

IMPORTANT NOTE: *Subscribe to Award updates at www.fwa.gov.au*

All federal Awards are subject to change. It is likely that wage rates will increase at least once a year. Other aspects of the Award may be changed at other times as well. It is important to subscribe to email updates at the Fair Work Australia website (see above) to ensure you are kept up-to-date with any changes so that your employees always receive the correct entitlements. The following wage rates are effective from 1 July 2016.

The information below is extracted from the *Children's Services Award 2010* [MA000120](#) (the Award) as at 1 July 2016. It is designed to provide a quick reference for **PARISHES** who are operating their own Out of School Hours Care Program. It **CANNOT** replace a careful reading of the Award. The Award is subject to change and it is expected that all pay rates will increase at least once a year. The IR Unit strongly recommends that you subscribe to email updates from Fair Work Australia at the website indicated above.

Extracts from *Children's Services Award 2010 (MA000120)*

Minimum Wages

Level 1

| | Min weekly rate | Min hourly rate |
|---------------------------|-----------------|-----------------|
| Level 1.1 On commencement | \$688.00 | \$18.11 |

Level 2

| | Min weekly rate | Min hourly rate |
|---------------------------|-----------------|-----------------|
| Level 2.1 On commencement | \$714.30 | \$18.80 |
| Level 2.2 After 1 year* | \$739.00 | \$19.45 |

Level 3A Does not apply in Victoria

Level 3

| | Min weekly rate | Min hourly rate |
|---------------------------|-----------------|-----------------|
| Level 3.1 On commencement | \$783.30 | \$20.61 |
| Level 3.2 After 1 year* | \$810.20 | \$21.32 |
| Level 3.3 After 2 years* | \$835.70 | \$21.99 |
| Level 3.4 (Diploma) | \$881.90 | \$23.21 |

Level 4A

| | Min weekly rate | Min hourly rate |
|----------------------------|-----------------|-----------------|
| Level 4A.1 On commencement | \$835.70 | \$21.99 |
| Level 4A.2 After 1 year* | \$847.40 | \$22.30 |
| Level 4A.3 After 2 years* | \$858.90 | \$22.60 |
| Level 4A.4 After 3 years* | \$871.00 | \$22.92 |
| Level 4A.5 After 4 years* | \$882.70 | \$23.23 |

Level 4

| | Min weekly rate | Min hourly rate |
|---------------------------|-----------------|-----------------|
| Level 4.1 On commencement | \$922.60 | \$24.28 |
| Level 4.2 After 1 year* | \$936.70 | \$24.65 |
| Level 4.3 After 2 years* | \$950.60 | \$25.02 |

Level 5A

| | Min weekly rate | Min hourly rate |
|----------------------------|-----------------|-----------------|
| Level 5A.1 On commencement | \$964.80 | \$25.39 |
| Level 5A.2 After 1 year* | \$978.70 | \$25.76 |
| Level 5A.3 After 2 years* | \$992.60 | \$26.12 |

Level 5

| | Min weekly rate | Min hourly rate |
|---------------------------|-----------------|-----------------|
| Level 5.1 On commencement | \$964.80 | \$25.39 |
| Level 5.2 After 1 year* | \$978.70 | \$25.76 |
| Level 5.3 After 2 years* | \$992.60 | \$26.12 |
| Level 5.4*** | \$996.10 | \$26.21 |

Level 6A

| | Min weekly rate | Min hourly rate |
|----------------------------|------------------------|------------------------|
| Level 6A.1 On commencement | \$1,112.50 | \$29.28 |
| Level 6A.2 After 1 year* | \$1,126.30 | \$29.64 |
| Level 6A.3 After 2 years* | \$1,140.20 | \$30.01 |

Level 6—Director

| | Min weekly rate | Min hourly rate |
|---------------------------|------------------------|------------------------|
| Level 6.1 On commencement | \$1,112.50 | \$29.28 |
| Level 6.2 After 1 year* | \$1,126.30 | \$29.64 |
| Level 6.3 After 2 years* | \$1,140.20 | \$30.01 |
| Level 6.4 On commencement | \$1,182.80 | \$31.13 |
| Level 6.5 After 1 year* | \$1,193.50 | \$31.41 |
| Level 6.6 After 2 years* | \$1,207.90 | \$31.79 |
| Level 6.7 On commencement | \$1,222.30 | \$32.17 |
| Level 6.8 After 1 year * | \$1,236.20 | \$32.53 |
| Level 6.9 After 2 years* | \$1,250.10 | \$32.90 |

*Reference to a year or years of service is to service in the industry

Children's Services Employees' Classifications

Level 1

Level 1.1 On commencement

Min weekly rate

\$688.00

Min hourly rate

\$18.11

This is an employee who has no formal qualifications but is able to perform work within the scope of this level. The employee will work under direct supervision in a team environment and will receive guidance and direction at all times. The employee will receive structured and regular on-the-job training to perform the duties expected at this level. Normally an employee at this level will not be left alone with a group of children.

Indicative duties

- Learning and implementing the policies, procedures and routines of the service.
- Learning how to establish relationships and interact with children.
- Learning the basic skills required to work in this environment with children.
- Giving each child individual attention and comfort as required.
- Basic duties including food preparation, cleaning and gardening.

Progression

A Level 1 employee will progress to the next level after a period of one year or earlier if the employer considers the employee capable of performing the work at the next level or if the employee actually performs work at the next level.

Level 2

Min weekly rate

Min hourly rate

Level 2

Level 2.1 On commencement

Min weekly rate

\$714.30

Min hourly rate

\$18.80

Level 2.2 After 1 year*

\$739.00

\$19.45

*Reference to a year or years of service is to service in the industry

This is an employee who has completed 12 months in Level 1, or a relevant AQF Certificate II, or in the opinion of the employer has sufficient knowledge and experience to perform the work within the scope of this level. An employee at this level has limited knowledge and experience in children's services and is expected to take limited responsibility for their own work.

Indicative duties

- Assist in the implementation of the children's program under supervision.
- Assist in the implementation of daily care routines.
- Develop awareness of and assist in maintenance of the health and safety of the children in care.
- Give each child individual attention and comfort as required.
- Understand and work according to the centre or service's policies and procedures.
- Demonstrate knowledge of hygienic handling of food and equipment.

Level 3A Does not apply in Victoria

Level 3

| | Min weekly rate | Min hourly rate |
|---------------------------|-----------------|-----------------|
| Level 3.1 On commencement | \$783.30 | \$20.61 |
| Level 3.2 After 1 year* | \$810.20 | \$21.32 |
| Level 3.3 After 2 years* | \$835.70 | \$21.99 |
| Level 3.4 (Diploma) | \$881.90 | \$23.21 |

*Reference to a year or years of service is to service in the industry

This is an employee who has completed AQF Certificate III in Children's Services or an equivalent qualification or, alternatively, this employee will possess, in the opinion of the employer, sufficient knowledge or experience to perform the duties at this level. An employee appointed at this level will also undertake the same duties and perform the same tasks as a CSE Level 2.

Indicative duties

- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups.
- Record observations of individual children or groups for program planning purposes for qualified staff.
- Under direction, work with individual children with particular needs.
- Assist in the direction of untrained staff.
- Undertake and implement the requirements of quality assurance.
- Work in accordance with food safety regulations.

Progression

Subject to this award, an employee at this level is entitled to progression to Level 3.3. An employee at this level who has completed an AQF Diploma in Children's Services or equivalent, and who demonstrates the application of skills and knowledge acquired beyond the competencies required for AQF Certificate III in the ongoing performance of their work, must be paid no less than the rate prescribed for Level 3.4.

Level 4A

| | Min weekly rate | Min hourly rate |
|----------------------------|-----------------|-----------------|
| Level 4A.1 On commencement | \$835.70 | \$21.99 |
| Level 4A.2 After 1 year* | \$847.40 | \$22.30 |
| Level 4A.3 After 2 years* | \$858.90 | \$22.60 |
| Level 4A.4 After 3 years* | \$871.00 | \$22.92 |
| Level 4A.5 After 4 years* | \$882.70 | \$23.23 |

*Reference to a year or years of service is to service in the industry

This is an employee who has not obtained the qualifications required for a Level 4 employee who performs the same duties as a Level 4 employee.

Level 4

| | Min weekly rate | Min hourly rate |
|---------------------------|-----------------|-----------------|
| Level 4.1 On commencement | \$922.60 | \$24.28 |
| Level 4.2 After 1 year* | \$936.70 | \$24.65 |
| Level 4.3 After 2 years* | \$950.60 | \$25.02 |

*Reference to a year or years of service is to service in the industry

This is an employee who has completed a Diploma in Children's Services or equivalent (e.g. Certificate IV in Out of School Hours Care) as recognised by licensing authorities and is appointed as the person in charge of a group of children in the age range from birth to 12 years or an employee who is appointed as an Authorised Supervisor (as defined in the *Children and Young Persons (Care and Protection) Act 1998* (NSW)).

An employee at this level will also take on the same duties and perform the same tasks as a CSE Level 3.

Indicative duties

- Responsible, in consultation with the Assistant Director/Director for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups.
- Responsible to the Assistant Director/Director for the supervision of students on placement.
- Responsible for ensuring a safe environment is maintained for both staff and children.
- Responsible for ensuring that records are maintained accurately for each child in their care.
- Develop, implement and evaluate daily care routines.
- Ensure that the centre or service's policies and procedures are adhered to.
- Liaise with families.

Level 5A

| | Min weekly rate | Min hourly rate |
|----------------------------|------------------------|------------------------|
| Level 5A.1 On commencement | \$964.80 | \$25.39 |
| Level 5A.2 After 1 year* | \$978.70 | \$25.76 |
| Level 5A.3 After 2 years* | \$992.60 | \$26.12 |

*Reference to a year or years of service is to service in the industry

This is an employee who has not obtained the qualification required for a Level 5 employee who performs the same duties as a Level 5 employee.

Level 5

| | Min weekly rate | Min hourly rate |
|---------------------------|------------------------|------------------------|
| Level 5.1 On commencement | \$964.80 | \$25.39 |
| Level 5.2 After 1 year* | \$978.70 | \$25.76 |
| Level 5.3 After 2 years* | \$992.60 | \$26.12 |
| Level 5.4*** | \$996.10 | \$26.21 |

*Reference to a year or years of service is to service in the industry

***An Assistant Director who holds an Advanced Diploma (AQF 6/3 year qualified) must be paid no less than Level 5.4

This is an employee who has completed an AQF Level V Diploma in Children's Services or equivalent and is appointed as:

- an Assistant Director of a service;
- a Children's Services Co-ordinator; or
- a School Age Care Co-ordinator.

An **Assistant Director** will also take on the same duties and perform the same tasks as a CSE Level 4.

Indicative duties

- Co-ordinate and direct the activities of employees engaged in the implementation and evaluation of developmentally appropriate programs.
- Contribute, through the Director, to the development of the centre or service's policies.
- Co-ordinate centre or service operations including Occupational Health and Safety, program planning, staff training.
- Responsible for the day-to-day management of the centre or service in the temporary absence of the Director and for management and compliance with licensing and all statutory and quality assurance issues.
- Generally supervise all employees within the service.

A **Children's Service Co-ordinator** undertakes additional responsibilities including:

- co-ordinating the activities of more than one group;
- supervising staff, trainees and students on placement; and
- assisting in administrative functions.

An **unqualified Co-ordinator** who co-ordinates and manages a stand alone out-of-school hours care and/or vacation care centre may undertake the following:

- develop and/or oversee programs and ensure they offer a balance of flexibility, variety, safety and fun;
- supervise the programs/activities and each staff member is fulfilling their relevant duties and responsibilities;
- carry out administrative tasks including fee collection and receipting, banking, staff pay, etc;
- administer first aid when appropriate and ensure that injured children receive appropriate medical attention;
- work positively with parents and/or committees; and
- understand and work in accordance with the centre or service's policies.

Effective 1 July 2016 - CHECK FWA WEBSITE FOR UPDATES

Level 6A

| | Min weekly rate | Min hourly rate |
|----------------------------|------------------------|------------------------|
| Level 6A.1 On commencement | \$1,112.50 | \$29.28 |
| Level 6A.2 After 1 year* | \$1,126.30 | \$29.64 |
| Level 6A.3 After 2 years* | \$1,140.20 | \$30.01 |

*Reference to a year or years of service is to service in the industry

This is an employee who has not obtained the qualification required for a Level 6 employee who performs the same duties as a Level 6 employee.

Level 6—Director**Director Level 1**

A Director Level 1 is an employee appointed as the Director of a service licensed for up to 39 children or a Family Day Care service of no more than 30 family based childcare workers and is paid at the Level 6.1 to 6.3 salary range.

Level 6—Director

| | Min weekly rate | Min hourly rate |
|---------------------------|------------------------|------------------------|
| Level 6.1 On commencement | \$1,112.50 | \$29.28 |
| Level 6.2 After 1 year* | \$1,126.30 | \$29.64 |
| Level 6.3 After 2 years* | \$1,140.20 | \$30.01 |

Director Level 2

A Director Level 2 is an employee appointed as the Director of a service licensed for between 40 and 59 children or a Family Day Care service with between 31 and 60 family based childcare workers and is paid at the Level 6.4 to 6.6 salary range.

| | Min weekly rate | Min hourly rate |
|---------------------------|------------------------|------------------------|
| Level 6.4 On commencement | \$1,182.80 | \$31.13 |
| Level 6.5 After 1 year* | \$1,193.50 | \$31.41 |
| Level 6.6 After 2 years* | \$1,207.90 | \$31.79 |

Director Level 3

A Director Level 3 is an employee appointed as the Director of a service licensed for 60 or more children or a Family Day Care service with more 60 family based childcare workers and is paid at the Level 6.7 to 6.9 salary range.

| | Min weekly rate | Min hourly rate |
|---------------------------|------------------------|------------------------|
| Level 6.7 On commencement | \$1,222.30 | \$32.17 |
| Level 6.8 After 1 year* | \$1,236.20 | \$32.53 |
| Level 6.9 After 2 years* | \$1,250.10 | \$32.90 |

*Reference to a year or years of service is to service in the industry

A Director is an employee who holds a relevant Degree or a 3 or 4 year Early Childhood Education qualification, or an AQF Advanced Diploma, or a Diploma in Children's Services, or a Diploma in Out-of-Hours Care; or is otherwise a person possessing such experience, or holding such qualifications deemed by the employer or the relevant legislation to be appropriate or required for the position, and who is appointed as the director of a service.

Indicative duties

- Responsible for the overall management and administration of the service.
- Supervise the implementation of developmentally appropriate programs for children.
- Recruit staff in accordance with relevant regulations.
- Maintain day-to-day accounts and handle all administrative matters.

- Ensure that the centre or service adheres to all relevant regulations and statutory requirements.
- Ensure that the centre or service meets or exceeds quality assurance requirements.
- Liaise with families and outside agencies.
- Formulate and evaluate annual budgets.
- Liaise with management committees as appropriate.
- Provide professional leadership and development to staff.
- Develop and maintain policies and procedures for the centre or service.

Qualified Co-ordinator

This is also the level for a qualified Co-ordinator who co-ordinates and manages a stand alone out-of-school hours care and/or vacation care centre and has successfully completed a post-secondary course of at least two years in Early Childhood Studies or an equivalent qualification.

A Co-ordinator appointed to co-ordinate the activities of a service licensed to accommodate up to 59 children will be paid at the salary range Level 6.1 to 6.3.

A Co-ordinator appointed to co-ordinate the activities of a service licensed to accommodate 60 or more children will be paid at the salary range Level 6.4 to 6.6.

Progression for children's services employees

- (a) Progression from one level to the next within a classification is subject to an employee meeting the following criteria:
 - (i) competency at the existing level;
 - (ii) 12 months experience at that level (or in the case of employees employed for 19 hours or less per week, 24 months) and in-service training as required; and
 - (iii) demonstrated ability to acquire the skills necessary for advancement to the next pay point.
- (b) Where an employee is deemed not to have met the requisite competency at their existing level at the time of the appraisal, progression may be deferred for a period of three months provided that:
 - (i) the employee is notified in writing of the reasons for the deferral;
 - (ii) the employee has, in the previous 12 months, been provided with the in-service training required to attain a higher pay point; and
 - (iii) following any deferral, the employee is provided with the training necessary to advance to the next level.
- (c) Where an appraisal has been deferred for operational reasons beyond the control of either party and the appraisal subsequently deems the employee to have met the requirements of clause 14.2(a), any increase in wages will be back paid to the 12 (or 24) month anniversary date of the previous progression.
- (d) An employee whose progression has been refused or deferred may invoke the provisions of clause 9-Dispute Resolution. If the resolution results in the advancement being granted, any increase in wages will be backdated to the relevant anniversary date.
- (e) An employee employed as a Children's Services Employee Level 2 on completion of an accredited introductory childcare course will immediately progress by one additional level beyond that determined in accordance with clause (a), above. Any additional steps will be subject to meeting the requirements of clause (a).

Allowances

Broken shift allowance

Where an employee works two separate shifts in a day, they will be paid an allowance of 1.91% of the **standard rate** per day for each day on which a broken shift is worked.

standard rate means the minimum weekly rate for a Children's Services Employee Level 3.1 (Certificate III qualified)

That is, 1.91% of **\$783.30** = \$14.96 per day.

Clothing and equipment allowance

- (a) Where the employer requires an employee to wear any special clothing or articles of clothing the employer must reimburse the employee for the cost of purchasing such clothing. The provisions of this clause do not apply where the employer pays for the clothing required to be worn by the employee.
- (b) Where an employee is required to launder any clothing referred to in clause (a) the employee will be paid an allowance of \$9.49 per week or \$1.90 per day, or where the uniform does not require ironing, \$5.98 per week or \$1.20 per day.
- (c) Where an employee is required to wear protective clothing or equipment such as goggles, aprons or gloves, the employer will either supply such clothing or equipment or reimburse the employee for the cost of their purchase.

Excess fares allowance

Where an employee is directed to work away from their normal place of work on any day the employee will be paid an allowance of \$13.38 per day to compensate for excess fares. This provision does not apply if the employer provides or offers to provide suitable transport free of charge to the employee.

First aid allowance

- Where an employee classified below Level 3 is required by the employer to administer first aid to children within the employee's care and the employee holds a current recognised first aid qualification such as a certificate from the St John Ambulance, the Australian Red Cross or a similar body they will be paid an allowance of 1.13% of the standard rate per day. Where the employee is employed in out-of-school hours care, the allowance will be 0.15% of the standard rate per hour.
- Where an employee is required by an employer to act as a first aid officer and they do not have current qualifications, the employer must pay the costs of any required training.

Meal allowance

An employee required to work overtime for more than two hours without being notified on the previous day or earlier that they will be so required to work will either be supplied with a meal by the employer or paid an allowance of \$11.63. No meal allowance is payable where an employee could reasonably return home for a meal within the period allowed.

Qualifications allowance

A Director or Assistant Director who holds a Graduate Certificate in Childcare Management or equivalent will be paid an all-purpose allowance, calculated at 5% of the weekly rate for an Assistant Director (Children's Services Employee Level 5.4).

Use of vehicle allowance

Where an employer requests an employee to use their own motor vehicle in the performance of their duties the employee will be paid an allowance of \$0.78 per kilometre in the case of a motor car or \$0.26 per kilometre in the case of a motorcycle.