wardsmen and nurses have done their duty.

Bed-tickets.

8. He shall cause to be affixed to the bed of each patient, the patient's name, age, religion, disease, the date of admission, and the name of the subscriber by whom recommended.

Medicines, partiwritten on them

He shall write upon every medicine dispensed by him, the name of the patient for whom it is prescribed, and the time at and the manner in which it is to be administered, and this, however frequently the same medicine may be repeated; and he shall cause the medicines to be administered as directed; and he supply for accishall keep a proper supply of the necessary apparatus for cases of gency cases. accident or emergency, ready for immediate use.

- 10. He shall inspect the diet of the patients, and see that it is Inspect diet, &c. of good quality, and properly prepared, and such as is ordered; and that the patients do not partake of any food, liquor, or medicine, except that prescribed.
- 11. He shall procure such articles as may be required in his department, in small quantities during the week, but he shall not purchase for the Institution exceeding Ten pounds, nor enter into any contract on account of the Institution exceeding that sum in amount, without an order from the House Committee.

Articlespurchased during the week not to exceed £10.

### MATRON.

12. The Matron shall live in the house, and shall not leave it  $_{
m Regulations}$ except on necessary occasions, and with the consent of the Resi-She shall not be absent for more than three hours at one time, nor after ten o'clock at night, without the leave of the House-Committee.

specting temporary absence.

- N.B.—She and the Resident-Surgeon shall never be absent at the same time.
- 13. She shall see that the nurses and servants do their duty; Superintendence and she shall enforce personal cleanliness, neatness, and obedience to orders on their part. In case of any misbehaviour, disobedience, or neglect of duty, by any of them, she shall at once report the same to the Resident-Surgeon.

of the Nurses and Servants report any failure to the Resident Surgeon.

14. She shall visit each ward every day, and ascertain if it and visit and inspect the beds, bedding, and clothes of the patients be clean and neat, causing such of the beds, bedding, and clothes, as require it, to be replaced by others, and thoroughly cleansed.

the wards daily.

Things in her charge, inven-tory, lists of tory, lists of articles required when to be prepared.

15. She shall have the charge of and be accountable for the furniture, bedding, linen, glass, cutlery, cooking and kitchen utensils, and she shall make an inventory of the same in a book to be kept for the purpose, in which she shall regularly enter the receipt, loss, or breakage of each article; and she shall, on the last day of the months of February, May, August, and November, in each year, prepare and submit to the House-Committee an Inventory of everything under her charge, and a list of articles of the above description, as may be required for the ensuing quarter.

Receive stores and supplies; and dispênse the consump tion, and daily enter the amount in a book. Oversight of provisions, stores and utensils.

16. She shall receive the stores and supplies furnished by the contractors and tradesmen, and she shall see that they correspond in description, quality, and quantity, with the tenders and orders. and in case they do not, she shall report accordingly to the House Committee at its next meeting; and she shall weigh and measure out the provisions and other necesaries required for daily consumption, and she shall enter the amount regularly in a book to be kept for that purpose; and she shall not suffer any of the provisions, utensils, or stores, to be wasted or carried away; clothes and she shall have the clothes of all patients cleansed on admission to be cleansed, if requisite, and she shall make out an Inventory of the same.

Patients' tory kept.

### WARDSMEN, NURSES, AND SERVANTS.

17. The Wardsmen and Nurses shall be constantly in their Aftendance of Wardsnen and wards, and regular in their attendance upon the patients.

Their deportwithdraw from to receive presents or gratuity.

18. They shall obey the Resident-Surgeon and Matron as ment when to their master and mistress; they shall behave with tenderness to the wards; not all the patients, with civility and respect to strangers; they shall withdraw from the wards when the House-Committee enter them, unless particularly requested to remain; and they shall take no presents or gratuity, in money or otherwise, from the patients, their friends, or strangers, who may visit the Institution, on any pretence whatever.

19. No Wardsman, Nurse or Servant, shall leave the Institution Permission for temporary abwithout permission of the Resident-Surgeon.

20. The Wardsmen and Nurses shall be particular to observe personal cleanlipersonal cleanliness; they shall have their respective wards swept and thoroughly cleansed, and all dirt and rubbish removed from them by 7 o'clock in the morning in summer, and before 8 o'clock in the morning in winter.

ness; by what morning wards to be cleansed. and dirt, &c., removed.

- 21. They shall serve up breakfast to the patients at 8 oclock Breakfast. in the morning.
- 22. They shall have the several chamber-utensils scalded every morning, and scoured as often as may be necessary, and kept out of the wards during the day, unless specially required.

Details to promote

23. They shall pay great attention to the bedding of the patients, and have the mattrasses thoroughly aired and dried when necessary, and the sheets, blankets, and counterpanes, renewed as often as it may require.

comfort and

cleanliness.

- 24. They shall not allow clothes to be hung, nor dirt or any thing to be thrown out of the windows.
- 25. They shall administer to the patients at the times directed, Medicines, diet, the medicines and diet prescribed, and they shall not suffer them to take any which are not prescribed, and they shall be careful to explain to the patients the instructions of the Resident-Surgeon.

26. They shall not permit patients to receive from Visitors Regulations remedicines, victuals, or liquor of any kind; nor allow any portion of medicine or diet, nor any other thing to be removed from the wards by the patients or visitors, without an order from the Resident-Surgeon.

specting visitors, &c.

27. They shall be careful to collect and carry to the Resident- Empty phials, &c. Surgeon all empty phials, gallipots, bandages, &c.; and to the Matron any articles of diet not consumed by the patients; and they shall attend at the Dispensary at the time appointed to receive medicines and instructions.

to attend at the Dispensary for medicines.

28. They shall watch attentively the state and symptoms of the Watch and report patients, more especially in urgent or uncommon cases, and report these distinctly to the Resident-Surgeon, or, in his absence, to the Matron.

patients' state and symptoms.

Admission of strangers.

- 29. They shall not admit any stranger into any ward without the permission of the Resident-Surgeon or Matron.
- 30. One Wardsman or Nurse in rotation shall be on duty from Wardsman or duty.

Nurse on might 8 o'clock every night to 6 o'clock the following morning, and shall visit every ward once in every two hours, or more frequently if necessary, and shall pay due attention to such patients as may require it, and, should there be occasion, shall communicate with the Resident-Surgeon.

Wardsmen, Nur-ses and Servants to be regulations; report impropricty and in-fringement to

mittee.

the Resident Surgeon or Matron, or finally to the Honse Com-

31. All Wardsmen, Nurses and Servants shall be obedient to the Regulations of the Institution, and they shall report immeabedient to the diately to the Resident-Surgeon or Matron any impropriety of conduct or infringement of them by any patient, visitor or other person; and if such complaint be not properly attended to, they shall report the case to the House-Committee at its next meeting.

#### PATIENTS.

Conduct ; observe directions.

32. Patients shall conduct themselves orderly, and shall strictly observe all the directions of the Resident Surgeon, Matron-Wardsmen, and Nurses.

Medicines and diet.

33. They shall take their medicines at the time directed, and they shall take no other medicines than those prescribed; and they shall not conceal nor put away any portion of the medicine or diet administered to them.

Details respecting 34. No one shall leave his or her ward, and go into another liberty to leave the wards, ab ward or apartment, nor leave the house, nor remain out for a sence, visitors, longer time than is granted, nor shall introduce visitors, nor receive medicines, victuals, liquors, or any thing, without the express leave of the Resident-Surgeon.

35. They shall not play at cards or dice, nor gamble or smoke, Details respecting cleanliness and nor spit on the floor, nor deface or injure any part of the ward, conduct. nor any furniture, bedding, or clothing therein, nor sing, blaspheme, or use rude or indecent language.

- 36. No patient shall give reward or gratuity to any of the Not to give reward or gratuity. Wardsmen, Nurses, or other servants.
- 37. Any patient having any cause of complaint shall make the Regulations resume known to the Resident-Surgeon, whose duty it shall be to plaints. enter such complaint immediately, in the presence of the nurse or wardsman of the ward, in a book kept for that purpose, which book shall be laid before the House-Committee at each meeting.
- 38. Patients judged by the Resident-Surgeon sufficiently con- Employment of valescent to be able to assist in the work of the Institution shall be so employed.
- 39. Patients shall not sit up after 8 o'clock in the winter, or 9 Regulations reo'clock in the summer; and all patients considered by the Resident-Surgeon able to do so, shall rise by 7 o'clock in the summer and before 8 o'clock in the winter.
- 40. No veneral patients shall be admitted a second time, having veneral Patients been once under treatment and cured.
- 41. Every patient offending against the above Regulations will patients offending against the discharged for irregularity.

  Patients offending against the Regulations to be discharged.

### VISITORS.

- 42. Visitors are admitted into the Institution on Sunday and when admitted, Thursday in each week, between the hours of 3 and 5 o'clock in visits limited to the afternoon, but no visitor is allowed to remain more than one hour.
- 43. Visitors may be admitted on special occasions by a written Special visits order from a member of the House-Committee, addressed to the Resident-Surgeon or Matron.
- 44. Visitors will not be allowed to go into any ward without Regulations rethe leave of the Resident-Surgeon, and every visitor must retire when requested.

- 45. They will not be permitted to give to, or leave with, any patient any money, medicine, food, or liquor of any kind, nor any other thing, without the express sanction of the Resident-Surgeon.
- Not to give 46. No Visitor shall give to any Servant of the Institution any money or gratuity of any kind.
- Not to interfere, &c., quietness. or Nurses, and not to disturb the patients by loud talking or unnecessary noise.
- Respecting visitors violating any of the Regulations of the Institution, or behave with impropriety, will be compelled to retire, and will into the re-admitted without special leave from the House-Committee.

The above Regulations having been attentively considered scriatum were ratified at a Meeting of the Committee of Management, held at the Institution on the 17th of January, 1854.

ANDREW LOVE,

CHAIRMAN.