THE TWENTY-FIRST

ANNUAL REPORT

OF THE

COMMITTEE OF MANAGEMENT

OF THE

GEELONG INFIRMARY

AND

Benebolent Asylum,

WITH THE

FINANCIAL STATEMENT, LIST OF SUBSCRIPTIONS,

AND

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

1872:

ALSO,

THE GENERAL RULES AND THE INTERNAL REGULATIONS OF THE INSTITUTION.

Geelong :

PRINTED BY HENRY FRANKS, MALOP STREET.

1873.

1873.

President :

THE MAYOR OF GRELONG.

Vice-Presidents :

ARCHDEACON SLATTERY.

G. F. BELCHER, Esq., J.P.

Committee of Management:

*ANDREWS, CHARLES†
BROWN, GEORGE, J.P.
BUCKLAND, S. V.†
CAMPBELL, REV. A. J.
CONNOR, J. H., J.P.
DUCKER, W. F.
§GIBSON, GEORGE
HOURIGAN, D.
JOHNSTONE, B. DE. B., M.L.A. †

KELLY, THOMAS

\$LANE, H. B.

\$MIDDLEMISS, JOEN†

\$REED, ALFRED R.

*REID, ALEXANDER

*TIMMS, JOHN, J.P.

WATKIN, REV. E. J.

*WESTON, MAURICE, J.P.

*WHITELAW, GEORGE

Anditors:

GEORGE THOMAS, Esq. MARTIN L. DENNYS, Esq.

Trensurer:

\$ROBERT GILLESPIE, Esq., J.P.

Secretary and Superintendent:

EDWARD SHARP.

Senior Jurgeon:

D. B. REID.

Besident Surgeon:

W. SCOTT.

MAURICE J. HARTY, Collector.

^{*} Members of House Committee.

[§] Members of Finance Committee.

[†] Members of Building Committee.

PROCEEDINGS

OF THE

TWENTY-FIRST ANNUAL MEETING OF SUBSCRIBERS

TO THE

Geelong Intirmary and Benebolent Asylum,

Held at the Town Hall, Thursday, January 9th, 1873.

HIS WORSHIP THE MAYOR, IN THE CHAIR.

THE Chairman called on the Secretary first to read the Advertisement calling the Meeting, and this having been done, the Secretary read the Annual Report and the Financial Statement of the Committee of Management.

The CHAIRMAN, ROBERT RERVES, Esq., moved, and Mr. J. H. Connor, seconded,

That the Report and Financial Statement be adopted and printed, together with the Statistics, Lists of Subscriptions, Rules, &c. (Carried.)

The following gentlemen were then selected as Office-bearers of the Institution, for the year 1873:

President, His Worship the Mayor of Geelong; Vice-Presidents, The Ven, Archdeacon Slattery, and G. F. Belcher, Esq., J.P.; Treasurer, Robert Gillespie, Esq., J.P.

George Thomas, Esq., and M. L. Dennys, Esq., were reelected Auditors for the year. COMMITTEE OF MANAGEMENT.—In accordance with the new Rules, six Members of the General Committee, retired from office, and the following, gentlemen were elected by ballot to fill the vacancies, viz.:—

Messrs. Maurice Weston, W. F. Ducker, J. Timms, D. Hourigan, H. B. Lane, and George Whitelaw.

Letters were read from Drs. Mackin and Creelman, offering their services as Honorary Medical Officers. Dr. Mackin's application being fettered by conditions, it was not entertained. Dr. Creelman was not elected.

After votes of thanks had been accorded to the Officers of the Institution and to the Chairman, R. Reeves, Esq., the meeting broke up.

EDWARD SHARP, Secretary.

TWENTY-FIRST ANNUAL REPORT

OF THE

COMMITTEE OF MANAGEMENT

OF THE

Geelong Infirmary and Lenebolent Asylum.

In presenting the Twenty-first Annual Report of the above Institution the Committee beg to submit the following general particulars for the information of the Subscribers:—

Those who have received aid have been 3,003, viz.:—730 In-Patients, 119 Inmates of the Benevolent Asylum, 2154 Out-Patients. The result of treatment is as follows:—

In-Patients	s discharged	l or re	lieved		•••		575		
21	died		•••	•••	•••	•••	62		
**	remaining,	31st)	Decemb	er, 18	72	•••	93		
			Total			•••		730	
Inmates, B	enevolent A	Asylun	a						
Discha	rged or left	t of th	eir own	acco	rd	•••	39		
\mathbf{Died}	•••	•••	•••	•••	•••	•••	8		
Remai	ning, 31st I	Decem	ber, 187	2	:	•••	72		
								119	
							-		849
Total rema	ining in th	e Hou	se, 31st	Dece	mber,	1872			165
No. of Out	-Patients u	nder t	reatmer	at	•••	•••			211

The daily average number of persons in the House for the year is 170 9-tenths.

The average rate of mortality is 8 1-fifth per cent, being a little less than it was last year.

As usual the lists of patients embraces persons of different creeds and countries, and the complaints treated were of equally varied character.

The Religion of those admitted during the year was as follows:—239 Church of England, 214 Roman Catholics, 93 Presbyterians, 64 Wesleyans, 12 Lutherans, 5 Baptists, 2 Independents, 1 Calvanist, 1 Unitarian, 1 Jew, 4 Chinese, 2 who profess no religion.

Those admitted during the year were from the following countries, viz., England and Wales, 204; Ireland, 179; Scotland, 63; Victoria, 127; New Zealand, 2; New South Wales, 3; South Australia, 3; Germany, 5; Shetland, 2; America, 6; India, 2; China, 6; Switzerland, 14; Sicily, 1; Arabia, 1; Tasmania, 7; France, 2; Austria, 1; Prussia, 2; Denmark, 1; Jersey, 3; Isle of Man, 1; Fiji, 1; Mauritius, 1; Aborigine, 1.

The total receipts for the year, including a balance of £699 18s. 10d. brought forward from previous year, have been £7,595 16s. 1d., and the expenditure, as per financial statements duly audited, has been £8,399 4s. 10d. The bank overdraft amounts to £98 9s. 1d., and there are unpaid accounts amounting to £704 19s. 8d.

The Committee regret to observe a falling off in the amounts of Subscriptions and Donations during the year, they trust however that such is but temporary, and that to meet the additional expenditure that will be necessary consequent on the greatly increased accommodation, the public generally will more liberally contribute to the funds of the Institution, to enable the Committee to meet such liabilities as may be necessarily incurred.

As anticipated by the Committee in the last Annual Report
the "Alfred Memorial Ward" Committee consented to hand over
the amount collected by them on condition that Lunatic Wards
should be erected in conjunction with a Female Benevolent Ward,
and Wards for contagious or infectious diseases.

This amount £696 12s. 11d. enabled the Committee to claim the Government Grant of £1000 for Building purposes, and the New Building, including all the Wards, is now nearly completed and will be ready for the reception of inmates in the course of a few weeks.

In accordance with the understanding at the last Annual Meeting, the Institution has been incorporated under the Act of Parliament, and a code of Rules and Regulations, consequent on such Incorporation, has been duly considered by the subscribers and approved by the Government.

Honorary Medical Officers of the Institution, the Committee has especially advertised to fill the vacancies, and therefore hope that the Subscribers at their Annual Meeting will find many of the medical gentlemen of the town willing to undertake the duties of the position.

During the year the Committee had to regret the loss of their valuable and lamented Treasurer, John R. Morris, Esq., whose long services to the Institution entitle him to the respected remembrance of the Subscribers.

In October last Mr. Bradley resigned his position as Secretary and Superintendent, and Mr. Edward Sharp was selected from numerous applicants to fill the vacancy.

The Committee have pleasure in again acknowledging the kindness of the Argus, Age, Leader, Geelong Advertiser, and Ballarat Star, who have continued to furnished gratis copies of their respective papers for the use of the inmates of the Institution. Several contributions of books and periodicals from S. Geoghegan, Esq., Newtown, and J. B. Wilson, Esq., and others have likewise been received and are gratefully acknowledged by the Committee.

The Committee desire to thank those Gentlemen in the country who have taken the trouble to collect and forward donations towards the funds of the Institute, without which they would not be able to claim the whole of the Government Grant.

ROBERT REEVES,

Chairman.

COMMITTEE OF MANAGEMENT.

There were twenty-nine Meetings of the Committee of Management:—

Management:—

His Worship the Mayor, President.

W. F. Ducker, Esq., (Term of Office expired in Nov.) attended 25 Meetings.

His Worship the Mayor, President,

the noismb me	major, 1	1001401109					
Robt. Reeves, Esq.	•••	•••		"	2	,,	
Mr. Charles Andrews, (a	ppointed	in April)	•••	,,	10	22	
" Thomas Asche, (app	ointed in	Jan. and Fe	eb.)	11	4	11	
Rev. R. Barker, (resigne	d in Aug	ust)	•••	33	4	**	
Mr. G. F. Belcher	•••		•••	••	24	,,	
" Geo. Brown	***	•••	•••	,,	24	,,	
,, S. V. Buckland	•••	•••	•••	"	16	,,	
Rev. A. J. Campbell	•••	•••		,,	12	,,	
Mr. J. H. Connor	•••	***	**>	,,	16	**	
" J. Davison	•••	***		11	1	,,	
"G. Gibson	•••	•••	•••	,,	13	**	
" R. Gillespie…	•••		• •••	59	20	"	
" R. De B. Johnstone	•••			**	8	22	
" T. Kelly	•••	•••	•••	**	22	,,	
" H. B. Lane	•••	•••	•••	"	9	,,	
" J. Middlemiss	•••	•••	•••	,,	11	"	
" A. R. Reed	•••	***	•••	"	20	,	
" Alexander Reid		•••	•••	15	17	. 21	
" J. R. Morris		***	•••	,,	13	•	
" W. McMullen	• • • •	•••		,,	1	27	
" J. P. Nicholson	•••	•••	•••	"	10	"	
Venble Archdeacon Sl	attery	•••		"	14	,,	
Mr. J. Timms		***	•••	"	9	11	
" J. Traill		•••	•••	39	5	>>	
", J. Volum	•••	***		53	2	,,	
Rev. E. J. Watkin	•••	•••	***	,,	4	,,	

HOUSE COMMITTEE.

There were Fifty-five Meetings of the House Committee.

Mr.	Charles Andrews, (appointed in	April,)	attended	33	Meetings.
**	Belcher, (retired in April)	•••	,,	12	**
,.	Brown		**	40	**
"	Cakebread, (retired in January,)	•••	•,	2	>>
>>	Gibson	•••	2)	32	23
,,	Gillespie, (appntd. in April, retd.	in Oct.)	,, (17	,,
27	Nicholson	•••	**	13	,,
17.	A. R. Reed, (retired in January,)		**	3	,,
,,	Alexander Reid	•••	,,	41	••
>>	J. Timms, (appointed in October	r,)	>>	6	**

FINANCE COMMITTEE.

There were Twenty Meetings of the Finance Committee.

Mr.	Connor	***	•••		attended	17	Meetings.
,, ,	Davison		•••	•••	,,	1	,,
,,	Johnstone		•••	•••	"	3	**
"	Gillespie, (app	oointed in	October,)	•••	,,	6	"
,,	Middlemiss	•••	***	•••	"	9	"
33	Morris	•••	. ***	•••	,-	6	21
,,	A. R. Reed	•••	•••	•••	"	19	` 22

BUILDING COMMITTEE.

These were Three Meetings of the Building Committee, (in November and December.)

Mr.	Chas. Andrews	3		•••	attended	3	Meetings.
,,	Buckland	***	•••	•••	3)	2	"
"	Johnstone	•••	•••	•••	**	3))
33	Middlemiss	***	•••	***	"	1	**

Statement of RECEIPTS and EXPENDITURE of the Geelong Infirmary and Benevolent Asylum, for the Year ending 31st December, 1872. 到r. Cr.

1872.		_	€.	7	-		J .	1872. £ s. d. £ s. d.
Ian. I. To	Balance in Bank	7.5	•.	<i>.</i>	699	S. 4		By New Ruilding Alfred Memorial Wawi
,	Instalment of Government Grant, for the				99			
	Year 1871 and 1872	1125	0	0				
	Thiste dista dista	1125		2				
	Triana dia dia	1125		0				
	Ditto unto atto	1125	٥	-		_	_	20 1 20 11
	Government Grant for New Buildings				3375	0		Beds, Bedding, and Drapery 71 17 1
	Alfred Memorial Ward Committee				1000	0		Clothing for Patients and Inmates 342 10 0
	Tayon (to be conitalized)				696			
	Interest on Debentures				49	0	-	Fittings and Furniture 18 17 3
		_			3r	4	0	Printing, Advertising, &c 82 5 2
	Paying Patients	264		ŏ				Stationery 28 6 0
	Deceased Patients	9	15	8			_	Timber 126
					274	13	8	Sundry Accounts 91 13 7
	Sale of Sundries, Pigs, Fat, &c				23	6	I	Commission 55 14 5
	Subscriptions and Donations				1446	0	7	277 18 11
								Salaries and Wages 1452 16 8
	· ·				7595	16	x	Provisions and General Stores 1621 16 3
	Overdraft obtained from Bank	98	9	I				Fuel and Light 371 5 0
	Unpaid Accounts, December	704	10	8				Medical Comforts, including Wines & Spirits 381 14 4
		<u> </u>	<u> </u>		803	8	0	Medicines, Medical and Surgical Appliances 461 2 4
-					-		-	Funerals 90 19 0
				£	8300	4 3	. 0	£8300 4 10
				~		_ <u></u> _	- .	

We have examined the Books, Vouchers and Receipts, and compared them with the Warrants and Orders of the Committee for payment, and found the Accounts correct.

GEORGE THOMAS, AUDITORS.
M. L. DENNYS,

ROBT. GILLESPIE, TREASURER.

January 6th, 1873.

STATEMENT of BEQUEST ACCOUNT of the Geelong Infirmary and Benevolent Asylum, for the Year 1872.

	om the late John Has		64	s. d. 0 0 16 0	1869. B	y Purchase of Interest Pai	Government Debe d to General Acco	entures unt	•••		0 16 16
							ROBT. GILL	ESPIE,	Tree	a sur e	? '.
											
	SWISS	Hosp	ITAL	Accor	INT, for	the Year	1872.	•			·,
871. To Swiss Hosp Interest	pital Fund Committee		£ 283	## ACCOUNTS ## 10 0	}	Purchase of Balance Pai	Government Debe d General Fund .	£1 16	5	£ 286	s. 8
871. To Swiss Hosp Interest	pital Fund Committee		£ 283	s. d. 4 7	}	Purchase of	Government Debe d General Fund .		5		8

ROBT. GILLESPIE,

Treasurer.

VITAL STATISTICS OF THE GEELONG INFIRMARY AND BENEVOLENT ASYLUM, For the Year ending 31st December, 1872.

TABLE I.-MALES.

					AG	KS.				
	All Ages.	0 to 5.	5 to 10.	10 to 15.	15 to 25.	25 to 35.	35 to 45.	45 to 55.	55 to 65.	65 and upwards.
Numbers remaining on the 1st Jan. from previous year	וה ד	1	8	1	7	11	17	23	21	37
Numbers admitted during the year	510	4	27	28	57	81	90	73	72	78
Total number treated	631	5	30	29	64	92	107	96	98	115
Numbers discharged, cured, or relieved	434	2	25	23	52	74	76	68	57	57
Numbers discharged incurable, or left at own request	19	0	ó	1	1	2	5	3	4	8
Numbers who died	53	2	3	2	5	6	10	4	io	11
Total number discharged	506	4	28	26	58	82	91	75	71	71
Numbers remaining at the end of the year	125	1	2	3	6	10	16	21	22	44

TABLE II.—FEMALES.

					AG	rs,				
•	All Ages.	0 to 5.	5 to 10.	10 to 15.	15 to 25.	25 to 85.	35 to 40.	45-to 56.	55 to 65.	65 and upwards.
Numbers remaining on the 1st Jan. from previous year	40	1	2	2	7	4	5	3	8	18
Numbers admitted during the year	178	6	5	16	41	28	38	17	14	18
Total number treated	218	7	7	18	48	32	38	20	17	31
Numbers discharged, cured, or relieved	153	4	5	15	40	21	34	15	8	11
Numbers discharged incurable, or left at own request	8	0	0	0	1	2	0	1	2	. 2
Numbers who died	17	2	0	1	1	4	1	1	4	3
Total numbers discharged	178	6	5	16	42	27	35	17	14	16
Numbers remaining at the end of the year	40	1	2	2	6	5	3	8	8	15

LIST OF DISEASES OF IN-PATIENTS

TREATED AT THE

Geelong Infirmary & Benevolent Asylum,

From the 1st January to the 31st December, 1872.

Disease,	No. Admitted.	No. Died.	No. Remaining	DISEASE.	No. Admitted.	No. Died.	No. Remaining
Headache Hernia Hydatid Iritis Literus	14 5 22 3 1 2 2 1 7 1 1 2 1 1 2 1 1 1 1 1 1 1 1 1	1		Joint Disease Lupus Maiformation Morbus Brightii Morbus Cordis Menorhagia Necrosis Opthalmia Olorrhœa Ovarian Dropsy Orchitis Phenis Phenis Pearlysis Paralysis Perigia Perganny Prolapsus Ani Plurodynia Prolapsus Uteri Phiegenon Paraphymosis Rheumatism Retrovers Uteri Syphilis Syphilis Syphilis Syphilis Syphilis Syphilis Syphilis Siricture Spermatorrhœa Sprain Snake Bite Talipes Tumor Ulcers Varicose Veins Wonnds	7 8 1 8 1 5 1 1 5 1 1 5 1 1 5 1 1 5 1 1 1 1	1	1 1

D. B. REID,

Senior Surgeon.

LIST OF LIFE COVERNORS.

(With the privilege of having a Patient always in the house.)

1854, Adams, John, Esq.

- " Austin, James, Esq.
- " Cunningham, A. F., Esq.
- " Fyfe, A., Esq.
- " Hope, G., Esq.
- " Nantes, Charles, Esq.
- " Strachan, Hon. J. F., Esq., M.L.C.
- " Wilson, Samuel, Esq.
- " Webster, George, Esq.
- ., Latrobe, C. J., Esq.
- " MacMillan, J. G., Esq.
- .. Murchie, Charles, Esq.
- , Officer, Robert, Esq.
 - " Sutherland, Robert, Esq.
- 1855. Learmonth, Messrs. T. & S.
- 1856. Manifold, Messrs. J. & P.
- 1857. Gregory, J. A., Esq.
- 1859. Coppin, George, Esq.
- 1860. McLaughlin, Donald, Esq.
- 1861. Bell, William, Esq.
- 1862. Bannister, R. D., Esq.
- 1864. Meakin, Henry, Esq.
- 1865. Ormond, Francis, Esq.
- 1866. Grant, James, Esq.
 - " Thomson, John, Esq.
- 1870. Finlay, C. A., Esq.

LIFE SUBSCRIBERS.

- 1859. Holmes, Matthew, Esq.
- 1862. Harrison, H. C. A., Esq.
- 1863. Whyte, C. J., Esq.
- 1867. Christy, A., Esq.

LIST OF

SUBSCRIPTIONS & DONATIONS

For the Year 1872,

	£	8.	d.	I		£	8.	d.
Australian Mortgage Lan	d			Bell, John		10	0	0
and Finance Co	10	0	0	Burke, Bros.		1	1	0
Armytage, Mrs. E	5	0	0	Bingley, T. P.		1	1	0
Allen, G. R	1	1	0	Bohanna, James	•••	1	1	0
Anderson, Andrew	1	1	0	Bannerman, John	•••	1	1	0
Andrews, Charles	1	1	0	Bayldon, G. R.	•••	1	1	0
Aitcheson, Mrs	1	0	0	Mr. Bayldon's Men		4	19	0
Armytage, W. F	5	5	0	Benari, Albert		1	1	0
Allnutt, Samuel	1	1	0	Batten, Thomas	•••	1	1	0
Anderson, James	2	2	0	Boyd, McNaught & Bo	yď	3	3	0
Armstrong, John	2	2	0	Bunnett, Templeton	•••	1	1	0
Adcock, Thomas	1	1	0	Balfour, John	•••	1	1	0
Admans, George	1	1	0	Bell, R. W.	•••	1	1	0
Asche, Thomas	3	8	0	Brady, Owen	•••	1	1	0
Adeney, William	2	2	0	Bank of Victoria		10	0	0
List per ditto	3	7	0	Butler, James		1	1	0
Allen, George	2	2	0	Brearley, Sharp		2	2	0
Austin, J	5	5	0	Bellarine Shire Counc	il	10	0	0
Anderson, Alexander, per				Ball, Charles	•••	0	10	0
R. Gillespie	5	0	0	Beard, James	•••	1	1	0
Applegate, Paul	0	10	0	Bush, Jacob	•••	Ł	1	0
Adams, Edward, Ondit	1	1	0	Barker, Thomas		1	1	0
Anderson, J. M	1	0	0	Brinsmead, William	•••	1	1	Û
Armytage, George	10	10	0	Blair, William	•••	1	1	0
Allen, George	1	0	0	Brown, William	•••	1	1	0
Armytage, Mr	1	0	0	Bell, James	•••	3	3	0
Ash, Thomas	2	0	0	List per ditto		1	12	6
A Friend, (per Stamps)	0	10	0	Belcher, G. F.	•••	1	1	0
Austin, James	5	5	. 0	Brown, Mrs. Geo.	•••	3	3	0
Armstrong, Alex	5	5	0	Beal, Charles	•••	2	0	0
List per ditto	6	7	6	Bannockburn Sh	ire			
Armstrong, Mrs., per				Council		5	0	0
Mrs. Bell	1	0	0	Bullivant, W. H.		2	2	0
				Berthon, Captain H.	•••	1	0	0
Bennion, Edwin	1	1	0	Bell, R. L.	•••	3	3	0
Brady, William	1	1	0.	Blythe, Ewing		1	0	0
Bank, New South Wales	10	10	0	Belcher, G. F., 2nd.	•••	5	0	0
Bartlett, Edwin	1	1	0	Baker, John	•••	1	1	0
Bray, Joseph	1	1	0	Bent, Andrew	•••	1	1	0
Buckland and Burnett	2	2	0	Barber, Samuel	•••	l	1	0
Barker, Rev. Ralph	1	1	0	Brandt, Oscar		1	1	0
•				1				

£ s. d.	. £ s. d.
Butterworth, Joseph T. 1 1 0	Collections, Wesleyan
Bryan, John 3 0 0	Church, per Rev. E.
Bannerman and Jarman 2 0 0	King 8 8 0
Box at Saving's Bank 5 1 7	Collections, Stieglitz
Roy of Wospital 7 4 51	Factor Charte per Mr
Box at Hospital 1 4 5½	Easter Sports, per Mr.
Box at Treasury 1 7 61 Bell, Mrs. John 5 0 0	
	Collection, Amateur Con-
Bank of Australasia 10 10 0	cert, Stieglitz, per Mr.
Buchanan, Alex 10 10 0	Allen Robinson 13 13 0
List per ditto 9 12 3	Collection, Concert at
Box per Davidson and	Morrisons, per Mr.
Henderson 1 13 8	George Silvester 14 0 0
Bell, James 3 3 0	Capron, William I 0 0
Henderson 1 13 8 Bell, James 3 3 0 List per ditto 1 4 0	Capron, William I 0 0 Colvin, William 2 5 6
Brown, Thomas 1 0 0	Chentenis, Louis 0 10. 0
DIOWILL THOMAS I O O	Contribution from Juror's 1 17 6
Outside I Down	
Colonial Bank 7 7 0	Colac Shire Council 25 0 0
Cunningham, George 2 2 0	Collections, Swiss—
Champion, Frederick 1 1 0	Per Louisa Amiet 13 2 0
Crawcour, Isaac 1 0 0	Per Jacob Weber 10 1 6
Connop, J. J 1 1 0	Per Julius Morillion 2 1 0
Crawcour, Isaac 1 0 0 Connop, J. J 1 1 0 Coghill, Mrs 1 1 0	Collins, Thomas 0 10 0
Cameron, Gibson & Co. 5 5 (Clark George 1 1 0
Campbell, Rev. A. J 1 0 0	Clark, George 1 1 0 Colvin, William 2 6 0 Clinnick and Sons 1 1 0
Curlewis, Alfred 1 1 0	Clinnick and Sons 1 1 0
	Coverdale Richard 0°10 0
Coleman, William 1 1 0	
Calvert, John 10 0 0	Contribution from Juror's 0 19 0
Cocks, David 1 1 0	Chirnside, Andrew, per
Clarke, Richard 1 1 0	W. Wetherby 10 0 0
Couves, T. N 2 2 0	Coll, Rev. Patrick 1 1 0
Connor, J. H 1 1 0	Colvin, William 2 6 0
Connor, J. H 1 1 0 Commercial Bank 3 3 0	Cole, Francis 3 0 0
Chapman, Mrs 0 10 0	Collections from Sheriff I 19 3
Corio Shire Council 5 5 0	Currie, J. L 5 0 0
Curlewis, Edgar 1 1 0	Ditto per List 7 7 0
	Ditto, per List 7 7 0 Cakebread, Wm 1 1 0
Cripps, George 1 0 0	
Contributions, Juror's	Cooper, Capt. J. E 1 0 0
Fees 1 16 6	l
Do. do. do. 2 6 2	Daniel, John 1 1 0
Christie, Mrs 0 10 0	Dalgety Ibbotson & Co. 5 5 0
Chinese Gardeners 1 1 0	Down, John 2 2 0
Craig, W. J 1 1 0	Davey, Richard 1 1 0
Curtis, William 0 10 0	Dennys, Charles J 3 3 0
Connewarre Road Board 2 2 0	Dickens, E. G i 1 0
Cumming, John 10 10 0	Donaghue, Michael 1 1 0
List per Mr. Milne 12 16 6)
	1 - 2 - 3 - 1
Cumming, George 10 0 0	Davies, Ebenezer 1 1 0
Cotton, Herbert 1 1 0	Davidson & Henderson 1 1 0
Cumming, William 5 5 0	Deane, Daniel 1 1 0
Colvin William 9 5 6	Day, John 1 1 0
Curnow, Thomas 1 0 0 Collins, Edwin 1 1 0	Dann, Thomas 1 1 0
Collins, Edwin 1 1 0	Dewar, J. Y 1 1 0
Collections, St. Mary's	Ducker, W. F 10 10 0
Church, per Venerable	Davison, John 1 1 0
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Collections, Wesleyan	Davis, William 1 1 0
Ch., per Rev. J. Cope 10 0 0	
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Davey, Thomas	0	10	0	Grant, Daniel		1	ō
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Fagg Bros	2		0	Hobbs, John	. 1	1	0
Fink, Bros	1		0	Humphrey, Robert	. 1	- 1	0
Forbes, Alexander	1	1	0	Hall, T. C	. 0	10	0
Firman, Alfred	1	1	0	Henty, Jas. & Co	. 5	5	0
Fisher, Edward	1	1	0	Hourigan, Dennis	. 1	1	0
Fraser, G	1		0	Hudson, Henry	. 1	1	0
Freeman, B	1		0	Holden, Elijah	. 0	10	0
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Fischer, Carl	1		0	Henley, H. J	. 1	1	0
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Gray, Alexander	1	1	0	Highett, Mrs	. 1	1	0 -
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Geelong Gas Co			0	Hull, Theodore		1	0
Gallop, Robert	1		0	Henshaw, John		1	0
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Garratt, J. M., M.L.A	1		0	Hodges, Isaac		1	-0
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Gilbert, A	1	1	0	Howlett, Robert		0	0
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				Rutherford, Andrew	1	ĩ	ŏ
Oldfield, Richard	0	10	0	Robb, John	б	ō	Ü
Officer, William	ĩ	ĩ	ŏ	Ryan, Laurence	2	2	ŏ
Ormond, F., junr., per	_	_	•	Robinson, John	0	10	ŏ
Robert Gillespie, Esq.	<u>10</u>	0	0	Rice, Joseph	ĩ	ĩ	ŏ
Owen, William	3	3	- ö	Raddenberry, John	ĩ	î	ō
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Price, Mrs. S. J	-			Shadwick, Jas	1	1	0
Paton, Robert	^		0	Sommers, William	1	I	
Piper, James	-	10		Sharp, William	1	1	0
Pothich, Fortuna Peters, Thomas	-	1	0	Sherrin, William Sheridan, Patrick	1	1	0
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Pardew, William	. 1	1	0	Squires, Henry	1	1	0
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Queenscliff Bor. Council	. 5	5	0	Simms, James	1	1	0
Dobinson IV D	,	-	_	Sutterby, Thomas	1		0
Robinson, H. R.	1	1	0	Smith, W. J.	1	1	0
Robertson, John	-		0	Sennet, R. H		: 1	0
Reidy, Timothy			0	Shirra and Moodie	1	1	0
Robertson and Nash	-		0	Simpson, William	1	1	0
Rissman, F			Ü	Smale, Thomas	1	1	0
Reid, Alexander	_		0	Sutherland, Robt	5	5	0
Rutherford, John			0	Stout, James	2	2	0
Ryan, Martin			0	Smythesdale Loyal M.	_	_	^
Rigney, James			0	U.I.O.O.F. Lodge	2	2	0
Reed, A. R	-	1	0	Smith, John, Mortlake	7		0
Reeves Bros				Smart, Samuel	1	0	0
Royce, Walter	~		0	Stoddart, Dr	3	3	0
Russ, Henry				Scott, Dr	5	5	0
Robertson, A. S			0	Stoneman, Thomas	1	1	0
Rankin, Dugald			0	Shugg, R. G		10	0
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Swannett Garren and Co	3	в. З	ű.	0 C F 777 E 777
Synnott, George and Co.			_	l
St. Joe, William	1	1	0	
Sladen, Hon. Chas	5	0	0	Whyte, C. J 1 1 0
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Trevena and Gubby	1	1	0	Webb, Capt 1 1 0
Timms, John	2	2	0	Winchelsea Shire Council 10 10 0
Traill, John	1	ļ	0	Wilson, T. G 1 1 0
Thorne and Bradley	1	1	0	Whitchell and Co 1 1 0
Thomson, John	1	1	0	Willis, Richard 1 0 0
Trump, John	1	1	0	Wills, Mrs. E 1 1 0
Thomson, Daniel	1	1	0	Wilson, James 2 0 0
Tulloch, James	2	0	0	Wilson, Geo 1 1 0
Timms Bros	5	0	0	Williams, Dr 1 1 0
Taylor and Buckland	5	5	0	Ward, Squire 1 1 0
Todd, Mrs. Jane	1	1	0	White, Andrew 1 1 0
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Thomas, John	1	1	0	Walker, M. H 1 1 0
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Union Bank	5	5	0	Welsh, Oliver 5 0 0
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Vey, James	1	1	0	Watts, Joseph 2 2 0
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Whitelaw, George	2	2	0	Weston, Maurice 3 3 0
Wade, William	1	1	. 0	List per ditto 4 10 0
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McLenan	•••	•••	***		0	10	0
E. Gibbon, W.			•••		0	10	0
W. Robinson,							
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	McKenzie,	McNeil, M	cGregor, Ha	ir, each			
2s. 6d.				•••	5	2	6
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Buckhart, Íohn Scheyer, Freder	ick Mathes I	Oucher, Jacob	Diescher,			
Peter Loffel, each	15s	Commol Double	In a second	2	10	0
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Francais Lion, John	n Fritz Deppler,	Jean Bougher,	each s		ő	ŏ
Samuel Rankin,	Alex. Coffran,	John Callagh	en, Jacob			
Carrpen, Martin Kirchpofer, each		muei Gissria,	rrederick	1	15	0
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James Bell C. McDonald, W. R E. Kelly		J. Fitzpatrick,	***	0	$_{2}^{0}$	0 6
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Currie, J. L., Esq.,	Larra:—					Ŧ	s.	đ.
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John Cumming	***	***	•••		•••	10		0
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Morrillon, Jules, Esq. :						
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Russell, T., Esq., Wurrock:— T. Russell D. McLaren B. Hill, W. Bailie, each 5s Mathews, Cahill, Burrow, E. McLarin, Jas. Haigin, J. Burns W. Butler, J. Fielding, E. Hollingworth, T. Connor J. Thornly, H. Reynolds, S. Reynolds, each 2s. 6d A. McLarin, E. Griffin, T. Thornly, each 2s T. Zyander, 1s. C. Fitzpatrick, 1s. G. Ritchie, 1s. 6d	. 0 . 1 . 0	0 0 10 12 6 3	d. 0 0 0 6 6
Total	£13	12	0
Robertson, A. S., Esq., Struan, Lismore:			
A. Glenn P. Kelly, T. McLeod, J. Callaghan, J. Templeton, each 10s Harry Thomson, Denis O'Brien, Peter Fleming, J. Cameron Wm. Flowers, Frank Templeton, Dedick, James Wallace	٠,	0	0
John Miller, each 5s	. 2	5	0
Total	£5	5	0
Russell, George, Esq., Golfhill:-			
George Russell	. 10	0	0
Robert Armstrong Jas. Trinity, Jas. Long, Haurahan, Thos. Armstrong, Robi Henderson, Henry Ewart, Wm. Sutherland, P. Fentrill		10	0
Henderson, Henry Ewart, Wm. Sutherland, P. Fentrill Peter Dunn, D. McIntosh, M. Hood, each 5s. Jas. Feehan, Chas. Cornell, Wm. Lager, Jeremiah Kellan John McMeaners, Wm. Langden, J. Blythe, Wm. Archan Wm. Grass, G. Tucker, Chas. Finlayson, John Hurley Malcolm Finlayson, Jos. Madden, Jas. Peatre, Jas. Moss	. 2	15	0
John Wilson, each 2s. 6d		2	6
Alexander Watt, junr	_		0
Alex. Watt, senr., Jos. Delanty, John Coats, George Murray John Burke, Alfred Howell, John Bowman, David Peatic James Sawyer, John Dunn, John McDonald, Danie McKerrel, each 2s. 6d.	, 1	10	0
Allen Martin, Jas. Gavin, Wm. Cootes, Angus McGillevray Wm. Henderson, Euphemia Martini, each 5s.		10	0
Malcolm Kerrel, Henry Phillips, each 1s	_		ŏ
Pat. McMahon, W. Cootes, junr., each 1s	. 0	2	0
Total	£18	14	6
Weston, Maurice, Esq., Weering, Cressy:-	_	-	_
Maurice Weston Jas, Haeberfield	. 3		0
Ann Keogh, J. Wilmore, each 5s	. 1	15	0
Jas Corbet Peterson, McNarra, Campbell, Geird, Abbott, Goold, Pitchord Saunders, Thos. Ecles, W. Pass, each 2s. 6d.	. 0 l, . 1	10 5	0
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Wilson, John, Esq., Gala, Lismore:-	£	s.	d.
John Wilson	. 10	10	0
R. H. Riddell	. 0	10	6
T. Seymour, J. Ellerby, R. Joyce, each 10s		10	0
R. Chinn, A. Boyd, J. Joyce, D. McKenzie, W. Moore F. Bloomfield, R. Gordon, E. Ryan. F. McRae, J. A. McRae	,		
F. Bloomheid, R. Gordon, E. Ryan, F. McRae, J. A. McRae	, ,	7 ×	^
W. Rowan, each 5s W. Mara, J. McIvor, R. Hester, M. O'Donohue, W. Marshall		15	0
M. Dwyre, J. Edwards, D. McKinnon, H. Vince, W	,		
Hopkins, J. Graham, J. Delarme, J. Coleman, J. Hawkins	•	•	
F. Webber, Ellen Ryan, each 2s. 6d	. 2	0	0
W. Sparks	. 0	2	0
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Total	£17	7	6 —-
Webber, J., Esq., St. James Vineyard:-			
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Webber, J. H. Fobel, D. Fraser, Jas. Moon, A. Weber, John Banditsch	1	1	0
M. Scheffeny, F. Weber, F. Deppeller, J. Weber, J. Funod	,		
Leo Shifferel, A. Propot, G. McDonald, W. Harientine	•		
John Mitchell, A. Keever, John Cameron, P. Knight	,		
H. Schifferley, C. Giles, A. Kadenturch, John Guggy	,		
J. Baker, each 5s	. 5	15	0
Jacob Deppeller and James Clements each 10s			0
X. Muhlebach, 10s. 6d. A. Junior, 10s.	. 1	0	6
J. Schefferley, William Bench, Best, Tanner, Grundy Stears, Trainor, Marcur, each 2s. 6d.		0	0
J. Scafferley	_	-	ŏ
W. Knight	. ŏ		ŏ
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Ware, John, Esq., Yalla-y-poora, Streatham.			
John Ware	. 5		0
G. Manson, E. J. Lewis, each £1	. 2	0	0
S. McTaggart, D. Turner, D. Bamford, A. Campbell, Mrs			
Porter, Pat Turner, J. Lexton, J. Bamford, each 5s	. 2	0	0
J. Trunton, J. Vagg, R. Long, M. Morton, Gilbert Hiward Robert Forbes, Droley, Musgrove, Woodyett, J. Hair	,		
Elderton, P. Connolly, J. Fraser, W. Hardey, J. Cameron	3		
P. Laurie, F. Shoulder, W. Gunn, F. McLean, W. Holden	,		
each 2s. 6d		12	6
Foster and A. Davies, each 2s	. 0	4	Ò
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Total	. 11	10	6

Geelong Intirmary & Benevolent Asylum.

BYE-LAWS.

OBJECTS.

 That the objects of the Infirmary be to afford medical and surgical aid to poor persons requiring it; to a limited number of paying Objects of Instipatients, whose admission under special circumstances may be sanctioned by the Committee of Management; and for casualities: but no person who shall meet with casualities and shall be found able to pay for surgical aid, shall receive further than temporary assistance. the object of the Benevolent Asylum be the reception of the poor and distressed, with a view to afford them consolation and assistance.

APPROPRIATION OF BUILDINGS.

2. That a portion of the buildings shall be set apart for the purpose of an Infirmary, and a portion for the purpose of the Benevolent Asy- Appropriation of lum, at the discretion of the Committee, who shall also be empowered to permit the reception of lunatics, on remand for medical examination, in a ward to be erected for that purpose.

CONSTITUTION.

3. The Corporation shall consist of a President, two Vice-Presidents, Constitution. Treasurer, Governors, and Contributors.

QUALIFICATION AND PRIVILEGES OF BENEFACTORS.

4. The following shall be the qualification and privileges of Governors and Subscribers, viz.:-£50 personal contribution (in one year) Life Governor.

BENEFACTORS. Qualification.

£50 contribution by society, institution, or corporation (to nominate)

Governor for eight years. Governor for three years.

Life Subscriber.

*£25 £50 first-named or acting executor (be-) quest under will)

*£20 society, association, or company collecting in one year (to nominate for each £20 collected) ...

*£15 minister of church or layman collecting in one year (to nominate for each £15 collected) ... £1 and upwards yearly subscription ...

Contributor.

* Donations by society, or collections of lesser amount, will entitle the nominee, minister, or layman to one-half the number of tickets of admission to which a personal contributor of like amount is entitled; and if the donations or collections exceed the sums

stated, the number of tickets shall for the excess be adjusted in like manner.

Firms subscribing may nominate one of their members as a governor or contributor as the case may be. All nominations to be made in writing before the issue of tickets or exercise of any privilege. In the event of death or removal of nominee, another may be appointed,

Life Governor will be entitled to recommend:—

Privileges.

I in and 4 out patients always on the books.

Life Subscriber 1 in 2 out annually. " ,,

" 10 out Governor for years ... 5 in **

,, 20 out Governor for 1 year 10 in "

Contributor ... 1 in " 2 out annually for each £1 subscribed.

Tickets of Admission.

6. Recommendations shall be made by ticket, and shall be only used for the recommendation of persons unable to pay for medical attendance: the reception of such persons shall be subject to the approval of the Committee of Management, and provided that the funds and accommodation of the Institution admit of their reception. When recommendations cannot be acceded to, a ticket in lieu of that used shall be returned to Tickets will be issued by the Secretary to Subscribers at the time of payment of subscriptions, but in cases where the payment is made after the 31st of July in any year, the Subscriber shall have the option of taking tickets for that or the following year. Tickets shall only be available till the 31st January in the year after that for which issued, Subscribers shall also have the privilege at any time, on application to the Secretary, of exchanging out-patients' tickets for in-patient's, and vice versa, one in-patient's ticket being equivalent to three out-patients.

Subscriptions vance.

7. Annual Subscriptions must be paid in advance for the current payable in ad-year, such year to commence on the 1st day of January, and no contributor shall be entitled to vote at the Annual Meeting in January unless his subscription for the year then commenced shall have been paid, and no Subscriber shall be entitled to any privilege until his subscription has been paid.

Number of Votes.

8. At all Annual and Special Meetings of the Corporation, Life Governors shall have three votes; Life Subscribers and Annual Governors, two votes; Annual Contributors of £5 5s. and upwards, three votes; £3 3s. two votes; £1 one vote,

Limitation Voting.

9. No person shall vote at or take part in any meeting while he is a salaried officer, or pupil of the Institution.

Notices and Address.

10. Notices of all General and Special Meetings shall be sent (by post) by the Secretary to such Contributors as shall leave their address for that purpose in writing under their hands at the Institution; but special notices shall not otherwise be sent.

GENERAL MEETINGS.

GENERAL MEETINGS.

Annual.

11. An Annual Meeting of the Contributors shall be held on the second Thursday in the month of January in every year for the following purposes:-

(1.) To receive the report of the Committee of Management for the preceeding year, and audited statements of receipts and expen-

diture.

(2.) For the election of President, Vice-Presidents, Treasurer, Honorary Medical Staff, and Auditors, for the ensuing year.

(3.) The election of Members of the Committee of Management to

fill vacancies.

(4.) For the transaction of any business of which notice has been given, or that may arise at such meeting, connected with the institution.

- 12. If required by the Committee of Management, or upon the requi- Special. sition in writing of six members of the Committee or of ten Subscribers, the Secretary shall, without delay, convene a special meeting of Contributors, the occasion of calling such meeting being stated in such requisition; and no business shall be transacted at such special meeting except that for which it shall have been summoned.
- 13. All meetings of Contributors shall be called by the Secretary by Meetings to be advertisement in one or more newspapers published in Geelong, for at vertisement. least one week previous to such meeting.
- 14. At all meetings of Contributors, the President, or in his absence Chairman of Meeting. one of the Vice-Presidents, shall take the chair; but in their absence the meeting shall choose its own chairman, who shall have a castingvote only.
- 15. Ten Contributors entitled to vote shall constitute a quorum at Quorum. all meetings of Contributors, and as soon as a quorum be present the chair shall be taken; but if no quorum is present within half-an-hour of the time named, such meeting shall stand adjourned for the following week at the same day and hour.
- 16. Every question submitted to a General Meeting, and all elections, Mode of Voting. shall be decided by a majority of votes of Governors and Contributors present entitled to vote, and shall be taken by show of hands, unless a ballot shall have been previously demanded by any three persons entitled to vote; in which case the voting shall be by ballot, and for such purpose scrutineers shall be appointed before the ballot is taken,

COMMITTEE OF MANAGEMENT.

COMMITTEE OF MANAGEMENT.

17. The Institution shall be governed by a Committee, each of whom Constitution shall be a subscriber of not less than £1 per annum, and shall consist of the President, two Vice-Presidents, Treasurer, and eighteen Gevernors or Subscribers. The Honorary Medical Officers of the Institution may be members of the Committee. Four members of Committee (but not including more than one of the honorary staff) shall form a quorum.

18. Extracts from Act 27 Vic., No. 220 :- "On the second Thursday Annual Retire-"in the month of January in every year one-third part of the elected "members of the Committee shall go out of office, but may nevertheless "be re-elected, and the persons who shall go out of office shall be those "who have been the longest in office without re-election; or where two "or more shall have been in office for the same length of time, then

"If any member of Committee shall die, or resign by letter under Occasional his hand addressed to the Chairman of Committee, or become cancies. "insolvent, or compound with his creditors, or be convicted of any "treason, felony, or misdemeanour, or be absent for four consecutive "meetings from the Committee, his office shall become vacant, and the "remaining members of the Committee may declare his office vacant, "and temporarily appoint thereto some Contributor to such Institution "until the next annual meeting for the election of the Committee, "when the person thus temporarily appointed shall retire as one of "those who, by the provisions of the said Act, are required to go out "of office."

"those who shall go out of office shall be determined by lot.

President. &c.,

19. The President, Vice-Presidents, Treasurer, Honorary Medical retire annually. Officers, and Auditors, shall retire annually, at the annual meeting of Contributors, but shall nevertheless be eligible for re-election; and in the event of the annual election to fill vacancies from any cause not taking place on the day appointed, they, and also the retiring members of the Committee, shall hold office until the elections take place.

Occasional sident or Vice-President.

20. Whenever any vacancy shall occur in the office of President, the cancy of Pre- Committee shall appoint one of the Vice-Presidents to fill the same; and if any vacancy shall occur in the office of Vice-President, the Committee shall elect one of their number to the office, until the next annual meeting.

Meetings of Committee.

21. The Committee shall meet at the Institution on the first Wednesday in every month, and on such other days as they may appoint, for the transaction of general business. Special Meetings may be convened by order of the President, or upon the request in writing of four members of the Committee. Notice of all meetings shall be sent to each member by the Secretary at least twenty-four hours before the time of meeting, stating any special business to be considered.

Chairman and Adjournments.

22. The President, or in his absence one of the Vice-Presidents, shall preside; if they also be absent, the Committee shall elect its own Chairman. The Chairman shall have a casting but no a deliberative vote. If a quorum be not present at any monthly meeting within twenty minutes of the time fixed, the meeting shall stand adjourned for the following week, at the same day and hour.

Pecuniary interest.

23. No member of the Committee of Management, nor officer of the Institution, shall be a contractor or become security for a contractor, directly or indirectly; but this shall not apply to any member of a company, partnership, or association consisting of more than twenty persons, when such contract shall be entered into for the general benefit of such company, partnership, or association; but no member of the Committee of Management shall be present at the discussion of, nor record his vote upon, any matter in which he shall, by himself or his partners, have any pecuniary interest.

Powers of Committee.

24. The Committee of Management shall direct the general business of the Institution, and frame regulations for its internal managementsuch regulations not to be repugnant to the Hospital Statute and Bye-Laws; they shall appoint and discharge all paid officers and servants of the Institution; and enter into all necessary contracts for the supply of provisions and other articles, and for the repair, alteration, and extension of buildings; they shall direct the collection of the funds, and make all necessary payments in connection with the Institution. They shall superintend or give instructions and make regulations for the admission, discharge, or dismissal of patients, in accordance with the objects of the Institution and Bye-laws.

Sub - Committees

25. The Committee of Management shall, at its first meeting, in each to be appointed year, after the annual meeting of Subscribers, choose from among themselves two Sub-Committees, each to be composed of five members three to form a quorum; one to be designated the House Committee. and the other the Finance Committee, and, when practicable, two or more members of an old may be members of a new committee. Committee of Management may also at any time appoint Sub-Committees for any purpose connected with the Institute or its management, and may fix and alter the quorum of, and continue, alter, or discontinue such Committees. The President and Vice-Presidents shall be ex officio members of all Committees, and the Treasurer shall be ex officio member of the Finance Committee.

26. The House, Finance, or other Sub-Committees shall appoint their Meetings of Subown Chairman, and meet as directed by the Bye-laws, or as they may determine, and whenever convened by order of the Chairman. Minutes of their proceedings shall be recorded in a book, and be submitted to the Committee of Management, at each monthly meeting, for adoption.

27. The House Committee shall meet once at the least in each week, Duties & powers and oftener if necessary. They shall have power, subject to the approval of the Committee of Management, to admit patients, and to confirm or otherwise the admission of any cases received during the interval of their meetings; they shall examine into and report to the General Committee upon all complaints, and be empowered to dismiss patients for misconduct or breach of the rules of the Institution, recording in their minutes reasons for non-admission or for dismissal; they may engage and discharge servants, order necessary supplies, call for and inspect the half-yearly tenders, and recommend any to the General Committee for acceptance; they shall inspect all books connected with the admission and discharge of patients, receipt and issue of stores, medicines, medical instruments, furniture, bedding and supplies generally; they, or some of their number, shall weekly inspect the wards, kitchen, and other portions of the Institution; they shall check the tradesmen's monthly bills and other accounts for supplies, and recommend the same to the Finance Committee for payment; and generally, shall supervise and regulate the internal management of the Institution, under the direction of the Committee of Management.

of House Com-

28. The Finance Committee shall meet at least twice in each month Duties & powers and shall examine the Secretary's cash and other books of account, and compare same with Treasurer's bank pass-book; they shall also compare the Collector's books and receipt butts with advertised list of subscriptions and donations, check additions, and see that the totals correspond with each other and with the amounts acknowledged by the Treasurer; they shall give all needful instructions to Secretary and Collector with reference to keeping books of accounts and collection of subscriptions, and shall monthly prepare an abstract of all accounts for payment, and submit the same to the Committee of Management at their monthly meetings, and shall in conjunction with the President or a Vice-President and Secretary, be empowered to make any necessary special payments in the interval of the monthly meetings; they shall see that the vouchers connected with the previous abstract have been properly receipted; and shall also examine the returns prepared for Government, and annual statements of accounts.

Committee.

29. In all cases where books or vouchers are checked by the House Verifying books or Finance Committees, the signature of some member thereof shall be appended, with the date of examination.

30. At the monthly meetings of the Committee of Management, the Business at Comminutes of the previous monthly meeting, and of special meetings during the month, shall be read and confirmed, no discussion being allowed thereon, except as to their accuracy; the minutes and reports of all Sub-Committees Minutes. shall also be read and considered, and on all questions votes shall be taken by show of hands, each member having one vote only. The Committee Voting.

Appoint Visitors, shall also from among themselves appoint two members (not being members of the House Committee) to be Visitors for the month, who shall, at the next monthly meeting report the state of the Institution as found by them at their visits. At the monthly meeting in December of each year the Committee shall consider and determine the rate of salaries and wages of the officers and servants of the Institution for the ensuing year.

Fix salaries yearly.

Suspensions.

31. The Committee of Management may suspend any honorary medical officer, or one or more of its own members, on any well-founded charge, provided that such suspension be approved of by the majority of the members present at the special meeting convened for the consideration of such charge, and provided that the suspension and cause thereof be reported to a general meeting of Contributors, to be specially convened for that purpose within two weeks after the order of suspension be made: and the House Committee may suspend any paid officer of the Institution, and make arrangements for the performance of the duties by other officer or person, provided the suspension be reported to the Committee of Management, who shall be specially convened for the consideration thereof within one week of such suspension.

Investments.

32. The Committee of Management shall have power to invest in Government debentures any special bequests or contributions which in the interest of the Institution they consider should be capitalised.

Report sheet.

33. The Committee of Management shall present a general report of and Balance- the affairs of the Institution, together with a duly audited balancesheet, at the annual meeting of Governors and Contributors, in January of each year, such balance-sheet to be published once in one or more of the local papers at least three days before such meeting.

Regulationswhen valid. 34. No regulation, or alteration of any regulation made by the Committee of Management, shall be valid, (although ad interim the same may be enforced) unless confirmed at the next subsequent monthly meeting of the Committee to that at which it was decided on; and no resolution passed by the Committee shall be rescinded within three months, unless one month's notice respecting same shall be first given. Any regulation may be considered and altered by the Contributors at the annual meeting in January.

COMMON SEAL.

COMMON SEAL.

Custody.

35. The common seal of the Corporation shall be kept in the iron chest at the Hospital, in a box with two different locks and keys, one of which shall be kept by the President, and the other by the Secretary.

Authority to affix Seal,

36. The common seal shall not be affixed to any deed or other instrument, except by order of the Committee of Management.

TREASURER.

TREASURER.

Receipt of money.

37. All moneys received on account of the Institution shall be paid to the Treasurer, and be deposited without delay to the credit of the Hospital, in such Bank as the Committee may from time to time appoint.

- 38. Upon receipt of any moneys from the Secretary or Collector, the Acquittance. Treasurer shall sign a book, to be kept for the purpose by each, for the amounts so paid him.
- 39. All payments shall be made by cheques, which shall be signed Payments, by the President or a Vice-President, the Treasurer, and counter-signed by the Secretary.
- 40. Previous to signing a cheque for any payment, the Treasurer shall Authority for payrequire a warrant, signed by the President, or Chairman of the Committee of Management at which the accounts were passed, and counter-signed by the Secretary; special payments way nevertheless be made during the month, in accordance with Bye-Law No. 28—such special payments to be included in the next warrant passed by the Committee.
- 41. If any vacancy shall occur in the office of Treasurer, the Vacancy. Committee of Management may appoint another to hold office until the annual meeting in January.

THE SECRETARY AND SUPERINTENDENT.

SECRETARY AND SUPERINTEN-DENT.

- 42. He shall attend all general and special meetings of Contributors, Duties of Secreand all meetings of the General and Sub-Committees, and take minutes tary. of the proceedings, and shall transcribe them into books to be kept for that purpose; he shall keep the records of the Institution, conduct the correspondence, call all meetings, giving proper notice thereof, and bring the business before the same, and carry out the directions given to him by any of the Committees.
- 43. He shall be responsible for the conduct of the clerical business Keep accounts of his department, and shall keep the necessary books of account, under the direction of the Finance Committee; and at each monthly meeting of the Committee of Management he shall submit the cash-book and Bank pass-book of the Institution, made up to date; and he shall also submit a list of subscriptions and a monthly progress balance-sheet in

prescribed form, showing the actual position of the Hospital funds to

with respect to the discharge of the duties of his office.

the end of the previous month.

- 44. He shall compile all needful returns, statements, and reports Prepare returns, required by Government and by any of the Committees, and shall in every year make application, by Circular or otherwise, to corporate bodies, societies, squatters and country residents, for contributions to the funds of the Institution.
- 45. He shall reside in the Institution, and shall not in any way be Responsibility as engaged in private business, and under the direction of the Committee Superintendent, he shall, as Superintendent, be responsible for the proper government and due observance of all the rules and regulations of the Institution, excepting those relating to the Medical and Surgical departments; he shall comply with all regulations which may from time to time be made
- 46. He shall give security for his faithfulness in all matters of Give security. Finance for the sum of £250, of some Guarantee Company, to be approved by the Committee of Management.

Suspension of Servants.

47. He shall have power to suspend any warder, nurse or other servant of the Institution, and report same to the House Committee at their next meeting, and if necessary make arrangements for the performance of the duties in the interim.

Auditors.

AUDITORS.

Appointment,

48. Two Auditors shall be appointed at the Annual Meeting of Governors and Contributors in January of each year, and the remuneration to them, if any, shall then be fixed. In default of such appointment, or in the event of any vacancy occuring during the year, the Committee of Management shall make the appointment.

Access to books at all times.

49. They shall have access to all the books and accounts of the Institution at any time, to check the same; and shall report to the Committee of management anything, with respect to the finances and accounts, which they deem necessary to bring to notice.

Annual Audit.

50. They shall, in the first week of January in each year, examine the Treasurer's Annual Financial Statement, with all books, accounts, and documents relating thereto, and List of Subscriptions and Donations, and shall certify to their correctness, and make any special report thereon which they consider necessary to the annual meeting.

COLLECTOR.

COLLECTOR. To give Receipt.

51. The Collector shall, under the direction of the Finance Committee, canvass for subscriptions and donations to the funds of the Institution. He shall give a printed receipt for every sum he receives, and keep a counter part of such receipt in a book which shall be provided for the purpose by the Committee. He shall furnish to Contributors from whom he receives a subscription of £1 and upwards the admission tickets (signed by the Secretary) to which they are entitled, and shall also furnish them with a copy of the annual report of the preceding year.

Furnish Tickets and Reports.

He shall enter all subscriptions received by him in a book, specifying dates of receipt, and, once at least in every week, he shall copy all Keep duplicate entries into a duplicate book to be kept at the Institution. He shall pay over to the Treasurer once in every week, and oftener if the receipts exceed \$20, all moneys received by him, and shall furnish to the

Pay to Treasurer.

books.

Treasurer a list of the contributions so paid over, and shall obtain the Treasurer's receipt in his book for such payments.

52. The books used by the Collector shall be provided by the Com-Books to be promittee, and shall be deemed to be the property of the Institution; and vided.

Attendance when required.

the Collector shall at any time, upon demand, deliver up his books and butts for examination or retention. He shall when required, be in atendance at the meetings of the Finance Committee, and shall act in

Give security.

the discharge of his duties under their instructions. He shall give security for the faithful discharge of his duties, in the sum of £150 of some Guarantee Company, to be approved by the Committee of

Payment.

He shall be paid monthly, by a commission on the Management. amounts collected, at such rate as the Committee shall fix, and will be liable to be removed from office at any time without notice.

Removal.

HONORARY MEDICAL STAFF.

HONOPARV STARR

- 53. The Honorary Medical Staff shall be elected by the Governors Election. and Contributors at the annual meeting in January of each year; and the number to be elected shall be decided by such meeting, but shall not exceed four.
- 54. No person shall be eligible for election as an Honorary Physician. Qualification. or an Honorary Surgeon, unless he shall be registered as a legally-qualified medical practitioner, under any Act in force in Victoria relating to medical practitioners, and unless he shall possess (for the office of Physician) a degree from some one of the Universities of the United Kingdom, or of the Australian Colonies, or a Foreign University recognised by them, or a Diploma from a College of Physicians in the United Kingdom: and unless he shall possess (for the office of Surgeon) a degree as Master of Surgery from some one of the aforesaid Universities, or be a Member or Licentiate of some one College of Surgeons in the United Kingdom.
- 55. The Honorary Medical Staff shall attend in weekly rotation, on Rotation of duty. such days and at such hours as may be most convenient, for consultation on the treatment of patients; and they shall arrange the rotation of They shall not interfere with the admission or discharge of patients, and shall in all respects, comply with the Bye-Laws and Regulations of the Institution.

- 56. The Honorary Medical Staff may visit the Institution at any Occasional visits time, irrespective of the rotation of duty, and in the case of their observing any neglect of, or inattention to the patients, it shall be their duty to report the same to the House Committee forthwith.
- 57. The Honorary Medical Staff of the week shall attend for con- Consultations to sultation on all important cases, and should and capital operation be deemed necessary, the whole of the Honorary Medical Staff shall be summoned by the Resident Surgeon for furthur consultation (except in cases of emergency) previous to the operation being performed, when if then decided on, the whole of the Honorary Medical Staff shall be requested to attend.
- 58. They shall record their visits in a book to be kept for that Record of Visits purpose, and note therein anything of importance.
- 59. Any Honorary Medical Officer neglecting his duty for two weeks Absence or negor absent from the Hospital for four consecutive weeks, without leave lect of duty. of the Committe of Management, may suspended by the Committee.

SURGICAL OPERATIONS, &c.

60. No one shall be present at the time of any operation or post Surgical operamortem examination, except such persons as may be connected with the tions. Institution, or members of the medical profession.

PATIENTS.

ADMISSION OF PATIENTS INTO THE INFIRMARY.

Admission into

61. Accidents, and such cases of decided emergency only, as in the the Infirmary. opinion of the Senior or Resident Surgeon cannot be delayed, may be received into the Infirmary at any time without ticket; and the admission of patients, in ordinary cases, recommended by Subscriber's tickets, shall be daily (Sundays excepted) between the hours of NINE and TWELVE o'Clock in the forenoon, by the Secretary and Senior or Resident Surgeon, such admission to be temporary and subject to the approval of the House Committee at its next meeting.

ADMISSION OF PAYING PATIENTS.

Admission of Paying Patients.

62. Paying Patients may be admitted at the discretion of the House Committee, who shall fix the weekly rate to be charged to each patient. and in the event of an operation being necessary, may fix a fee therefor, and may require the same to be paid in advance; and every person admitted on the ground of emergency to the benefits of the Institution and able, in the estimation of the Committe, to pay, shall be required. to do so, at such rate as the Committee may determine. Each admission of a paying patient shall be reported to the General Committee at its next meeting, and shall be subject to confirmation,

Rules applicable.

63. The General Rules and Regulations of the Institution shall be applicable to and be observed by all paying patients.

PERSONS NOT ADMISSIBLE.

Persons not admissible.

64. No pregnant female for the purpose of confinement; no insane person, except on remand, for medical examination in the Lunatic Ward; no one having a contagious or infectious disease; no one subject to epilepsy; nor any one who, in the opinion of the Surgeon, might receive equal benefit as an out-patient, shall be admitted; and no child under five years of age shall be admitted, except in case of accident or for a surgical operation; nor, except under special circumstances, shall patients be admitted from other districts where hospitals exist. Provided that the House Committee, or officers of the Institution, shall have discretionary power to admit such prohibited cases, and shall report upon the exercise of such power to the next general meeting of the Committee of Management.

ADMISSION OF INMATES INTO THE BENEVOLENT ASYLUM.

Admission to Be-

65. The admission of inmates into the Benevolent Asylum shall be nevolent Asylum. restricted to those days in each week upon which the House Committee meets, when applications shall be considered and decided upon. 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.

OUT-PATIENTS.

Out-patients.

66. Persons unable to pay for medicines and medical attendance (or for either) but not requiring admission to the house, shall be treated as Out-Patients, on producing the recommendation, in proper form, of a Governor or Subscriber.

IMPOSTERS.

67. In the event of any person in a position to pay for medical or Imposters, surgical advice, or to support him or herself elsewhere, being detected in the receipt of the charity of the Institution, such person shall be liable to be prosecuted, and shall be charged as in-patient of the Infirmary or Benevolent Asylum, at the rate of ten shillings per diem from date of admission; or, if an out-patient, ten shillings for each occasion on which either of the Surgeons may have been consulted; and the Committee may order the removal of such person from the Institution, provided the case is not one of emergency.

RELIGIOUS INSTRUCTION.

- 68. Ministers of Religion shall have free access to persons of their Ministers of Rerespective denominations, at such times as shall be appointed by the ligion.

 Committee of Management; and when a patient requests that any minister may be sent for, his wish shall be immediately complied with.
 - 69. That the instruction of the patients in the Institution be left to Religious Inthe recognised religious teachers of the various denominations to which struction. the patients belong; and it shall be understood that controversial works be prohibited.

REGULATIONS.

REGULATIONS.

70. Copies of all Bye-Laws and Regulations, with respect to the To be furnished officers or servants of the Institution, shall be furnished to them by the to Officers, &c. Secretary, and with respect to patients and visitors, the regulations And posted in affecting them shall be hung up in each ward of the Institution.

BYE-LAWS.

71. No Bye-Law shall be made or altered except at an annual or Bye-Laws, special meeting of the contributors, and in accordance with the 7th sec. 27 Vic., Act No. 220. No such Bye-Law shall be of any force or effect until one month after the same shall have been confirmed by a general meeting of Contributors, specially convened for that purpose, and published in the Government Gazette.

REGULATIONS

FOR THE INTERNAL

MANAGEMENT OF THE INSTITUTION.

SENIOR SURGEON.

Senior Surgeon.

- 1. Every Senior Surgeon must be qualified under the "Medical Qualification. Registration Act" of Victoria, and must, when applying for the office, produce a diploma as Surgeon from some College or University recognised by the said Act.
- 2. He shall not, without the consent of the Committee of Manage Residence. ment, reside at a greater distance than half a mile from the Institution.
- 3. He shall be at liberty to engage in private practice, but shall not Private Practice. receive or attend to private patients at the Hospital.
- 4. He shall have the charge in chief of all patients, and shall Charge. exercise a general superintendence over the whole of the Medical department of the Institution, and shall be responsible for the faithful discharge of their duties by the subordinate officers of that department, and shall have power to suspend any Wardsman or Nurse for neglect of duty or disobedience, such suspension to be reported to the Superintendent, to be dealt with by the House Committee.
- 5. He shall not, without the leave of the House Committee, be absent Absence. from the Institution for more than two days at one time in any one week. He shall be present in the institution, and shall perform the duties of the Resident Surgeon during any absence of that officer.
- 6. He shall visit the Wards regularly, and shall examine every case Visits, requiring particular attention. He shall satisfy himself that the prescribed treatment has been carried out, also as to the cleanliness, temperature, and ventilation of the Wards, and should any patient prefer any complaint, he shall enter it immediately in the complaint Complaints, book.
- 7. He shall make a daily record of his visits to the Institution in Record visits. the Medical Officers' Visiting Book, and note therein anything of importance.

Report miscon-

8. He shall at once report to the Superintendent and Secretary any duct or neglect. misconduct or neglect of duty, which may come to his knowledge; and shall make a special report to the House Committee upon the case of any patient whose dismissal, from misconduct or other cause, he may recommend.

Instructions.

- 9. He shall, in all important cases, give written instructions regarding the treatment, medicines, and diet of the patients.
- Admission of pa-
 - He shall endorse on the ticket of recommendation his reasons for tients, & refusal refusal to admit a patient, sign the same and forthwith deliver it to the to admit. Secretary to be filed; and if patients are admitted in the absence of the Senior Surgeon, to whose admission he objects, a report on such cases shall be made by him to the House Committee at its next meeting.

Discharge of patients.

11. He shall discharge patients when cured or relieved, and shall intimate the same to the Secretary before they leave, that the Discharge Book may be signed. Patients leaving of their own accord shall be reported to the House Committee, and shall also be required to sign the Discharge Book.

Report on pro-tracted or incurable cases.

- 12. He shall make a special report to the House Committee on any patient who may have been two months in the Infirmary, and he shall also report any case that may after consultation with the Honorary Medical Staff, be considered incurable, to be dealt with as the Committee may see fit.
- 13. He shall, at the usual hours, with the assistance of the Resident Out-door patients. Surgeon, attend to all out-patients,
- 14. He shall regularly consult with the Honorary Medical Staff on Consultation and of any important case, in accordance with Bye-Laws Nos. 55 and 57. And Honorary Staff. he shall afford them every facility for examining and offering opinion on the treatment of all cases admitted.
- 15. He shall, from time to time, submit to the House Committee a Indent for Medicines & Stores. list of medicines, medical and surgical instruments, utensils, and stores, as may be required.

Annual and other Returns.

16. He shall at the end of each year, furnish a return of the diseases of all in-patients admitted during the year; showing the number admitted, also vital statistics of males and females (classified by ages) treated, discharged cured or otherwise, and the numbers remaining; and shall, at all times, furnish the Committee with such returns and information relative to the medical department of the Institution as they may require.

RESIDENT SURGEON.

RESIDENT SURGRON.

1. Every Resident Surgeon must be qualified under the "Medical Qualification. Registration Act" of Victoria, and must, when applying for the office, produce a diploma as Surgeon from some College or University recognised by the said Act.

> and Absence.

- 2. He shall reside in the house, and shall not leave it without the Residence express sanction of the Senior Surgeon; such sanction to be entered in a book kept for that purpose. He and the Senior Surgeon shall not be absent at the same time.
 - 3. He shall not engage in private practice, in or out of the Institution Private Practice prohibited.
- 4. He shall be responsible for the regular entry, in proper books, of Books to be kept. the names of patients as admitted and discharged, the nature and history of their diseases while under treatment, and other particulars; and he shall have such books ready at all times for the inspection of the House Committee.
- 5. He shall visit each patient every morning and evening, and shall Visit each Paperform such professional duties and keep such records as shall from time to time be directed by the Senior Surgeon or by the House Committee; and he shall on such visits examine the condition of the wards Condition of with respect to cleanliness, temperature, and ventilation; and he shall observe if the Wardsmen and Nurses have done their duty. If any com- Complaint. plaint be preferred, he shall enter it immediately in the complaint book which shall be laid before the House Committee at each meeting.
- 6. He shall cause to be affixed to the bed of each patient a card, Bed Tickets. stating the patient's name, age, religion, disease, date of admission, and diet, as the same may from time to time be changed.
- 7. He shall in the absence of the Senior Surgeon, attend all cases of In urgent or seriaccident and other urgent surgical cases without delay, and decide upon the propriety of sending for the Senior Surgeon; but in case of any accident, or other surgical case of a serious nature, he shall forthwith send for the Senior Surgeon, and in the event of his not being able to obtain the assistance of the Senior Surgeon, he shall send for one of the Honorary Medical Staff.
 - ous cases, send for Senior Surgeon. .

Consulta-

οf tions and oper-

- 8. He shall at the usual hours, when directed by, or in the absence Attend to Out of the Senior Surgeon, attend to the out-patients.
- He shall issue notice to the Honorary Medical Staff of all consul- Notice & Record tations and operations, and shall give all requsite information to them on their visits to the Institution, and shall be responsible for the due entry of all consultations in the consultation book, and he shall obtain the signatures of the Surgeons present thereto.

E

Report Miscon-10. He shall at once report to the Superintendent and Secretary any ductorneglect. misconduct, or neglect of duty, which may come to his knowledge.

Medicines, struments, Furniture, &c.

Inventory.

11. He shall have the charge of and be responsible for the surgical instruments and apparatus, and shall be accountable for the medicines, medical utensils, and stores, except such as are in charge of the Superintendent or Matron, and shall enter the receipt and issue of same in books Charge of; and to be kept for that purpose. He shall prepare an inventory in the month of December in every year, and at such other times as the House Committee may direct, of all furniture, utensils, medicines and stores under his charge, and such inventory shall be recorded from year to year in a book to be kept for that purpose; but no repairs, or alterations of, or additions to any instrument or apparatus shall be made, except by the written direction of the Senior Surgeon.

Dispense Medicines and write

12. He shall dispense all prescriptions, which shall be entered in a particulars book; and shall carry out the instructions of the Senior Surgeon; and shall write, or cause to be written, upon every medicine dispensed, 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 shall be done however frequently the same medicine may be repeated; and he shall cause the Supply for Acci- medicines to be administered as directed, and shall keep, or cause to be kept, a proper supply of the necessary apparatus for cases of accident or emergency ready for immediate use, and he shall perform all other duties of dispenser.

dent and Emergency.

Inspect Diet, &c. 13. He shall inspect the diet of the patients, and see that it is of good quality and properly prepared, and such as is ordered; and that patients do not partake of food, liquor, or medicines except such as are prescribed.

Wines, Spirits, &c. - account to be kept.

14. He shall keep an accurate record of every patient for whom wine spirits, ale or stout shall be prescribed, with the name of the Medical Officer ordering the same, and the quantity daily ordered. shall also keep an account of the quantity of spirits used in making tinctures, &c.

Weekly and other Returns.

15. He shall furnish to the House Committee a weekly statement of the numbers in the institution, showing the admissions, discharges, deaths, &c., and shall also furnish them with such other returns and information connected with the medical department as they may require.

Endorse on Tic-He shall endorse on the ticket of recommendation his reasons for ket refusal to refusal to admit a patient, sign the same, and forthwith deliver it to the admit. Secretary to be filed.

Act as Senior 17. He shall, when the Senior Surgeon is absent from town, or on Surgeon in his leave, perform the duties of that officer. absence.

THE SECRETARY AND SUPERINTENDENT.

SECRETARY AND SUPERINTEN-DENT.

- 1. He shall not be absent for more than three hours at one time, nor after 10 o'clock at night without the consent of the House Committee—he and the Matron shall never be absent at the same time, Absence, He shall devote the whole of his time to the service of the Institution,
- 2. He shall, under the direction of the House Committee, have the General control, general control of the Institution, and shall enforce attention, sobriety, personal cleanliness, neatness, and obedience to orders.
- 3. He shall report to the House Committee at its first meeting any Report misconmisconduct, neglect of duty, or irregularity which may come to his ductorneglect. knowledge.
- 4. He shall not absolutely discharge or permanently hire any ser. Servants. vant of the Institution, without the sanction of the House Committee.
- 5. He shall receive all moneys paid at the Institution or to him from Receive moneys subscribers or other persons, and give printed receipts for the same; and shall duly enter the same as and when received in a book to be kept for that purpose, and shall pay the same to the Treasurer, or into the bank account of the Institution, once in every week; or if the sum or sums received shall amount to, or exceed £10, he shall pay the same forthwith, or on the day following, the receipt thereof, and he shall at the time of payment furnish the Treasurer with the details of the receipts.

6. He shall also receive and give receipts for, and keep an account Receive property of money and other property belonging to patients, and shall pay such money as and when received into the same bank to a separate account, to be called "The Patients' Trust Account," and he shall account for the same money and property weekly to the House Committee. He Check and sign shall countersign the books of the Collector, and keep an accurate check upon the money received and paid by him into the bank to the credit of the Institution.

Collector's

- 7. He shall keep all books and accounts in such a manner as they Books and Acmay be readily referred to, and shall have the custody of all books and counts. documents relating to the Institution.
- 8. He shall not lend any books, documents, or papers belonging to Not lend or allow the Institution, or permit them to be inspected or removed without inspection the express permission of the Committee of Management, or of the books, &c. House, or Finance Committees.
- 9. He shall perform the clerical business of the Institution, and Clerical business, shall convene the meetings of the various Committees in accordance with the bye-laws, and shall send the required notice to each member. He shall prepare all advertisements relating to the Institution, and cause them to be inserted for the period required, or as ordered. He Keep diary and shall keep a diary, and enter therein all reports made to him, and other matters and business of the day requiring attention. He shall enter his written reports to the Committees in a book to be kept for that purpose.

notices and advertisements.

report book.

Provide books. other 10. He shall cause a book to be kept, in which visitors to the Institution can, if they desire it, write their names and make remarks. shall see that the Medical Officers' Visiting and Consultation Books are provided and kept ready for use, and that the other books directed to be kept by the Surgeons and Matron, are placed in their chargeruled and headed as necessary.

Accounts warrants.

11. He shall carefully examine all accounts against the Institution. and shall prepare a warrant for the payment of such accounts monthly for presentation to the Finance Committee.

Visit wards and offices.

12. He shall visit the wards and other offices as occasion may require, and at uncertain times, so as to insure complete supervision and efficiency throughout the Establishment.

Repairs.

13. He shall report to the House Committee any repairs which may be necessary, and give attention to the same during the progress of any works, and see that all fittings and appliances are in an efficient state.

Discharge Book.

14. He shall in every case when patients are discharged by the Surgeon, dismissed by the Committee, or voluntary leave the Institution, require them to sign the Discharge Book, first recording therein their answers to the various questions. Such book to be submitted to the House Committee at each meeting, and to the Committee of management at the monthly meetings.

Bye-Laws

15. He shall present a copy of the Bye-Laws and Regulations to Regulations to every Officer and Servant who may be appointed immediately after his or her appointment; and shall cause the Bye-Laws and Regulations respecting Patients, Visitors, Wardsmen, and Nurses, and as to religious instruction, to be kept posted in each ward. He shall keep an interleaved book containing the Bye-Laws and Regulations, and shall insert therein any new Regulation, or order of Committee, as soon as confirmed; and shall communicate the effect thereof to those to whom it may relate.

Ministers of Re-16. He shall comply with the request of patients by immediately ligion to be sent sending for any Minister of Religion.

Provisions of Acts

17. He shall be held responsible for the due observance of the proof Parliament. visions of the "Hospital and Charitable Institutions' Act," "Anatomy Act," "Lunacy Statute," and the "Public Health Laws Amendment Act," so far as they are obligatory on the Institution.

Receive Stores, count of same,

18. He shall under the direction of the House Committee procure dispense con and receive all stores and supplies; and shall see that they correspond sumption, and in description, quality, and quantity, with the tenders and orders; and in case they do not he shall report accordingly to the House Committee at its next meeting, or to the Chairman of that Committee if immediate action is necessary. He shall superintend the weighing and measuring out the provisions and other necessaries required for the day's consumption, and shall enter the particulars thereof in a book to be kept for that purpose, so as to exhibit the individual and aggregate consumption of provisions and medical comforts, according to the Oversight of Pro- dietary scale. He shall supervise the distribution of food to the patients

visions, Stores, at the dinner hour, and shall not suffer any of the provisions, utensils, or stores, to be wasted or carried away.

19. He shall have the charge of, and be accountable for, the fur. Charge of; and niture and other property of the Institution not in charge of the Resident Surgeon and Matron, and shall keep an inventory of the same in a book to be kept for that purpose, in which he shall regularly enter the receipt, cost, issue, or breakage of any article, and shall submit such inventory to the House Committee in the months of June and December in each year, and at such other times as they may require. He shall, when any Wardsman, Nurse, or Servant leave the Institution, require them to give an account of all they may have had under their care.

keep inventory of furniture and property.

20. He shall issue the wines, spirits, and other articles which may Issue Wines and be required, upon the written order of the Senior or Resident Surgeon, Spirits, & preand keep an account thereof in the Store Book; and he shall prepare the usual monthly return of diets, receipt and issue of stores, &c., as and stores. may be required by the House Committee.

pare monthly return of diets

21. He shall procure such articles as may be required in small Purchase articles quantities; but he shall not purchase any article, or enter into any contract for the Institution exceeding £2, without the sanction of the House Committee.

in small quan-

22. He shall keep an Address Book, and enter therein the address Address book and of every contributor who shall send the same to the Institution to be recorded; and he shall send special notices to such contributors in due time, as required by Act of Parliament, of all annual and special meetings of contributors; he shall also cause the required advertisements with respect to such meetings, to be inserted for one week prior to the day of meeting.

Meeting Contributors.

23. He shall perform all other duties usually performed by a General duties. Secretary and Superintendent.

THE MATRON.

1. She shall live in the house, and, subject to the general control of Residence, duties the Superintendent and Secretary, shall be Mistress of the household. She shall not be absent from the Institution at any time without the permission of the Senior or Resident Surgeon; and she shall acquaint the Superintendent of her departure and return. She and the Superintendent shall not be absent at the same time.

2. She shall have control of the Nurses and Female Servants, and Control of nurses shall conduct the household affairs in accordance with such regulations or directions as shall be issued or given by the Committee of Management or House Committee.

Servants.

3. She shall, under the direction of the Resident Surgeon, take care Attention to Pathat the bathmen and nurses attend to the proper bathing of patients on their admission; and shall cause the patients to be afterwards placed in convenient beds within the wards assigned for their reception. She shall in the course of the day of admission, see that they are properly accommodated.

tients on admission.

Patients' clothes -care of.

4. She shall see that the clothes of all patients as they are admitted are cleansed and put carefully away; and shall enter in a book a list of all such clothes as they are received, and obtain the receipt of each patient for the same when they leave. She shall not permit any of the patients' clothes to be removed from the store but in her presence.

Inspect Bedding and Clothes.

5. She shall daily see that the beds, linen, and clothes of the patients are clean and in good order; and shall cause such as may require it to be replaced by others; she shall not allow any unnecessary accumulation of soiled clothing.

On discharge or -bed-linen to be changed.

6. On the discharge or death of a patient, she shall see that the death of patient whole of the bedding be replaced with clean articles, and in the case of the death of a patient, she shall be responsible for the orderly disposal of the body till the death be reported to the Resident Surgeon and the body be removed.

Visit Wards and ments.

7. She shall visit all the female wards daily before nine a.m., and other Apart after eight p.m., and at certain times besides; and she shall also on each day, visit the other apartments and see that good order and cleanorder liness are everywhere maintained; that the rules of the house are

and cleanliness strictly observed; and that Nurses and Servants do their duty. She Attend distribu shall be present when the prescribed diets of the patients are served to tion of Patients' the Nurses, and so far attend to their distribution that there may be no reasonable cause of complaint,

Diet. Laundry-Super-

8. She shall visit the Laundry daily, and give the necessary instrucintend washing, tions concerning the washing, drying, and getting up of the linen, and blankets, &c., and see that the same are in every respect fit for use before being again issued. She shall give the necessary directions for All articles to be making and mending the linen and clothing, and take care that all and article are properly numbered and marked with the name of the Institukeep sufficient tion, and that a sufficient stock of all such articles is kept in store.

stock.

Charge of Cloth-9. She shall have charge of the clothing, bedding, linen, habering, Bedding, dashery, cutlery, glass, delf, kitchen utensils, and other articles of Half-yearly re- household management, and shall keep an accurate account of same in a book, and make a half-yearly return thereof early in the months of June and December to the Superintendent, to be laid before the House Committee, showing the condition of the stock on hand, and the probable requirements for the next half-year.

Superintend 10. She shall see that all the food for the patients and officers is and properly cooked and served, and generally, shall perform all other duties of Matron.

cooking serving of food,

Attend to directions of Mediand use her utmost endeavours to prevent the introduction of liquors

Patients to be kindness, and never suffer any unkindness or neglect to go unreproved kindly treated. or unreported.

Employment vants.

12. She may employ the nurses and female nurses (when not en-Nurses & Ser- gaged with the patients) in doing other work, for the benefit of the Institution.

13. She shall not give leave of absence to any Nurse without asking Leave of absence the consent of the Resident Surgeon; and any leave of absence given to a Nurse or female servant exceeding one hour at any one time, and the duration thereof, shall be entered by her in a book to be kept for the purpose.

14. In the event of any patient requesting the presence of any Notice to Minister of Religion, she shall give immediate notice of such request to the Superintendent and Secretary.

given if Minister of Religion required.

15. She shall at once report to the Resident Surgeon, or to the Report any misconduct or neg-Superintendent and Secretary, any misconduct, neglect of duty, or lect. irregularity, which may come to her knowledge.

WARDSMEN, NURSES, AND SERVANTS.

WARDSMEN, NURSES AND SERVANTS.

1. The Wardsmen or Nurses shall be constantly in their wards, and Attendance regular in their attendance upon the patients.

Wardsmen and

2. They shall obey the Surgeons, the Superintendent, and Matron. Their They shall behave with tenderness to all the patients, with civility and respect to strangers. They shall withdraw from the wards when the Visiting or House Committee enter them, unless desired to remain; and they shall take no presents, or gratuity in money or otherwise, from the Not to receive patients, their friends, or strangers, who may visit the Institution, on any pretence whatever. Infringement of this rule will be subject to instant dismissal.

ment; and as to withdrawal from Wards,

deport-

presents.

- 3. No Wardsmen, Nurse, or Servant, shall leave the Institution Permission temporary abwithout leave properly obtained. sence.
- 4. The Wardsmen and Nurses shall be particular to observe personal Personal cleanlicleanliness. They shall have their respective wards swept and thoroughly cleansed, and all dirt and rubbish removed from them by seven o'clock in the morning in the summer, and before eight o'clock in the morning in the winter.

ness; by what morning Wards to be cleansed.

- 5. They shall have the several chamber utensils acaded every morn- Details to promote c mfort ing, and scoured as often as may be necessary, and kept out of the & cleanliness. wards during the day, unless specially required.
- 6. They shall pay great attention to the ventilation of the wards, and to the bedding of the patients, and have the mattresses thoroughly aired, and dried when necessary, and the sheets, blankets, and counterpanes renewed as often as required. On the discharge or death of a patient, they shall deliver to the Matron the whole of the bed-linen; and, in every case of death, they shall expose the bed to the external air as soon as practicable.
- 7. They shall not allow anything to be hung or thrown out of the windows.

Medicines, diet. &с.

8. They shall administer to the patients, at the times directed, the medicines, medical comforts, and the 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 Senior or Resident Surgeon.

Breakfast and other meals.

9. They shall serve up breakfast to the patients at eight o'clock in the morning, and other meals at the appointed hours, or when directed.

Regulations respecting tors, &c.

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

Collect empty phials. medicines.

11. They shall be careful to collect and carry to the Resident phials, &c.— Surgeon all empty phials, gallipots, bandages, &c.; and they shall Attend at the Strain at the Dispensary for attend at the Dispensary at the time appointed to receive medicines and instructions.

Watch and report and symptons.

12. They shall watch attentively the state and symptoms of the patient's state patients, more especially in urgent or uncommon cases, and report those, and every material change, directly to the Resident Surgeon; or, in case of females to the Matron; and in the event of orders being given for medicines or medical comforts, they shall immediately apply for the same.

Bathing & cleanents.

13. They shall cause every patient, on admission, to have a warm liness of pati-bath (unless the same is forbidden by the Surgeon) before being put into bed; and shall also see that the hands and face of every one be daily washed, and that their persons and clothes are in a proper state.

Admission Strangers. αf 14. They shall not admit any stranger into any ward without the permission of the Senior or Resident Surgeon or the Superintendent.

Wardsman duty.

15. One Wardsman or Nurse, in rotation, shall be on duty from Nurse on night eight o'clock every night to six o'clock the following morning, and shall visit each ward once in every two hours, or more frequently if necessary or directed; and shall pay due attention to such patients as may require it, and should there be occasion, shall communicate with the Resident Surgeon.

Conform to Regconduct.

16. All Wardsmen, Nurses, and Servants shall strictly conform to port infringe the Resident Surgeon, Superintendent, or Matron, any impropriety of ment, or mis-conduct on infringers. Re- the Regulations of the Institution, and they shall report immediately to conduct, or infringement of the Bye-Laws or Regulations, which may come under their notice; and if such complaint be not properly attended to, they shall report the same to the House Committee at its next meeting.

Illness,

17. Any Servant of the Institution who shall be incapacitated by illness or accident, if the same shall exceed seven days, may be admitted as an in-patient, and thenceforth shall be entitled only to half pay for any period not exceeding one month, when his or her wages shall cease.

PATIENTS.

PATIENTS.

sence.

- 1. Patients shall conduct themselves orderly, and shall strictly Conduct; observe directions. observe all the directions of the Surgeons, Superintendent, Matron, Wardsmen, and Nurses. -
- 2. They shall take their medicines at the time directed, and they Medicines and shall take no other medicines than those prescribed; and they shall nor conceal or waste any portion of the medicine or diet administered to them.
- 3. No patient shall leave his or her ward and go into another ward As to leaving or apartment, nor quit the Institution on any pretence, without leave of the Senior or Resident Surgeon or Superintendent, and shall not remain out for a longer time than leave is granted. Patients having leave for the day shall return before sunset. No male patient shall go into the female wards, nor female patient into the male wards, without leave of the Senior or Resident Surgeon.
- 4. No patient shall introduce visitors, nor receive medicines, victuals, Not to receive liquors, tobacco, or anything, without express leave of the Senior or anything without leave. Resident Surgeon or Superintendent.
- 5. They shall not smoke in the wards nor play at cards or dice, nor Details respectgamble, nor spit on the floor, nor deface or injure any part of the ward, ing cleanliness and conduct. furniture, bedding, or clothing therein, nor sing, blaspheme, or use rude or indecent language.
- 6. No patient shall give reward or gratuity to any of the Wardsmen, Not to give re ward or gratui Nurses, or other Servants.
- 7. Any patient having any cause of complaint shall make the same Regulations specting complaints. known to the Resident Surgeon, whose duty it shall be to enter such complaint immediately, in the book kept for that purpose, which book shall be laid before the House Committee at each meeting. Complaints may also be made to the Visiting Committee, who shall, if they deem them of sufficient importance, record the same in the
- 8. Patients judged by the Resident Surgeon sufficiently convalescent Employment to be able to assist in the work of the Institution shall be so employed. convalescent patients.

Complaint Book.

- 9. Patients shall not sit up after eight o'Clock in the winter, or nine Regulations specting rising o, Clock in the summer, and all patients considered by the Resident and sitting up Surgeon able to do so, shall rise by seven o'Clock in the summer and before eight o'Clock in the winter.
- 10. No venereal patient shall be admitted a second time, having Venereal patients been once under treatment and cured.
- 11. Every patient offending against the above Regulations may be Patients offend expelled by the House Committee. ing against the be expelled.

VISITORS.

VISITORS.

When admitted: visits limited to one hour.

1. Visitors shall be admitted into the Institution on Sunday and Thursday in each week, between the hours of three and five in the afternoon, but no visitor shall be allowed to remain more than one hour. Not more than two visitors will be allowed to see any patient at the same time, except on special occasions, and by the leave of the Senior or Resident Surgeon or Superintendent.

pecial visits.

2. Visitors may be admitted on special occasions by either of the «Surgeons or Superintendent, or by a written order from a member of the House Committee.

rohibitions.

- 3. Visitors shall not be allowed to enter any ward without the leave of the Senior or Resident Surgeon or Superintendent, and every visitor shall retire when requested.
- 4. They shall not be permitted to give to or leave with, any patient, any medicines, food or liquor of any kind, without the express leave of the Senior or Resident Surgeon or Superintendant.
- 5. No visitor shall give to any Servant of the Institution any money or gratuity of any kind.

ot to interfere

6. Visitors shall not interfere with the Wardsmen or Nurses, or or make noise. disturb the natients by loud talking or unnecessary noise.

isits to female Wards.

7. No male visitor shall visit a female ward without the leave of the Senior or Resident Surgeon or Superintendent, and then shall not enter the ward without the Nurse in charge being first informed.

sitors violating

8. Any visitor violating any of the Regulations of the Institution, or Regulations not behaving with impropriety, shall be compelled to retire, and will not be e-admissible. re-admitted without special leave from the Senior or Resident Surgeon or Superintendent.

> The above Regulations were made by the Committee of Management on the 28th June, 1872, and confirmed at the next Monthly Meeting of the Committee, in accordance with the Bye-Laws.

> > W. F. DUCKER, CHAIRMAN.

GEELONG

Intirmary and Benebolent Asylum.

DIETARY.

	DIETS.					REMARKS.	
ARTICLES.	Full.	Half.	Low.	Spoon,	Servants	* Puddings twice a week (On Sunday Plum Pud-	
Меат	12 QZ.	6 oz.	3 oz.	******	ı⅓ lb.	ding.)	
Bread	12 OZ.	12 Oz.	6 oz.	8 oz.	24 OZ.	Beef or Mutton to be served on alternate days.	
POTATOES	12 OZ.	6 oz.	6 oz.	*****	16 oz.	as a rule.	
M11.x	1-6 pint	1-6 pint	r-6 pint	l pint.	1-6 pint	No Bread to be issued	
TEA	₹ 0Z.	₹oz.	₹ oz.	₫ oz.	i oz.	for Dinner on Sunday; the Flour to be served	
Sugar	1½ oz.	rł oz.	11 oz.	13 oz.	3 oz.	instead.	
Barley	\$ oz.	₹ 0z.	\$ oz.	*****	*	The Milk to be used	
Salt	¹ oz.	₹ 0Z.	₫ oz.	*****	}	for Breakfast and Tea.	
Butter	₹ oz.	¹ oz.	⅓ oz.	½ oz.	1 1-7 OZ.	*Flour to be used instead	
FLOUR* }	2 02.	2 OZ,	2 0 Z	2 0Z.	4 02.	of Bread on Sunday.	
Green Vegetab	LES.—In	such qu	antity as	may be	order d	by the Resident Surgeon.	
			-	1	} .	}	
						1	
MEALS.				}		{	
£ ('		}			
Tea	z pint	r pint	r pint	1 pint		No extras to be issued with Full, Half, or Low	
H (Bread	5 0z.	5 oz.	3 oz.	3 ounces		Diets, except Wine, Por-	
Meat	12 OZ.	6.oz.	3 oz.	Rice-Milk, or		ter, Ale, or Spirits, which	
Bread	2 OZ.	2 Oz.		Pudding; the kind to be named		1	
Potatoes	12 OZ.	6 oz.	бoz.	by the Resident		la	
Green Vegetables	as order	ed	}	Surgeon*		*Ingredients of Puddings:	
Soup	1 pint	2 pint	taiq z	}		Rice, 3 ounces; or Sago, 2 ounces; or	
, Tea	z pint	2 pint	1 pint	z pînt 3 ounces		Bread, 3 ounces Sugar, 4 ounce Milk, 4 pint r Egg to 2 Diets	
Bread	5 oz.	5 Oz.	3 0Z.				
Butter	⅓ oz.	₫ oz.	₹ oz.	₹ om	ıce	And a few grains of Spice.	

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