



VICTORIA  
GOVERNMENT GAZETTE.

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THURSDAY, DECEMBER 13.

[1945

Factories and Shops Acts.

DETERMINATION OF THE HAIRDRESSERS BOARD.

Notes.—(1) This Determination applies to the whole of the State of Victoria.

(2) Ladies' and/or Men's Hairdressing were proclaimed on 3rd December, 1941, as apprenticeship trades under the Apprenticeship Acts, for the Metropolitan District.

Full particulars of the apprenticeship regulations for these trades may be obtained on application to the Secretary, Apprenticeship Commission, Gisborne Street, Melbourne, C.2.

IN accordance with the provisions of the Factories and Shops Acts, the Wages Board appointed to determine the lowest prices or rates which may be paid "to any person or persons or classes of persons wheresoever employed in the business of a Hairdresser or Barber, or Wig Maker, or other Workers of Hair," has made the following Determination, namely:—

On the 30th November, 1925, the powers of this Board were extended to enable it to fix the lowest prices or rates which may be paid to any person or persons or classes of persons employed at—

- (a) hair or scalp treatment;  
(b) toilet work.

1. That as from the beginning of the first pay period to commence on or after the 1st November, 1945, the last previous Determination of this Board shall be revoked and replaced by this Determination.

2.

APPRENTICES AND IMPROVERS.

	Wages per Week.			
	Apprentices (other than those covered by the Apprenticeship Commission).		*Improvers.	
	Males.	Females.	Males.	Females.
	s. d.	s. d.	s. d.	s. d.
1st year .. ..	17 0	14 6	} 94 6	} 56 9
2nd year .. ..	22 6	19 9		
3rd year .. ..	34 3	28 6		
4th year—				
1st six months ..	45 9	39 9		
2nd six months ..	45 9	45 9		
5th year—				
1st six months ..	56 9	45 9		
2nd six months ..	56 9	..		

Apprentices and improvers shall be subject to the number of hours per week as fixed for their respective sections.

PROPORTION (IN ANY SHOP OR PLACE).

*Apprentices.*

In Men's Hairdressing Saloons.

One male apprentice to every three or fraction of three male workers receiving not less than the minimum wage.

In Ladies' Hairdressing Saloons.

One apprentice to each female worker receiving not less than the wage of 75s. 6d. per week. Provided that a male working employer shall be entitled to an apprentice.

In Places where both Men's and Ladies' Hairdressing is carried out.

One apprentice to every three or fraction of three workers, male or female, receiving not less than the minimum wage if male, or 75s. 6d. per week if female.

*Improvers.*

One male improver to every fifteen male workers receiving not less than the minimum wage.

One female improver to every fifteen persons receiving not less than the minimum wage.

An amended indenture of apprenticeship prescribed by the Board was approved on 26th March, 1936.

JUVENILE WORKERS, i.e., females under 21 years of age employed solely as receptionists or females under 17 years of age employed solely as messengers—

*Wages.*

Receptionists .. .. 35s. 9d. per week of 47 hours.  
Messengers .. .. 13s. 9d. " " " " "

PROPORTION (IN ANY SHOP OR PLACE).

One Juvenile Worker employed as a receptionist to every fifteen or fraction of fifteen persons receiving not less than the minimum wage.

In addition, one Juvenile Worker employed as a messenger in any shop or place where not less than four persons are employed.

\* The employment, within the Metropolitan District, of any improver is illegal.

OTHER EMPLOYEES.	Wages.	
	Within the Metropolitan District as defined in the Factories and Shops Acts, and such portion of the City of Sandringham as is not included within the said District; the Cities of Geelong, Geelong West, and Warrnambool; and the Town of Newtown and Chilwell.	All other parts of Victoria.
	<i>s. d.</i>	<i>s. d.</i>
<b>Mens' Hairdressing Saloons.</b>		
Chair workers (male or female) .. .. .	Per Week of 48 Hours. 124 0	Per Week of 48 Hours. 114 0
Provided that any person appointed by his employer to be foreman of a saloon shall be paid 5s. extra per week if not more than five persons are employed, and if more than five persons are employed he shall be paid 1s. extra per week for each employee.		
<i>Any Other Place.</i>		
Males engaged in—	Per Week of 47 Hours.	Per Week of 47 Hours.
Children's haircutting .. .. .	126 0	121 0
Ladies' haircutting .. .. .	146 6	141 6
Making up combings .. .. .	156 6	151 6
All other males .. .. .		
	Per Week of 20 Hours.	Per Week of 20 Hours.
Female window models .. .. .	152 6	147 6
Females engaged in—	Per Week of 47 Hours.	Per Week of 47 Hours.
Children's haircutting .. .. .	98 3	94 3
Ladies' haircutting .. .. .	95 9	92 0
Attending to electrical curling and waving machines .. .. .	84 9	81 3
Hair work .. .. .	80 3	77 0
Female receptionists .. .. .	48 6	47 0
All other females .. .. .	79 0	75 6

TIME OF BEGINNING AND ENDING WORK.

3.

	Time of Beginning.			On the day upon which the Half-holiday for Shops is observed.	Time of Ending.			
	On Friday.	On Saturday.	On the other Working Days of the Week.		On the usual Late Trading Day.	On the other Working Days of the Week.		
(a) For persons engaged solely in hair or scalp treatment, toilet work or ladies' hairdressing	8.30 a.m.	8.30 a.m.	9 a.m.	1 p.m.	In Flinders-street, Spencer-street, Latrobe-street, and Spring-street, and within the Area enclosed by such streets in the city of Melbourne. 8 p.m.	In all other parts of Victoria. 9 p.m.	In Flinders-street, Spencer-street, Latrobe-street, and Spring-street, and within the Area enclosed by such streets in the city of Melbourne. 6 p.m.	In all other parts of Victoria. 6 p.m.
(b) For other persons	8.30 a.m.	8 a.m.	8.30 a.m.	1 p.m.	8 p.m.	9 p.m.	6 p.m.	7 p.m.

Provided that on any working day, other than the usual late trading day or the day preceding a public holiday in the case of a shop which is closed for the whole of such public holiday, no employee shall work or be permitted to work after the hour of 6.5 p.m. in any hairdressing saloon or other place in Flinders-street, Spencer-street, Latrobe-street, and Spring-street, and within the area enclosed by such streets in the City of Melbourne.

Provided further that on the usual late trading day or the day preceding a public holiday in the case of a shop which is closed for the whole of such public holiday, no employee shall work or be permitted to work after the hour of 8 p.m. in any men's hairdressing saloon in Flinders-street, Spencer-street, Latrobe-street, and Spring-street, and within the area enclosed by such streets in the city of Melbourne.

Provided further that no employee shall, on any day, work or be permitted to work before the time fixed in this clause for beginning work in any hairdressing saloon or other place within the metropolitan district as defined in the Factories and Shops Acts.

OVERTIME.

4. The rate of time and a half shall be paid for all work done—

- (a) Outside the hours fixed as the times of beginning and ending work.
- (b) Within the hours fixed as the times of beginning and ending work in excess of the maximum number of hours fixed as a week's work.
- (c) In excess of four and a half hours on the day upon which the half-holiday for shops is observed, ten hours on the usual late trading day, or eight and a half hours on any other working day of the week.

TERMS OF EMPLOYMENT.

5. (a) An employee shall be engaged on terms of either weekly or hourly hiring. Unless specifically engaged on terms of hourly hiring the terms shall be deemed to be those of weekly hiring.

(b) An employee on weekly hiring shall be paid the full weekly wage herein prescribed irrespective of the number of hours worked in any week, not exceeding the ordinary hours prescribed for a week's work.

(c) An employee on hourly hiring shall be paid:—

- (i) For each hour worked up to one half the number of hours prescribed for a week's work, at the ordinary wages rate with an addition of fifty per centum in any week in which two or more Public Holidays occur, and at the ordinary wages rate with an addition of thirty-three and one third per centum in any other week;
  - (ii) For each hour worked beyond the one half the number of hours prescribed for a week's work, at the ordinary wages rate up to but not exceeding the wages rate for an ordinary week's work;
  - (iii) Notwithstanding anything contained in sub-clauses (i), and (ii), at the rate of ordinary wages rate with an addition of fifty per centum if the number of hours worked in any week is less than 13 hours;
  - (iv) If the time actually worked includes a fraction of an hour exceeding five minutes, for such fraction as for a full hour.
- (d) An employee on hourly hiring who is required to work on any day shall be given a minimum number of hours work, or payment in lieu, for such day as follows:—

- (i) On the day on which the half-holiday is observed—three hours;
- (ii) On any other day in the week—four hours.

The amount payable shall be at the appropriate rate as prescribed in sub-clause (c) hereof.

**ALLOWANCES.**

6. (a) *Within the Metropolitan District as defined in the Factories and Shops Acts.*—Every employer whose place of business is outside a radius of 6 miles from the General Post Office, Melbourne, shall pay to each employee who is engaged for less than one week's continuous work the fares necessarily expended by the employee in travelling between his home and the employer's place of business.

(b) *Outside the Metropolitan District as defined in the Factories and Shops Acts.*—Every employer shall pay the fares necessarily incurred by an employee in proceeding from his home to employment outside the Metropolitan District, and also the fares necessarily incurred by the employee in returning to his home at the termination of his employment with the employer. Provided that the employer shall not be required to pay the fare to his home of an employee who voluntarily leaves the service of the employer before he has completed a period of three months in such employment.

**SPECIAL RATES.**

7. Double time shall be paid for all work done on Sundays, New Year's Day, Labour Day, Good Friday, Christmas Day, Australia Day, Easter Monday, King's Birthday, and Boxing Day, and, within the Metropolitan District as defined in the Factories and Shops Acts, for all work done on Melbourne Cup Day; but if any other day be by Act of Parliament or Proclamation substituted for any of the above-named holidays, the special rate shall only be payable for work done on the day so substituted. In addition double time shall be paid for all work done on the 27th December when such day is a Saturday.

**UNIFORMS.**

8. Any employee who is required by his employer to provide himself with a special uniform shall have refunded to him, by the employer, so much of the cost of same as exceeds 12s. 6d. per uniform. Such uniform shall become the property of the employee. The entire cost of special uniforms shall be borne by the employer where the employee is employed for a period of less than six months. Where change to special designs in uniforms is required, the employer shall bear the cost of same.

In cases where the employer arranges for the laundering of the uniform of any employee he shall be entitled to deduct from the wages of such employee the actual cost of such laundering not exceeding 9d. per week.

**MEALS.**

9. Meal breaks of not less than 60 consecutive minutes shall be allowed to each employee between the hours of 11.45 a.m. and 2 p.m., and between the hours of 4.15 p.m. and 7 p.m. Provided that in the case of any employee who ceases work not later than 6.5 p.m. on any day no second meal break shall be allowed on such day.

In any shop meals may be partaken of only in some room or place in which hairdressing or toilet work is not actually being carried on.

**DAY AND LATEST HOUR FOR PAYMENT OF WAGES.**

10. Five o'clock p.m. on Friday shall be the day and latest hour for payment of wages.

**ANNUAL LEAVE.**

11. Any employee who has been in the service of the same employer for a period of not less than twelve months shall be granted one week's holiday on full pay in each year (exclusive of the holidays specified in clause 7), and such holidays shall be given within three months of completion of each twelve months' service. Should an employee's services be terminated before the expiration of twelve months' service he shall be entitled to *pro rata* holidays on full pay, i.e., one day for each two complete months of service.

**SICK LEAVE.**

12. Any employee not attending for duty who has had not less than twelve months' service with the same employer shall lose his or her pay for the actual time lost unless such employee produces or forwards within 24 hours of the commencement of such absence evidence satisfactory to the employer that his or her non-attendance was due to personal ill-health or accident necessitating such absence, but such employee shall not be entitled to payment for non-attendance on the grounds of personal ill-health or accident for more than six days in each year.

**TERMINATION OF EMPLOYMENT.**

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

In the case of an employee who has been engaged from week to week (whether for an ordinary week's work or for any definite period other than an ordinary week's work) for at least four weeks the expression "termination of employment" shall include any variation of the terms of his engagement whereby he is to work weekly for a shorter period than that for which he was previously engaged. "A week's wages" shall mean the wages in respect of the weekly period for which he was previously engaged.

**APPRENTICES AND IMPROVERS ON ELECTRICAL CURLING OR WAVING MACHINES.**

14. Female apprentices and improvers shall assist in operating electrical curling or waving machines only in the presence of a person receiving not less than the minimum wage.

**PREMIUMS OR BONUSES.**

15. No person shall, either directly or indirectly, request any other person to pay or give or shall receive from any other person, any premium, bonus, consideration or payment for employing or teaching or purporting to employ or teach any person subject to this Determination any of the callings to which the Determination applies.

**TIME BOOK.**

16. In a book provided for such purpose by the employer, every employee shall indelibly record and initial daily his or her correct times of beginning and ending work and the correct times of ceasing and commencing work before and after the meal breaks prescribed in clause 9 of this Determination. Such book shall be open for inspection by the Secretary, Assistant Secretary or an accredited official of the Victorian Branch of the Australian Hairdressers', Wigmakers' and Hairworkers' Employees' Federation between the hours of 9 a.m. and 5 p.m. of any working day except Saturday at the employer's shop or other convenient place, provided that only one demand for each inspection shall be made at the same establishment in any calendar month. Such demand shall not be made unless the Secretary, Assistant Secretary or accredited official of the said Federation suspects that a breach of this Determination has been committed.

A. V. BARNES, J.P., Chairman.

J. W. RYAN, Secretary.

Melbourne, 28th November, 1945.

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