
Fair Work Commission:

Application for an Equal Remuneration Order

Application by United Voice and the Australian Education Union

OUTLINE OF SUBMISSIONS ON PRELIMINARY QUESTION

(C2013/5139)

8 NOVEMBER 2017

**AUSTRALIAN CHILDCARE ALLIANCE (ACA), ACA NSW, ACA VIC, ACA QLD,
ACA SA, ACA WA**

AUSTRALIAN BUSINESS INDUSTRIAL

- and -

THE NSW BUSINESS CHAMBER LTD

1. BACKGROUND

1.1 These submissions are filed to answer a question posed by the Full Bench of the Fair Work Commission (**Commission**) on 6 July 2017 in accordance with the directions made by the Full Bench on 13 September 2017.

1.2 The Submissions are filed on behalf of:

- (a) the Australian Childcare Alliance and its constituent State bodies in NSW, Victoria, Queensland, South Australia and Western Australia;
- (b) Australian Business Industrial (**ABI**); and
- (c) the NSW Business Chamber Ltd (**NSWBC**).

2. THE QUESTION TO BE ANSWERED

2.1 The question posed by the Full Bench is as follows:

“Can the Commission be satisfied conclusively that the work performed by employees under the C5 and C10 classifications in the Manufacturing and Associated Industries and Occupations Award 2010 is of equal or comparable value to the work of employees under the Diploma Level and Certificate III classifications in the Children’s Services Award 2010 respectively solely on the basis of the decision of the Australian Industrial Relations Commission Full Bench decision of 13 January 2004 (Print PR954938) and the subsequent alignment in award rates for the respective classifications?”

2.2 The phrases *“satisfied conclusively”* and *“solely on the basis”* are of central importance to the answer to the question.

2.3 The question should be answered in the negative.

2.4 Even if we were wrong on this, the utility of answering the question in the affirmative is modest at best which we will explain after answering the question.

2.5 The matters that support answering the question in the negative include:

- (a) the Australian Industrial Relations Commission Full Bench decision of 13 January 2005 (Print PR954938) (**2005 Decision**) was confined in scope to a comparison of the *Child Care Industry (Australian Capital Territory) Award*

1998 (ACT Award) and *Children's Services (Victoria) Award 1998 (Victorian Award)* awards which were confined in their coverage to only a portion of the child care industry;

- (b) the *Metals Award 1984 (Metals Award)* referred to in the 2005 Decision and the *Metal, Engineering & Associated Industries Award 1998 (Metal and Engineering Award)* that superseded the Metals Award prior to Award Modernisation were each confined in their coverage to a specific part of manufacturing only;
- (c) the Award Modernisation process (2008 to 2010) was by necessity a somewhat brutal process condensing many pre reform awards into a single instrument largely by 'consent' and disregarding many years of industrial jurisprudence generally and more relevantly concerning work value;
- (d) the *Manufacturing and Associated Industries and Occupations Award 2010 (Manufacturing Award)* has materially different (industry and occupational) coverage from the Metals Award and the Metal and Engineering Award;
- (e) the *Children's Services Award 2010 (Children's Services Award)* has materially different coverage from the ACT Award and Victorian Award;
- (f) the award modernisation process changed rates of pay through the transitional process with no assessment of work value;
- (g) there has been no work value assessment since the modern awards were made in 2010; and
- (h) some 12 years have elapsed since the 2005 Decision.

2.6 Separately these matters cast sufficient doubt on answering the question in the affirmative but taken as a whole answering the question in the negative should be seen as uncontroversial.

3. WORK VALUE

3.1 Work has been ‘valued’ by the Commission’s forerunners in an increasingly consistent way since the introduction of the total wage and Senior Commissioner Taylor’s seminal 1968 decision in *Vehicle Industry Award*.¹ This has certainly been the case since the Accord triggered wage fixation principles, particularly as applied with the systematic broadbanding of award classifications, and now under the Fair Work Act 2009 (Cth.) (**FW Act**).

Fair Work Act 2009

3.2 Any present day enquiry in respect of the value of work is undertaken within the scheme of the FW Act.

3.3 The Commission’s powers in respect of changing minimum award rates of pay based on work value is set out in section 156 and section 157 of the FW Act.

3.4 Section 156(3) provides that an adjustment for “*work value reasons*” may occur as part of the four yearly review of modern awards. Whereas section 157(2) provides that it may occur outside the four yearly review period and annual wage adjustments, if it is necessary to achieve the modern awards objective set out in section 134.

3.5 The expression ‘work value reasons’ is defined in section 156(4) as follows:

(4) Work value reasons are reasons justifying the amount that employees should be paid for doing a particular kind of work, being reasons related to any of the following:

(a) the nature of the work;

(b) the level of skill or responsibility involved in doing the work; and

(c) the conditions under which the work is done.

3.6 This language is similar to the language that has historically applied to work value assessments. The difference in section 156 is that unlike historical work value

¹ *Vehicle Industry Award* (1968) 213 CAR 146

assessments there is no reference to a prior datum point (the last time work was valued).

General Principles of Work Value

3.7 The criteria set out in the FW Act to value work resonate comfortably with the criteria historically considered.

3.8 As confirmed above, the influential criteria set forth by Senior Commissioner Taylor in 1968 were:

- *qualifications necessary for the job;*
- *training period required;*
- *attributes required for the performance of the work;*
- *responsibilities for the work, material and equipment and for the safety of the plant and other employees;*
- *conditions under which the work is performed such as heat, cold, dirt, wetness, noise, necessity to wear protective equipment etc;*
- *quality of work attributable to, and required of, the employee;*
- *versatility and adaptability: for example, performing a multiplicity of functions;*
- *skill exercised;*
- *acquired knowledge of plant and process;*
- *supervision over others or necessity to work without supervision; and*
- *importance of the work to the overall operations of the plant.²*

3.9 This language from 1968 is not markedly different from the assessment under section 156 in the modern day; almost 50 years on.

² *Vehicle Industry Award (1968) 213 CAR 146*

- 3.10 In the years prior to the commencement of the FW Act, the setting of wages occurred pursuant to National and State Wage Cases and the relevant Wage Fixation Principles issued in those cases.
- 3.11 The precise wording of the (Commonwealth) work value principle at the time of the 2005 Decision was as follows:

"6. WORK VALUE CHANGES

- (a) *Changes in work value may arise from changes in the nature of the work, skill and responsibility required or the conditions under which work is performed. Changes in work by themselves may not lead to a change in wage rates. The strict test for an alteration in wage rates is that the change in the nature of the work should constitute such a significant net addition to work requirements as to warrant the creation of a new classification or upgrading to a higher classification.*

In addition to meeting this test a party making a work value application will need to justify any change to wage relativities that might result not only within the relevant internal award structure but also against external classifications to which that structure is related. There must be no likelihood of wage leapfrogging arising out of changes in relative position.

These are the only circumstances in which rates may be altered on the ground of work value and the altered rates may be applied only to employees whose work has changed in accordance with this Principle.

- (b) *In applying the Work Value Changes Principle, the Commission will have regard to the need for any alterations to wage relativities between awards to be based on skill, responsibility and the conditions under which work is performed (s.88B(3)(a)).*
- (c) *Where new or changed work justifying a higher rate is performed only from time to time by persons covered by a particular classification, or where it is*

performed only by some of the persons covered by the classification, such new or changed work should be compensated by a special allowance which is payable only when the new or changed work is performed by a particular employee and not by increasing the rate for the classification as a whole.

- (d) *The time from which work value changes in an award should be measured is the date of operation of the second structural efficiency adjustment allowable under the August 1989 National Wage Case decision (August 1989 National Wage Case) [Print H9100; (1989) 30 IR 81].*
- (e) *Care should be exercised to ensure that changes which were or should have been taken into account in any previous work value adjustments or in a structural efficiency exercise are not included in any work evaluation under this Principle.*
- (f) *Where the tests specified in (a) are met, an assessment will have to be made as to how that alteration should be measured in monetary terms. Such assessment will normally be based on the previous work requirements, the wage previously fixed for the work and the nature and extent of the change in work.*
- (g) *The expression "the conditions under which the work is performed" relates to the environment in which the work is done.*
- (h) *The Commission will guard against contrived classifications and over-classification of jobs.*
- (i) *Any changes in the nature of the work, skill and responsibility required or the conditions under which the work is performed, taken into account in assessing an increase under any other principle of this Statement of Principles, will not be taken into account under this Principle."*

4. THE COVERAGE OF THE ACT AND VICTORIAN AWARDS

4.1 The ACT Award contained clauses describing the instrument's coverage on the following terms:

1.5 WHO IS BOUND BY THE AWARD

This award shall be binding upon:

1.5.1 The Australian Liquor, Hospitality and Miscellaneous Workers Union, its officers and its members; and

1.5.1(a) All employers whose names are set out in the Schedules of Respondents hereto in respect of their employees whether members of the union or not.

1.6 WHERE AND WHO DOES THE AWARD COVER

This award shall govern the wages and conditions of employment of all persons engaged in the performance of all work in or in connection with, or incidental to, the industries or industrial pursuits of child care, day nurseries and preschool kindergartens.

4.2 Schedule B to the ACT Award listed 167 Respondents named as the employers to whom the ACT Award applied.

4.3 The Victorian Award contained clauses describing coverage of the instrument on the following terms:

5 INCIDENCE

This award shall apply to the employment of employees being members or not of the Australian Liquor, Hospitality and Miscellaneous Workers Union, engaged in the performance of all work in or in connection with or incidental to, the industries and/or industrial pursuits of child care and early childhood education.

6 LOCALITY

This Award shall apply in the State of Victoria.

...

8 PARTIES BOUND

This award shall be binding upon:

8.1 *The Australian Liquor, Hospitality and Miscellaneous Workers Union, its officers and its members; and*

8.2 *All employers whose names are set out in the Schedules of Respondents hereto in respect of their employees whether members of the union or not.*

4.4 The Schedule to the Victorian Award listed 1252 Respondents named as the employers to whom the Victorian Award applied.

4.5 Due to fact that both of the Awards were residency based, the ACT and Victorian Awards **did not** automatically apply to all of the employers in Victoria or the ACT.

4.6 This coverage could not on any basis be said to represent a majority or close to a majority of the child care industry.

5. THE COVERAGE OF THE METALS AWARD AND METAL AND ENGINEERING AWARD

5.1 The Metals Award contained clauses describing the instrument's coverage on the following terms:

This clause identifies the geographical and industry coverage of the award. It should be noted that coverage of the award extends to every operation, process, duty and function carried on or performed in or in connection with or incidental to any of the industries in Schedule A.

1.6.1 This award shall apply throughout the Commonwealth of Australia, except in the State of Western Australia, the Northern Territory and the Australian Capital Territory.

5.2 Schedule A of the Metals Award covered a range of industries including but not limited to the following:

- (a) Mechanical and electrical engineering.
- (b) Shipbuilding and repairing.
- (c) Smithing.

- (d) Boilermaking and erection and repairing.
- (e) Bridge and girder construction and erection and repairing.
- (f) Steel fabrication, construction and erection, and repairing.
- (g) Sheet metal working.
- (h) Metal moulding.
- (i) Metal machining.
- (j) Ironworking.
- (k) Iron and steel pipe making and fabrication.
- (l) Window frame making and repairing.
- (m) Radio, telephone and X-ray manufacturing, maintaining and repairing.
- (n) Manufacture of insulation materials and articles.

5.3 Historically drawing from these descriptors the Metals Award has been seen as an award applying to Metals and related manufacturing and fabrication.

5.4 A key feature of the Metals Award is that it operated on the basis of named residency. This meant that the Award **did not** automatically apply to all Australian employers in the Metals industries set out at in Schedule A.

5.5 In 1998 prior to Award Modernisation, the Metals Award was superseded by the Metal and Engineering Award.

5.6 The Metal and Engineering Award was split into two parts. Part 1 contained the Metals Award and Part 2 contained the Engineering and Associated Industries.

5.7 The coverage clause for Part 1 encapsulated the industries associated with the Metals Award as defined at clause 1.6.2:

Subject to the exemptions and exceptions prescribed in Schedule B of this award, the industries covered by this award are the metal working and engineering and fabricating industries, and all allied industries including those industries referred to in Schedule A. Coverage of the award extends to every

operation, process, duty and function carried on or performed in or in connection with or incidental to any of the foregoing industries.

5.8 Part 2 of the Metal and Engineering covered employees engaged in the "*Technical Field*" and the "*Supervisor/Trainer Coordinator Field*".

5.9 Clause 1.4.7(b) of the Metal and Engineering Award confirms the Technical Field is defined as:

(i) Production planning, including scheduling, work study, and estimating materials, handling systems and like work.

(ii) Technical including inspection, quality control, supplier evaluation, laboratory, non- destructive testing, technical purchasing, and design and development work (prototypes, models, specifications) in both product and process areas and like work.

(iii) Design and draughting and like work.

5.10 Clause 1.4.7(d) of the Metal and Engineering Award defines the Supervisor/Trainer/Coordinator Field as:

...employees who are:

(i) Responsible for the work of other employees and/or provision of on-the-job training including coordination and/or technical guidance; or

(ii) Responsible for supervision and/or training of other supervisors or trainers; or

(iii) Responsible primarily for the exercise of technical skills, as defined, up to the level of their skill and competence and who are additionally involved in the supervision/training of other employees.

5.11 The Metal and Engineering Award operated on a residency basis and like its predecessor was confined to a specific part of the manufacturing sector.

6. AWARD MODERNISATION

6.1 On 28 March 2008, the Minister for Employment and Workplace Relations signed an award modernisation request (**Request**) pursuant to section 576C(1) of the *Workplace Relations Act 1996* (Cth) (**WR Act**).

6.2 Section 576E of the WR Act required the Australian Industrial Relations Commission (**AIRC**) to complete the award modernisation process in accordance with the award modernisation request.

6.3 The Request stated that:

When modernising awards, the Commission is to create modern awards primarily along industry lines, but may also create modern awards along occupational lines as it considers appropriate.³

6.4 The historic task of making modern awards primarily along industry lines was put into action by the AIRC by adopting its existing classifications of industries as per its panel system.⁴ In its Statement of 29 April 2008, the President, Giudice J, indicated that the AIRC would use the classification of industries (and occupations) in its panel system as the starting point for the award modernisation process.⁵

6.5 On 16 June 2008, the Minister amended the request of 28 March 2008. In the first decision of the Award Modernisation process, a Full Bench of the AIRC considered clause 4 of the Revised Request, as well as other aspects of the Revised Request, and held that:

[12] ...In a general sense we consider that these considerations require the Commission to make awards primarily on broad industry lines and, as far as practical, to make those awards applicable to all award-covered employees in the relevant industry.

[13] We have received many detailed submissions concerning not only the appropriate boundaries between industries but also the appropriate boundaries between industries and occupations in relation to which modern

³ Award Modernisation Request at [4].

⁴ [2008] AIRC 387.

⁵ [2008] AIRC 387, at [6]

*awards might be made. Concerns have been expressed about maintaining existing union demarcations and respecting the historical boundaries between industries based not only on union demarcations but also on other factors such as the regulatory environment, training and qualifications and the peculiar circumstances of the enterprises in the industry. All of these issues will have to be worked through as part of the process. We encourage parties to continue their discussions. Where assistance is required from the Commission contact can be made with the relevant panel head on a bipartite basis. In relation to the industries and occupations on the priority list, however, we have attempted to give some guidance on the scope of the industry. We turn now to that list.*⁶

7. CHILDREN'S SERVICES AWARD

- 7.1 The United Voice contention that the ACT Award and the Victorian Award remained unaffected and unchanged notwithstanding the wholesale recasting of the Australian industrial relations system through the Award Modernisation process lacks any logical basis.
- 7.2 It is evident from a review of the material filed, transcripts and decisions issued during the Award Modernisation proceedings that the creation of the Children's Services Award 2010 was a largely consensual process; based on good old fashioned industrial negotiation rather than any reasoned or judicial process.⁷
- 7.3 We acknowledge that the Liquor, Hospitality and Miscellaneous Union (**LHMU**) proposed a draft Children's Services Award principally based on the *Children's Services (Victoria) Award 2005*, except for the Application clause and standard Award Modernisation clauses.
- 7.4 The LHMU draft also included clauses from the *Children's Services (Northern Territory) Award 2005*, the *Children's Services (ACT) Award 2005*, the *Child Care (Long Day Care) WA Award 2005* and relevant childcare industry NAPSAs.⁸

⁶ [2008] AIRCFB 550, at [12]-[13]

⁷ Award Modernisation AIRCFB 945 at [69], [70].

⁸ Submission of LHMU dated 24 July 2009, Award Modernisation process - Educational Services - Preschool teachers and Health and Welfare Services (Remainder) - Children's Services

- 7.5 The Australian Childcare Centres Association (**ACCA**) and the Australian Community Services Employers' Association (**ACSEA**) proposed a joint draft award. The classifications, position descriptions, definitions and wage rates in the draft award were adopted from the *Children's Services (Victoria) Award 2005* and the *Children's Services (ACT) Award 2005* and *Childcare Industry (Teachers) ACT Award 1999* (specifically for preschool teachers).⁹
- 7.6 While the Commission made reference to the 2005 Decision and preserving the effect of this decision, no substantial consideration or critical assessment was made in respect of the value of the work in the sector.¹⁰
- 7.7 The difficulty presented in 2017 is, given that the Children's Services Award made in 2010 was modelled on an award that represented only a modest part of the industry, how can we make any conclusive assertions about it.
- 7.8 The Children's Services Award 2010 superseded 27 Federal and State Awards each with their own:
- (a) methods of determining coverage;
 - (b) classification structures and descriptors; and
 - (c) wage rates.
- 7.9 Annexed to these submissions and marked Annexure A is a table of the 27 superseded State and Federal Awards and extracts of the following provisions of these awards:
- (a) coverage clause;
 - (b) classification structure and descriptors; and
 - (c) wage rates.
- 7.10 The 27 awards condensed were not uniform in terms of the manner in which coverage was determined.

⁹ Submission of ACCA and ACSEA dated July 2009 at [7.2.1] - [7.3.1]
http://www.airc.gov.au/awardmod/databases/preschool/Submissions/ACCAandACSEA_pre_amend.pdf

¹⁰ Award Modernisation [2009] AIRCFB 865 at [93], [94].

- 7.11 Some operated on the basis a particular geographic location, while others required the involvement of the LHMU. Other awards were predicated upon a system of named resposdency.
- 7.12 More specifically the overall scheme of classifications and the associated descriptors varied greatly from State to State and State to Territory.
- 7.13 These considerations developed in response to the particular industrial circumstances of the employers, employees, clients and regulation in operation in a particular jurisdiction.
- 7.14 Each predecessor award therefore had its own deep and enduring jurisprudential history.
- 7.15 For these reasons the value of the work performed under the various pre-modern awards varied pursuant to factors such as the:
- (a) qualifications necessary for the job;
 - (b) the period of training required to qualify at a particular level;
 - (c) the attributes required for the performance of the work;
 - (d) the level and number of the responsibilities and duties necessary to discharge the duties and functions of the role; and
 - (e) the prevailing economic circumstances in the particular location;
 - (i) including the labour market; and
 - (ii) cost of living requirements.

Transitional rates

- 7.16 By its nature moving to modern awards with uniform, nationally applicable terms and conditions involved an incremental process of transition.
- 7.17 This transition occurred over a 5 year period which saw:
- (a) most terms and conditions commence operation with immediate effect on 1 January 2010;

- (b) minimum rates of pay and other monetary benefits phased in progressively until 30 June 2014 at which time the 'final' minimum rates and monetary benefits apply;¹¹ and
- (c) preservation of pre modern award benefits for redundancy, accident pay and district allowances until 31 December 2014 at which time they cease to operate.¹²

7.18 This exercise required the Commission to create an involved and complex process of transition which by necessity required certain award terms and conditions to be transitioned 'up and down' to reach the end goal.

7.19 The Full Bench in *Award Modernisation [2009] AIRCFB 800* determined that the mechanism to transition minimum rates of pay and other entitlements was by means of a Model Phasing Schedule (refer Annexure B).

7.20 In undertaking this transition, certain terms and conditions of employment, including minimum rates of pay, moved up or down in five equal increments from 1 July 2010 to 1 July 2014 until the final modern award outcome was achieved.

7.21 The Children's Services Award, in part, had a different transition process. In general these terms arose because of an industrial arrangement between some but not all interested parties to the Children's Services Award involved in the Award Modernisation process.

7.22 The effect was to introduce a modification to the Model Phasing Schedule such that the Children's Award by-passed the orderly phased transition for certain employees and employers in certain States:

- (a) minimum wage rates did not transition down to the modern award minimum rate during the transitional period; and
- (b) the transitional differential has increased since 1 July 2010 as a result of minimum wage increases being expressed in percentage terms.

¹¹ *Award Modernisation [2009] AIRCFB 800*

¹² *Award Modernisation [2008] AIRCFB 1000*

- 7.23 Ultimately during the 2 Year Review Vice President Catanzariti rejected an application made by UV to continue the higher rates in of pay in certain States in favour of nationally consistent minimum rates of pay in the Children’s Services Award.¹³
- 7.24 The general effect of Award Modernisation therefore was the following:
- (a) the ACT and Victorian Awards became 2 of 27 awards that were condensed into the Children’s Services Award; and
 - (b) this process set aside all previous conceptions of work value from other predecessor awards.
- 7.25 In fact outside Victoria and the ACT the majority of the industry had a rich history of work value cases.
- 7.26 For instance in *Miscellaneous Workers Kindergartens and Child Care Centres &c (State) Award, Re [2006]*,¹⁴ the Industrial Relations Commission of NSW altered the minimum rates of pay under that award on a range of grounds including the work value principle, equal remuneration principle and special case principle.
- 7.27 In other States and Territories work value cases have included:
- (a) *Child Care Industry (Australian Capital Territory) Award 1985 & Child Care Industry (Northern Territory) Award 1986 - AIRC Full Bench* -Print J4316 (14 September 1990);
 - (b) *Child Care Workers Award* - Print I.95/1991 (a South Australian case); and
 - (c) *Child Care (SA) Award Work Value Case [2005] SAIRComm 49 (30 December 2005)*.
- 7.28 No work value case has been conducted in the Children’s Services sector since the commencement of the FW Act.
- 8. MANUFACTURING AND ASSOCIATED INDUSTRIES AND OCCUPATIONS AWARD**
- 8.1 The Metal and Engineering Award was one of 160 predecessor awards that were condensed into the Manufacturing Award.

¹³ [2014] FWC 7838.

¹⁴ *Miscellaneous Workers Kindergartens and Child Care Centres &c (State) Award, Re [2006] NSWIRComm 64*

- 8.2 Not only is the Manufacturing Award applicable to diverse manufacturing at large (as opposed to metal's manufacturing and fabrication) it also became the reservoir for mechanical and electrical trades as occupations.
- 8.3 This was a major shift as many industries had trades' classifications in their industry awards setting trade rates of pay specific to those industries; a process that was administratively cast aside in making the Manufacturing Award.
- 8.4 The 160 predecessor awards contained various methods of determining coverage, classification structures and pay rates that differed according to a range of factors including on the basis of whether they were Federal or State instruments.
- 8.5 Annexed and marked Annexure C is a table of 160 superseded Federal and State Awards.
- 8.6 The Commission was faced with the unenviable task of attempting to bring together many and varied industries, associated classification structures and descriptors and the corresponding wages from the 160 superseded awards.
- 8.7 The process was a consensus (industrial negotiation) based approach between the Ai Group, and the Union parties to the Metal and Engineering Award including the Australian Manufacturing Workers' Union (**AMWU**), Australian Workers' Union (**AWU**), Communication Electrical Plumbing Union (**CEPU**), Construction, Forestry, Mining and Energy Union (**CFMEU**), LHMU and National Union of Workers (**NUW**) under the supervision of the Full Bench.¹⁵
- 8.8 On 1¹⁶ and 22¹⁷ August 2008, Ai Group and the Union parties put forward a draft Manufacturing and Associated Industries/Employees Award (**Draft Manufacturing Award**).

¹⁵ *Award Modernisation [2008] AIRCFB 1000* at [177] - [179].

¹⁶ *Manufacturing and Associated Industries/Employees Award 2010* draft award proposed by Ai Group and the Unions parties to the Metal, Engineering and Associated Industries Award 1998, dated 1 August 2008. http://www.airc.gov.au/awardmod/databases/metal/Draft/AiGroup_draft_manufacturing_award.pdf

¹⁷ *Manufacturing and Associated Industries/Employees Award 2010* draft award proposed by Ai Group and the Unions parties to the Metal, Engineering and Associated Industries Award 1998, dated 1 August 2008. http://www.airc.gov.au/awardmod/databases/metal/Draft/AiGroup_draft_manufacturing_award_version2.pdf

8.9 In September 2008, the AIRC released exposure drafts for the Priority Industries and Occupations, including in relation to the Manufacturing Award. The Full Bench said of its release:

...numerous industries and occupations. The industries include the metal, engineering and associated industries, the rubber, plastic and cabling industry, the brass, copper and non-ferrous metals industry and the glue and gelatine industry. The occupations include maintenance employees, draughtspersons, production planners, technical workers, engine drivers and trainee engineers and scientists, where no other modern industry or occupation award applies to such employees.

[57] The draft manufacturing award substantially reflects the draft award prepared by the Australian Industry Group (Ai Group) and the union parties to the current Metal Industry Award. However, the opportunity has been taken to amalgamate the various parts of the draft award prepared by those parties, so that there are not separate parts for different occupations. Further, differing terms and conditions of employment between occupations have been rationalised as much as possible. An annualised salary arrangement clause has also been included for some supervisors with a view to clarifying the arrangements that can currently apply to such employees.¹⁸

8.10 On 10 October 2008, in a submission dealing with the Manufacturing Award Exposure Draft, the Ai Group confirmed it did not agree that the draft coverage clause should in effect state that it would be overridden by another award in circumstances of overlap. In particular the Ai Group was concerned that this was the opposite arrangement to the Metal and Engineering Award and would leave many employers exposed to new higher rates of pay from other Awards.¹⁹

¹⁸ *Award Modernisation [2008] AIRCFB 717* at paragraphs 56 and 57.

¹⁹ *Award Modernisation Submissions and Draft Award Provisions, 10 October 2008* at paragraph 31.

- 8.11 It appears that the Full Bench did not respond directly to the point in the course of the Award Modernisation process, but the general effect of the coverage clause in the September 2008 Exposure Draft remained in the final Manufacturing Award.²⁰
- 8.12 Clause 4.9 of the Manufacturing Award sets out what is captured by the phrase *Manufacturing and Associated Industries and Occupations*.
- 8.13 The Manufacturing Award therefore became:
- (a) a broad coverage award for many manufacturing industries and sectors; and
 - (b) an occupation award for the many trades that had historically been in industry awards.
- 8.14 By way of simple example, the *Quarries & C (State) Award* that was in operation in NSW until Award Modernisation covered employees employed in mechanical trades working in the quarrying industry. The weekly rate for tradespersons in the NSW Quarries Award for the first full pay period on or after 13 November 2008 was:
- (a) \$726.10 for Level 1;
 - (b) \$747.40 for Level 2;
 - (c) \$750.70 for Level 3;
 - (d) \$772.00 for Level 4; and
 - (e) \$824.80 for Level 5.
- 8.15 The corresponding relevant weekly rates as per the Metal and Engineering Award was as at 30 September 2008:
- (a) \$578.20 for C10 Engineering Tradesperson - Level I.
 - (b) \$599.10 for C9 Engineering Tradesperson - Level II;
 - (c) \$619.90 for C8 Engineering Tradesperson - Special Class Level I;
 - (d) \$638.80 for C7 Higher Engineering Tradesperson and Special Class Level II;
 - (e) \$680.50 for C6 Advanced Engineering Tradesperson Level I; and
 - (f) \$701.40 for C5 Advanced Engineering Tradesperson Level II.

²⁰ *Manufacturing Award* at clause 4.2.

- 8.16 This is a very simple example of how the Manufacturing Award had deposited into it classes of work that had been historically valued differently to the Metal and Engineering Award.
- 8.17 Having condensed 160 awards into the Manufacturing Award, it was necessary to undertake the complicated transitional process to harmonise the many and varied wage structures in operation to one simplified scheme of rates. This was conducted on the basis of the Model Phasing Provisions referred to above at paragraphs 7.17 to 7.21.
- 8.18 The general effect of the Award Modernisation process therefore was:
- (a) the Metal and Engineering Award became one of 160 awards which were set aside in order to make the Manufacturing Award; and
 - (b) the transitional phasing of wages set aside past conceptions of work value from many predecessor awards.
- 8.19 It is not safe, and not possible, for the Commission to be satisfied conclusively that the value of the work performed under the current Manufacturing Award remains the same as it was under the Metals Award in 2004.

9. TIME HAS PASSED

- 9.1 It might seem trite but a reasonable amount of time has elapsed since the 2005 Decision. No evidence is required to say that since that time manufacturing processes have been impacted by the generational shift in computing power, robotics and related innovations.
- 9.2 The fact that it is seven years on from the commencement of the Manufacturing Award, and 12 years since the 2005 Decision only serves to reinforce that the question should be answered in the negative.

10. THE ANSWER SHOULD BE RESOLVED IN THE NEGATIVE

10.1 As we submitted in our introduction, the question should be answered in the negative.

10.2 To answer it in the affirmative the Commission would need to overlook:

- (a) the limited coverage of the ACT Award;
- (b) the limited coverage of the Victorian Award;
- (c) the coverage of the Children’s Services Award;
- (d) the classes of work introduced into the Children’s Services Award through the Award Modernisation process;
- (e) the contained coverage of the Metals Award and Metals and Engineering Award;
- (f) the materially expanded coverage (industry and occupation) of the Manufacturing Award;
- (g) the classes of work introduced into the Manufacturing Award through the Award Modernisation process;
- (h) that the Award Modernisation process was an unavoidably brutal process that radically cast aside many years of jurisprudence concerning the fixation of wages;
- (i) the transitional phasing of rates of pay to their current state; and
- (j) that some 12 years have elapsed since the 2005 Decision.

10.3 Any reasonable consideration of these factors would lead to an inevitable conclusion; the question must be answered in the negative.

11. WHAT IF THE QUESTION WAS ANSWERED IN THE AFFIRMATIVE

- 11.1 Even if the question were answered in the affirmative it seems only to mean that minimum rates classifications in one award properly reflect the work value of others in another award; that is both classifications should pay the same rate based on work value grounds.
- 11.2 This does not identify a comparator as required by section 302(5) of the FW Act. It does not answer with requisite precision:
- (a) who the comparator employees are;
 - (b) what they are paid; and
 - (c) ultimately why and its relevance.
- 11.3 UV confirmed that, if it proceeds with its application, it will seek to undertake a survey of bargaining outcomes pursuant to the Children’s Services Award and the Manufacturing Awards.²¹
- 11.4 UV confirmed that this process would *“form the evidentiary basis for the quantum of an equal remuneration order.”*
- 11.5 This process seems misconceived and reflects the ‘solution looking for a problem to solve’ approach by the Applicant.
- 11.6 There is no scope in the FW Act for a comparative wage justice case comparing the safety net to bargained outcomes.
- 11.7 There is a specific mechanism within the FW Act for obtaining a low paid bargaining authorisation pursuant to Division 9 of Part 2-4 of the FW Act. If UV hold the view that bargaining outcomes in the Children’s Services Sector have not been sufficient, the union should give consideration to this course of action.
- 11.8 Secondly, bargaining outcomes reflect the particular circumstances of one or more employers and employees. Chief amongst these considerations are:
- (a) the specific industry in which bargaining takes place;
 - (b) the specific geographic location;

²¹ C2013/6333, 16 May 2017, Transcript of Proceedings at [41].

- (c) the labour market in which the bargaining takes place;
- (d) the specific manufacturing sector;
- (e) the prevailing macro and micro economic considerations at the time of bargaining; and
- (f) the disposition of the parties to the bargain.



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Annexure A

Pre-modern Children's Services Awards

Modern award title	Modern award code	Current instrument title	Instrument code	As at
Children's Services Award 2010	<u>MA000120</u>	Broken Hill Commerce and Industry Agreement Consent Award 2001	<u>AN120088</u>	27/03/2006
Children's Services Award 2011	<u>MA000121</u>	Miscellaneous Workers Kindergartens and Child Care Centres Family Leave (Catholic Kindergartens, Child Care Centres and Others and Independent Schools) (State) Award	<u>AN120342</u>	27/03/2006
Children's Services Award 2010	<u>MA000120</u>	Miscellaneous Workers' Kindergartens and Child Care Centres (State) Training Wage Award	<u>AN120346</u>	27/03/2006
Children's Services Award 2010	<u>MA000120</u>	Miscellaneous Workers' Kindergartens and Child Care Centres, &c. (State) Award	<u>AN120347</u>	27/03/2006
Children's Services Award 2010	<u>MA000120</u>	Child Care Industry Award - State 2003	<u>AN140060</u>	27/03/2006
Children's Services Award 2010	<u>MA000120</u>	Early Childhood Education Award - State 2003	<u>AN140100</u>	27/03/2006
Children's Services Award 2010	<u>MA000120</u>	Child Care (SA) Award	<u>AN150035</u>	27/03/2006
Children's Services Award 2010	<u>MA000120</u>	Child Care (Out of School Care - Playleaders) Award	<u>AN160056</u>	27/03/2006
Children's Services Award 2010	<u>MA000120</u>	Child Care (Subsidised Centres) Award	<u>AN160057</u>	27/03/2006
Children's Services Award 2010	<u>MA000120</u>	Children's Services (Government) Award 1989	<u>AN160059</u>	27/03/2006
Children's Services Award 2010	<u>MA000120</u>	Children's Services (Private) Award	<u>AN160060</u>	27/03/2006
Children's Services Award 2010	<u>MA000120</u>	Children's Services Consent Award 1984	<u>AN160061</u>	27/03/2006
Children's Services Award 2010	<u>MA000120</u>	Family Day Care Co-ordinators' and Assistants' Award, 1985	<u>AN160125</u>	27/03/2006
Children's Services Award 2010	<u>MA000120</u>	Teachers' Aides' (Independent Schools) Award 1988	<u>AN160308</u>	27/03/2006
Children's Services Award 2010	<u>MA000120</u>	Child Care and Children's Services Award	<u>AN170015</u>	27/03/2006
Children's Services Award 2010	<u>MA000120</u>	Children's Services (Victoria) Post Secondary (TAFE) Interim Award 1999	<u>AP772762</u>	1/08/2005
Children's Services Award 2010	<u>MA000120</u>	Educational Services - Early Childhood Assistants - Victoria - Award 1999	<u>AP780459</u>	23/01/2006
Children's Services Award 2010	<u>MA000120</u>	Family Day Care (Australian Capital Territory) Award 1999	<u>AP781398</u>	4/07/2005
Children's Services Award 2010	<u>MA000120</u>	Health and Community Services Industry Sector - Minimum Wage Order - Victoria 1997	<u>AP784047</u>	1/08/2005
Children's Services Award 2010	<u>MA000120</u>	Family Day Care Services Award, 1999	<u>AP812580</u>	26/03/2006
Children's Services Award 2010	<u>MA000120</u>	Local Government (Community Services) Tasmania Award 2002	<u>AP815537</u>	24/03/2006
Children's Services Award 2010	<u>MA000120</u>	Family Day Care Coordinators and Assistants' Award 2003	<u>AP826565</u>	8/12/2008
Children's Services Award 2010	<u>MA000120</u>	Child Care (Out of School Care - Playleaders) WA Award 2003	<u>AP826566</u>	16/03/2006
Children's Services Award 2010	<u>MA000120</u>	Children's Services (Australian Capital Territory) Award 2005	<u>AP840806</u>	28/02/2006
Children's Services Award 2010	<u>MA000120</u>	Children's Services (Victoria) Award 2005	<u>AP840807</u>	15/02/2006
Children's Services Award 2010	<u>MA000120</u>	Children's Services (Northern Territory) Award 2005	<u>AP845542</u>	24/05/2007
Children's Services Award 2010	<u>MA000120</u>	Child Care (Long Day Care) WA Award 2005	<u>AP846963</u>	17/03/2006

AN120088

Broken Hill Commerce and Industry Agreement Consent Award 2001 (as at 27 March 2006)

Source: http://www.fwc.gov.au/consolidated_awards/an/an120088/asframe.html

1.7 AREA, INCIDENCE AND DURATION

- (a) This Consent Award is between the Broken Hill Chamber of Commerce and the Barrier Industrial Council and affiliated local Unions. The changes to give effect to Section 19 of the Act and the Commissions principles for review of Awards took effect on and from 30 May 2005.
- (b) It governs the terms and conditions of employment of employers and employees engaged in commercial and industrial activity in the County of Yancowinna, but it shall not apply to any employer or employee to whom the Social and Community Services Employees (State) Award, the Social and Community Services Employees - Rate of Pay (State) Award and the Social and Community Services - Jobskills Trainees (State) Interim Award apply and it is not intended to affect in any way either directly or indirectly the rights that any employee may have either past, present or future under the Social and Community Services Employees - Rates of Pay (State) Award and the Social and Community Services Jobskills Trainees (State) Interim Award.
- (c) This Consent Award 2001 rescinds and replaces the terms and conditions of The Broken Hill Commerce and Industry Agreement (Consent) Award 1998 (I.G 324 248) and shall take effect from the first pay period to commence on or after 18 March 2002, and shall remain in force thereafter until 30 June 2004
- (d) The parties agree that negotiations on a follow on will commence no later than 6 months before the expiration of the Consent Award and shall be finalised before 30 June 2004.
- (e) It is declared and agreed that nothing in this Consent Award shall supersede the purpose or intent of any State or Commonwealth Laws.
- (f) It is agreed that nothing in this Consent Award shall negate the employee or employer of their legal rights.

(g) This Consent Award shall be exhibited by each employer on their premises in a place accessible to all employees.

(h) It is agreed that copies of the new Consent Award shall be available within one month of signing the new Consent Award.

(i)

(i) Domestic clauses and included rates override the General clauses where there is any inconsistency.

(ii) Where a Domestic section is silent then the General clauses shall prevail.

(j) It is agreed that when either party to this Consent Award become aware of any change to a Federal or State Award, and that change will impact on this Consent Award, then either party will advise the other in writing.

APPENDIX J - KINDERGARTEN & CHILD CARE CENTRES

(b) Child Care Worker Grade 4 means - an unqualified employee:

(i) who assists in general child care duties under the direction and supervision of a qualified teacher or a Child Care Worker Grade 1 or a Child Care Worker Grade 2.

(ii) A Child Care Worker Grade 4 who successfully completes the Certificate in Child Care studies or the Associate Diploma in Child Care studies conducted by the appropriate standard authority to be of equivalent qualification shall upon such completion be classified as a Child Care Worker Grade 3 or where appropriate as a Child Care Worker Grade 1.

(c) Child Care Worker Grade 3 means - an employee who has successfully completed the Child Care Certificate, Certificate in Child Care studies or the Associate Diploma in Child Care studies conducted by TAFE:

(i) who assists in general childcare duties under the direction and supervision of a qualified teacher or a Child Care Worker Grade 1 or Child Care Worker Grade 2.

- (d) Child Care Worker Grade 2 - means - a unqualified employee:
- (i) who is required to develop and/or maintain a developmentally or educationally based curriculum programme, and/or who may be in charge and/or responsible for the supervision of a group of children.
 - (ii) A Child Care Worker Grade 2 who successfully completes the Certificate in Child Care studies or the Associate Diploma in Child Care studies conducted by TAFE shall upon such completion be classified as a Child Care Worker Grade 1 and commence on the rate of pay prescribed for the first year for that classification.
- (e) Child Care Worker Grade 1 means - an employee who has successfully completed the Child Care Certificate or the Certificate in Child Care studies or the Associate Diploma in Child Care studies conducted by TAFE or a course regarded by the employer as comparable or a course accepted by the appropriate standard authority to be of equivalent qualification or who is in the opinion of the employer sufficiently qualified or experienced to be so classified:
- (i) who is required to develop and/or maintain a developmentally or educationally based curriculum program, and/or who may be in charge of and/or responsible for the supervision of a group of children.

WAGE SCHEDULE

Table 1 - Wages

Classification	Rate as at 1/10/04 \$	SWC May 2005 \$	Rate as at 1/10/05 \$
Child Care Worker - Grade 1			
1st year	589.40	17.00	606.40
2nd year	599.52	17.00	616.52
3rd year	609.31	17.00	626.31
Grade 2			
1st year	526.25	17.00	543.25
2nd year	539.06	17.00	556.06

3rd year	550.75	17.00	567.75
Grade 3	539.06	17.00	556.06
Grade 4			
1st year	499.96	17.00	516.96
2nd year	504.89	17.00	521.89
3rd year	509.70	17.00	526.70
4th year	514.15	17.00	531.15
General Assistant -			
Grade 1	548.80	17.00	565.80
Grade 2	524.47	17.00	541.47
Housekeeper	526.25	17.00	543.25
First/Alone Cook	519.05	17.00	536.05
Assistant Cook	514.57	17.00	531.57
Cleaners	504.89	17.00	521.89

AN120342

Miscellaneous Workers Kindergartens and Child Care Centres Family Leave (Catholic Kindergartens, Child Care Centres and Others and Independent Schools) (State) Award (as at 27 March 2006)

Source: http://www.fwc.gov.au/consolidated_awards/an/AN120342/asframe.html

6. AREA, INCIDENCE AND DURATION

6.1 This award shall apply to the following:

(a) Licensed child care centres, child minding centres, day nurseries and pre-school kindergartens attached to or operated by a Non-Government School; or

(b) Licensed child care centres, child minding centres, day nurseries and pre-school kindergartens operated by a body which has been established by the Catholic Church to propagate religion.

6.2 This award is made following a review under section 19 of the *Industrial Relations Act 1996* and rescinds and replaces the Miscellaneous Workers Kindergartens and Child Care Centres Family Leave (Catholic Kindergartens, Child Care Centres and Others and Independent schools) (State) Award published 20 October 2000 (319 I.G. 497) and all variations thereof.

6.3 The award published 20 October 2000 took effect on or about 16 June 2000 and variations thereof incorporated herein on the dates set out in the attached Schedule A.

6.4 The changes made to the award pursuant to the Award Review pursuant to section 19(6) of the *Industrial Relations Act 1996* and Principle 26 of the Principles for Review made by the Industrial Relations Commission of New South Wales on 18 December 1998 (310 I.G. 359) are set out in the attached Schedule B and take effect on 28 November 2003.

6.5 This award remains in force until varied or rescinded, the period for which it was made having already expired.

AN120346

Miscellaneous Workers' Kindergartens and Child Care Centres (State) Training Wage Award (as at 27 March 2006)

Source: http://www.fwc.gov.au/consolidated_awards/an/AN120346/asframe.html

2. APPLICATION

(a) Subject to subclause (c) of this clause this award shall apply to persons who are undertaking a traineeship (as defined) and is to be read in conjunction with the Miscellaneous Workers - Kindergartens and Childcare Centres (State) Award, as varied.

10. AREA, INCIDENCE AND DURATION

This award replaces the Miscellaneous Workers NSW Child Care Traineeship (Interim) Award published 11 June 1999 (309 I.G. 744), and all variations thereof. The award published 11 June 1999 rescinded and replaced the award published on 23 August 1996 (294 IG 557).

It shall apply to all persons of the classes herein provided for within the jurisdiction of the Kindergartens &c., (State) Industrial Committee.

APPENDIX A

INDUSTRY SKILL LEVELS

Industry/Skill Level A:

Child Care Worker

Child Care (NSW)

Child Care (Local Government) Industry/Skill Level B:

Child Care

PART B - MONETARY RATES

TABLE 1- WEEKLY RATES - INDUSTRY/SKILL LEVEL B

Where the accredited training course and work performed is for the purpose of generating skills which have been defined for work at Skill Level B.

Effective from the beginning of the first full pay period on or after 1 April 2005

SWC Adjustment - 4 June 2004

Highest level of schooling completed

	Year 10	Year 11	Year 12
School Leaver	215.00	235.00	274.00
Plus 1 year out of school	235.00	274.00	315.00
Plus 2 years	274.00	315.00	370.00
Plus 3 years	315.00	370.00	421.00
Plus 4 years	370.00	421.00	
Plus 5 years or more	421.00		

The average proportion of time spent in structured training taken into account in setting the above rates is 20%.

AN120347

Miscellaneous Workers' Kindergartens and Child Care Centres, &c. (State) Award (as at 27 March 2006)

Source: http://www.fwc.gov.au/consolidated_awards/an/AN120347/asframe.html

39. AREA, INCIDENCE AND DURATION

This award rescinds and replaces the Miscellaneous Workers Kindergartens and Child Care Centres &c. (State) Award, published 22 June 2001 (325 I.G. 652), and all variations thereof.

It shall apply to all persons of the classes herein provided for within the jurisdiction of the Kindergartens, &c. (State) Industrial Committee.

This award shall take effect on and from the 7 March 2006 and shall remain in force for a period of three years.

8. CLASSIFICATION STRUCTURE

(ii) Classification Structure

An employer shall classify the position to which an employee is appointed in accordance with the following structure:

Child Care Support Worker (as defined)

Child Care Support Worker (Qualified Cook) (as defined) Child Care Worker (as defined)

Step

- 1 on engagement without early childhood or child care service
- 2 after 1 year's employment in this classification, or the satisfactory completion of an AQF Certificate III in Children's Services (with less than 12 months employment in an early childhood or child care service)
- 3 after 2 year's employment in this classification
- 4 after 3 year's employment in this classification
- 5 after 1 year's employment in this classification, in addition to the satisfactory completion of an AQF Certificate III in Children's Services.

Advanced Child Care Worker (as defined)

Step

- 1 on engagement with early childhood or child care service
- 2 after 1 year's employment in this classification
- 3 after 2 year's employment in this classification

Advanced Child Care Worker (Qualified) (as defined)

Step

- 1 on engagement with early childhood or child care service
- 2 after 1 year's employment in this classification
- 3 after 2 year's employment in this classification
- 4 required to supervise other Associate Diploma or Diploma qualified employees within the group they have responsibility for

Assistant Co-ordinator (as defined)

Assistant Co-ordinator Qualified (as defined) Co-ordinator (as defined)

Level

- | | | |
|---|----------------|---|
| 1 | OOSH | on engagement with an Out Of School Hours centre |
| 2 | LDC/Pre-School | on engagement with long day care or Pre-School service up to 29 licensed places |
| 3 | LDC/Pre-School | on engagement with long day care or Pre-School service up to 69 licensed places. |
| 4 | LDC/Pre-School | on engagement with long day care or Pre-School service with 70 licensed places or more. |

Co-ordinator Qualified (as defined)

Level

- | | | |
|---|----------------|--|
| 1 | OOSH | on engagement with an Out Of School Hours Centre |
| 2 | LDC/Pre-School | on engagement with long day care or Pre-School service up to 29. licensed places |

3	LDC/Pre-School	on engagement with long day care or Pre-School service up to 69 licensed places.
4	LDC/Pre-School	on engagement with long day care or Pre-School service with 70 licensed places or more.

(iii) Child Care Support Worker means an employee appointed by the employer to perform some or all of the following duties:

- assisting a qualified cook;
- laundry work; cleaning; gardening;
- cooking (where the employee is unqualified);
- driving (as part of other duties);
- handy work; and
- other duties as required by the employer as are within the knowledge, skills and capabilities of the carer, including duties at a higher classification; provided that this does not promote de skilling.

(iv) Child Care Support Worker (Qualified Cook) - means an employee who holds basic qualifications in cooking, and who is appointed by the employer to cook meals in the service. An employee in this classification may be required by the employer to perform other duties as required by the employer as are within the knowledge, skills and capabilities of the employee including duties at a higher or lower classification; provided that this does not promote de skilling.

(v) Child Care Worker - means a carer appointed by the employer to contribute to the development of and assist in the implementation of the child care program under the general direction of and responsible to a supervisor who is regularly present with the group of children. Qualifications are not required for Steps 1 to 4.

(a) An employee who has completed an AQF Certificate III in Children's Services shall be paid no less than Child Care Worker Step 2.

(b) An employee who has completed both an AQF Certificate III in Children's services and 12 months equivalent full-time service in a child care service, or has successfully completed an approved Certificate III traineeship of no less than 12 months duration, shall be classified at Step 5.

(c) An employee at this level is responsible for their own work and may be required by the employer to perform some or all of the following duties:

- positively interact with children, give each child individual attention and comfort as required;
- assist to implement daily routines;
- assist with ensuring a safe, healthy and clean indoor and outdoor environment for children;
- supervise the activities of a group of children for short periods of time during the day;
- work with other staff members to ensure the smooth running of the service subject to the service policies and procedures;
- understand and work according to the service policies and procedures;
- assist in the development and/or evaluation of the program;
- assist in the observation and evaluation of the children's development;
- assist with the recording of children's development and assist in planning for the ongoing development of the child;
- communicate with parents as instructed;
- attend to incidental cleaning and housekeeping or associated with individual and group activities, experiences and routines;
- perform incidental administrative duties including but not limited to: completing receipts, signing deliveries, ruling up the roll, checking the roll and the like;
- other duties as required by the employer as are within the knowledge, skills and capabilities of the carer, including duties at a lower classification; provided that this does not promote de skilling.

(d) An employee at this level may be required by the employer to possess and maintain a current first aid certificate recognised under the *Children and Young Persons (Care and Protection) Act 1998*.

(e) Employees appointed to the position of child care worker, but required to perform the duties of an advanced child care worker, will be paid the higher rate applicable to that classification.

(vi) Advanced Child Care Worker - means an unqualified carer appointed by the employer with the responsibility to develop, plan and implement the child care program. An employee at this level is responsible to the overall employer of a service and may be responsible for the direction of other staff within the group for which they have responsibility. An employee at this level may be required by the employer to perform some or all of the following duties:

- has direct responsibility for the management of a group or groups of children in conjunction with the employer of the service;
- ensure the maintenance of a healthy and safe work environment;
- ensure a safe, healthy and clean indoor and outdoor environment for children;
- liaise with parents as to needs of the children and the service;
- maintain appropriate and up-to-date records;

- ensure that programs are planned, implemented and evaluated for each child in their care;
- ensure that all regulations, licensing guidelines, service policies and procedures are observed;
- carry out administrative duties which relate to effective room management and child care responsibilities;
- other duties as required by the employer as are within the knowledge, skills and capabilities of the carer, including duties at a lower classification; provided that this does not promote de skilling.

An employee at this level is required to possess and maintain a current first aid certificate recognised under the *Children and Young Persons (Care and Protection) Act 1998* as amended and administer first aid as required.

An employee at this level will be required to continue to demonstrate the skills and knowledge required for the position.

(vii) Advanced Child Care Worker: Qualified - means a qualified carer who holds a Diploma in Children's Services, an Associate Diploma in Social Science (Child Studies) from TAFE or equivalent qualifications which are recognised under the *Children and Young Persons (Care and Protection) Act 1998* as amended, appointed by the employer with the responsibility to develop, plan and implement the child care program. An employee at this level is responsible to the overall employer of a service and may be responsible for the direction of other staff within the group for which they have responsibility.

An employee at this level may be required by the employer to perform some or all of the following duties:

- has direct responsibility for the management of a group or groups of children in conjunction with the employer of the service;
- ensure the maintenance of a healthy and safe work environment;
- ensure a safe, healthy and clean indoor and outdoor environment for children;
- liaise with parents as to needs of the children and the service;
- maintain appropriate and up-to-date records;
- ensure that programs are planned, implemented and evaluated for each child in their care;
- ensure that all regulations, licensing guidelines, service policies and procedures are observed;
- carry out administrative duties which relate to effective room management and child care responsibilities;
- other duties as required by the employer as are within the knowledge, skills and capabilities of the carer including duties at a lower classification; provided this does not promote de skilling.

An employee at this level is required to possess and maintain a current first aid certificate recognised under the *Children and Young Persons (Care and Protection) Act 1998* as amended, and administer first aid as required.

An employee at this level will be required to continue to demonstrate the skills and knowledge required for the position.

Advanced Child Care Worker Qualified Step 4 means a qualified carer who holds the Associate Diploma in Social Science (Child Studies), Diploma in Children's Services or equivalent qualifications which are recognised under the *Children and Young Persons (Care and Protection) Act 1998* as amended, and who is appointed by the employer to a position where the employee is required to supervise other Associate Diploma or Diploma qualified employees within the group they have responsibility for.

(viii) Assistant Co-ordinator - means carer appointed by the employer to perform administrative and management functions which assist in the co-ordination administration and management of a service, under direction from and responsible to a supervisor who is regularly present at the service. In addition to those of an Advanced Child Care Worker, an employee at this level may be required by the employer to perform some or all of the following duties:

- Supervise, direct and co-ordinate the activities of groups of children across the service.
- Co-ordinate and manage day-to-day staffing matters across the service.
- Perform administrative duties which assist in the effective management of the service.
- Ensure that groups within the service meet programming, planning administrative and regulatory requirements.
- other duties as required by the employer which are within the knowledge, skills and capabilities of the carer, including duties at a lower classification; provided that this does not promote de skilling.

An employee will not be regarded as working at this level for undertaking responsibilities such as evaluating and improving the activities of a service.

An employee will not be regarded as working at this level for relieving in a supervisory position to fill a temporary absence where the provisions of Clause 17 'Relieving Other Positions' of this Award apply.

An employee at this level is required to possess and maintain a current first aid certificate recognised under the *Children and Young Persons (Care and Protection) Act 1998* as amended, and administer first aid as required.

(ix) Assistant Co-ordinator Qualified means a carer who holds a Diploma in Children's Services, or an Associate Diploma in Social Science (Child Studies) from TAFE or equivalent qualifications which are recognised under the *Children and Young Persons (Care and Protection) Act 1998* as amended, appointed by the employer to perform administrative and management functions which assist in the co-ordination administration and management of a service, under direction from and responsible to a supervisor who

is regularly present at the service. In addition to those of an Advanced Child Care Worker Qualified, an employee at this level may be required by the employer to perform some or all of the following duties:

- Supervise, direct and co-ordinate the activities of groups of children across the service. Co-ordinate and manage day-to-day staffing matters across the service.
- Perform administrative duties which assist in the effective management of the service.
- Ensure that groups within the service meet programming, planning administrative and regulatory requirements.
- other duties as required by the employer which are within the knowledge, skills and capabilities of the carer, including duties at a lower classification; provided that this does not promote de skilling.

An employee will not be regarded as working at this level for undertaking responsibilities such as evaluating and improving the activities of a service.

An employee at this level is required to possess and maintain a current first aid certificate recognised under the Children and Young Persons (Care and Protection) Act 1998 as amended, and administer first aid as required.

(x) Co-ordinator - means a carer appointed by the employer to co-ordinate, administer and manage a service. An employee at this level is required to perform all of the following duties:

- be accountable to the employer for the administration of the service;
- co-ordinate and manage the day-to-day operations of the service;
- manage staff through liaison and consultation with the employer;
- oversee and ensure the implementation and maintenance of a healthy, safe and clean environment for staff and children;
- ensure day-to-day administrative tasks are completed appropriately, including requirements for funding and licensing;
- ensure the Service adheres to all relevant regulations and licensing guidelines;
- ensure all appropriate records are maintained;
- liaise with and consult with parents regarding the needs of the children and the community;
- liaise with management to ensure that all matters and procedures relating to government funding are complied with in accordance with appropriate guidelines and, where applicable, submissions for funding to relevant authorities are made and funds applied in accordance with the relevant guidelines and approvals;
- assist with the preparation of budgets in consultation with the employer, making appropriate recommendations and manage service financial responsibilities within approved levels;

- attend meetings as required by the employer consistent with position responsibilities.

In addition an employee may be required to perform some or all of the following duties:

- develop, implement and evaluate service policies and procedures and ensure these and licensing conditions are met in consultation with the employer;
- prepare and present reports regarding Service issues;
- develop goals and directions for the service in consultation with staff and management in line with early childhood policy and practice;
- ensure that Government guidelines on priority access to services are adhered to;
- other duties as required by the employer which are within the knowledge, skills and capabilities of the carer, including duties at a lower classification; provided that this does not promote de skilling.

An employee at this level is required to possess and maintain a current first aid certificate recognised under the *Children and Young Persons (Care and Protection) Act 1998* as amended, and administer first aid as required.

(xi) Co-ordinator: Qualified means a qualified carer who holds the Diploma in Children's Services, an Associate Diploma in Social Science (Child Studies) from TAFE or equivalent qualifications which are recognised under the *Children and Young Persons (Care and Protection) Act 1998* as amended, and who is appointed by the employer to co-ordinate, administer and manage a service. An employee at this level is required to perform the following duties:

- be accountable to the employer for the administration of the Service; co-ordinate and manage the day-to-day operations of the service;
- manage staff through liaison and consultation with the employer;
- oversee and ensure the maintenance and implementation of a healthy, safe and clean environment for staff and children;
- ensure day-to-day administrative tasks are completed appropriately, including requirements for funding and licensing;
- ensure the Service adheres to all relevant regulations and licensing guidelines;
- ensure all appropriate records are maintained;
- liaise with and consult with parents regarding the needs of the children and the community;
- liaise with management to ensure that all matters and procedures relating to government funding are complied with in accordance with appropriate guidelines and, where applicable, submissions for funding to relevant authorities are made and funds applied in accordance with the relevant guidelines and approvals;

- assist with the preparation of budgets in consultation with the employer, making appropriate recommendations and manage service financial responsibilities within approved levels;
- attend meetings as required by the employer consistent with position responsibilities.

In addition an employee may be required to perform some or all of the following duties:

- acts as Authorised Supervisor in accordance with the *Children and Young Persons (Care and Protection) Act 1998* as amended, where required by the employer;
- develop, implement and evaluate Service policies and procedures and ensure these and licensing conditions are met in consultation with the employer;
- prepare and present reports regarding service issues;
- develop goals and directions for the service in consultation with staff and management in line with early childhood policy and practice;
- ensure that government guidelines on priority access to services are adhered to;
- other duties as required by the employer which are within the knowledge, skills and capabilities of the carer, including duties at a lower classification; provided that this does not promote de skilling.

An employee at this level is required to possess and maintain a current first aid certificate recognised under the *Children and Young Persons (Care and Protection) Act 1998* as amended, and administer first aid as required.

(xii) Co-ordinator Level 1 (Out Of Schools Hours) - means a Co-ordinator (as defined) appointed to an OOSH service who does not hold a Diploma Children's Services, an Associate Diploma in Social Science (Child Studies), or equivalent qualifications which are recognised under the *Children and Young Persons (Care and Protection) Act 1998* as amended.

(xiii) Co-ordinator Level 2 - LDC / Pre School means a Co-ordinator (as defined) appointed to a Long Day Care or Pre School service of up to 29 licensed places.

(xiv) Co-ordinator Level 3 - LDC / Pre School means a Co-ordinator (as defined) appointed to a Long Day Care or Pre School service of between 30 and 69 licensed places.

(xv) Co-Ordinator Level 4 - LDC / Pre School means a Co-ordinator (as defined) appointed to a Long Day Care or Pre School service of 70 licensed places or more.

(xvi) Co-ordinator Qualified Level 1 (Out Of School Hours) means a Co-ordinator Qualified (as defined) appointed to an OOSH service.

(xvii) Co-ordinator Qualified Level 2 - LDC / Pre School means a Co-ordinator Qualified (as defined) appointed to a Long Day Care or Pre School service of up to 29 licensed places.

(xviii) Co-ordinator Qualified Level 3 - LDC / Pre School means a Co-ordinator Qualified (as defined) appointed to a Long Day Care or Pre School service of between 30 and 69 licensed places.

(xix) Co-ordinator Qualified Level 4 - LDC / Pre School means a Co-ordinator Qualified (as defined) appointed to a Long Day Care or Pre School service of 70 licensed places or more.

PART B - MONETARY RATES

TABLE 1A - FORMER WAGES

Classification	Weekly Rate From First Pay Period On Or After 28th August 2005
Child Care Worker	
Step 1	524.80
Step 2	529.40
Step 3	533.80
Step 4	538.40
Advance Child Care Worker	
Step 1	549.30
Step 2	561.30

Support Worker	529.40
Support Worker (Qualified Cook)	543.00

TABLE 1C - NEW WAGES - CHILD CARE CLASSIFICATIONS IN LONG DAY CARE

Current Award Level	Current New Level	Current Rate	New Level	Total New End Rate	Total Increase	Rate at 7/3/06	Rate at 1/9/06	Rate at 1/3/07	Rate at 1/9/07	Rate at 1/3/08
	Step	\$	Step	\$	\$	\$	\$	\$	\$	\$
CCW	1	524.80	CCW	1	611.28	86.48	545.79	567.62	590.33	611.28
CCW	2	529.40	CCW	2	616.65	87.25	550.58	572.60	595.50	616.65
CCW	3	533.80	CCW	3	621.77	87.97	555.15	577.36	600.45	621.77
CCW	4	538.40	CCW	4	627.12	88.72	559.94	582.33	605.63	627.12
Certificate III										
CCW	2	529.40	CCW	5	633.47	104.07	550.58	572.60	595.50	619.32
CCW	3	533.80	CCW	5	633.47	99.67	555.15	577.36	600.45	624.47
CCW	4	538.40	CCW	5	633.47	95.07	559.94	582.33	605.63	629.85
ACCW	1	549.30	ACCW	1	639.82	90.52	571.27	594.12	617.89	639.82
ACCW	2	561.30	ACCW	2	653.90	92.60	583.75	607.10	631.39	653.90
ACCW	3	572.20	ACCW	3	676.00	103.80	595.09	618.89	643.65	669.39
Diploma										
ACCWQ	1	616.50	ACCWQ	1	687.94	71.44	641.16	666.81	687.94	687.94
ACCWQ	2	625.60	ACCWQ	2	762.12	136.52	650.62	676.65	703.71	731.86
ACCWQ	3	634.80	ACCWQ	3	800.93	166.13	660.19	686.60	714.06	742.63
ACCWQ	3	634.80	ACCWQ	4	842.78	207.98	660.19	686.60	714.06	742.63

Asst Co-ord											
ACCW	1	549.30	Asst Co-ord		702.00	152.70	571.27	594.12	617.89	642.60	702.00
ACCW	2	561.30	Asst Co-ord		702.00	140.70	583.75	607.10	631.39	656.64	702.00
ACCW	3	572.20	Asst Co-ord		702.00	129.80	595.09	618.89	643.65	669.39	702.00
ACCWQ	1	616.50	Asst Co-ord Qual		862.40	245.90	641.16	666.81	693.48	721.22	862.40
ACCWQ	2	625.60	Asst Co-ord Qual		862.40	236.80	650.62	676.65	703.71	731.86	862.40
ACCWQ	3	634.80	Asst Co-ord Qual		862.40	227.60	660.19	686.60	714.06	742.63	862.40
Co-Ordinator											
Co-Ord Small	1	568.50	Co-ord OOSH	L1	754.96	186.46	591.24	614.89	639.49	665.06	754.96
Co-Ord Small	2	582.50	Co-ord OOSH	L1	754.96	172.46	605.80	630.03	655.23	681.44	754.96
Co-Ord Small	3	593.40	Co-ord OOSH	L1	754.96	161.56	617.14	641.82	667.49	694.19	754.96
Co-Ord Small	1	568.50	Co-Ord LDC	L2	774.48	205.98	591.24	614.89	639.49	665.06	774.48
Co-Ord Small	2	582.50	Co-Ord LDC	L2	774.48	191.98	605.80	630.03	655.23	681.44	774.48
Co-Ord Small	3	593.40	Co-Ord LDC	L2	774.48	181.08	617.14	641.82	667.49	694.19	774.48
Co-Ord Large	1	580.10	Co-Ord LDC	L3	801.29	221.19	603.30	627.44	652.53	678.63	801.29

Co-Ord Large	2	592.00	Co-Ord LDC	L3	801.29	209.29	615.68	640.31	665.92	692.56	801.29
Co-Ord Large	3	603.00	Co-Ord LDC	L3	801.29	198.29	627.12	652.20	678.29	705.42	801.29
Co-Ord Large	1	580.10	Co-Ord LDC	L4	834.87	254.77	603.30	627.44	652.53	678.63	834.87
Co-Ord Large	2	592.00	Co-Ord LDC	L4	834.87	242.87	615.68	640.31	665.92	692.56	834.87
Co-Ord Large	3	603.00	Co-Ord LDC	L4	834.87	231.87	627.12	652.20	678.29	705.42	834.87
Co-Ord Qualified											
Co-Ord Qual Sml	1	643.30	Co-Ord Qual LDC		931.25	287.95	669.03	695.79	723.63	752.57	931.25
Co-Ord Qual Sml	2	652.40	Co-Ord Qual LDC		931.25	278.85	678.50	705.64	733.86	763.22	931.25
Co-Ord Qual Sml	3	661.60	Co-Ord Qual LDC		931.25	269.65	688.06	715.59	744.21	773.98	931.25
Co-Ord Qual Sml	1	643.30	Co-Ord Qual LDC	L2	950.77	307.47	669.03	695.79	723.63	752.57	950.77
Co-Ord Qual Sml	2	652.40	Co-Ord Qual LDC	L2	950.77	298.37	678.50	705.64	733.86	763.22	950.77
Co-Ord Qual Sml	3	661.60	Co-Ord Qual LDC	L2	950.77	289.17	688.06	715.59	744.21	773.98	950.77
Co-Ord Qual Lge	1	662.40	Co-Ord Qual LDC	L3	977.58	315.18	688.90	716.45	745.11	774.91	977.58
Co-Ord Qual Lge	2	671.50	Co-Ord Qual LDC	L3	977.58	306.08	698.36	726.29	755.35	785.56	977.58
Co-Ord Qual Lge	3	678.70	Co-Ord Qual LDC	L3	977.58	298.88	705.85	734.08	763.45	793.98	977.58

Co-Ord Qual Lge	1	662.40	Co-Ord Qual LDC	L4	1011.16	348.76	688.90	716.45	745.11	774.91	1011.16
Co-Ord Qual Lge	2	671.50	Co-Ord Qual LDC	L4	1011.16	339.66	698.36	726.29	755.35	785.56	1011.16
Co-Ord Qual Lge	3	678.70	Co-Ord Qual LDC	L4	1011.16	332.46	705.85	734.08	763.45	793.98	1011.16

TABLE 1D - NEW WAGES - CHILD CARE CLASSIFICATIONS IN PRE-SCHOOLS

Current Award Level	Step	Current Rate	New Level	Step	Total New End Rate	Total Increase	Rate at 7/3/06	Rate at 1/9/06	Rate at 1/3/07	Rate at 1/9/07	Rate at 1/3/08
		\$			\$	\$	\$	\$	\$	\$	\$
CCW	1	524.80	CCW	1	587.77	62.97	545.79	567.62	587.77	587.77	587.77
CCW	2	529.40	CCW	2	592.93	63.53	550.58	572.60	592.93	592.93	592.93
CCW	3	533.80	CCW	3	597.86	64.06	555.15	577.36	597.86	597.86	597.86
CCW	4	538.40	CCW	4	603.00	64.60	559.94	582.33	603.00	603.00	603.00
Certificate III											
CCW	2	529.40	CCW	5	609.11	79.71	550.58	572.60	595.50	609.11	609.11
CCW	3	533.80	CCW	5	609.11	75.31	555.15	577.36	600.45	609.11	609.11
CCW	4	538.40	CCW	5	609.11	70.71	559.94	582.33	605.63	609.11	609.11
ACCW	1	549.30	ACCW	1	615.21	65.91	571.27	594.12	615.21	615.21	615.21
ACCW	2	561.30	ACCW	2	628.65	67.35	583.75	607.10	628.65	628.65	628.65
ACCW	3	572.20	ACCW	3	650.00	77.80	595.09	618.89	643.65	650.00	650.00
Diploma											
ACCWQ	1	616.50	ACCWQ	1	661.51	45.01	641.16	661.51	661.51	661.51	661.51
ACCWQ	2	625.60	ACCWQ	2	732.83	107.23	650.62	676.65	703.71	731.86	732.83

ACCWQ	3	634.80	ACCWQ	3	770.12	135.32	660.19	686.60	714.06	742.63	770.12
ACCWQ	3	634.80	ACCWQ	4	810.39	175.59	660.19	686.60	714.06	742.63	810.39
Asst Co-ord											
ACCW	1	549.30	Asst Co-ord		675.00	125.70	571.27	594.12	617.89	642.60	675.00
ACCW	2	561.30	Asst Co-ord		675.00	113.70	583.75	607.10	631.39	656.64	675.00
ACCW	3	572.20	Asst Co-ord		675.00	102.80	595.09	618.89	643.65	669.39	675.00
ACCWQ	1	616.50	Asst Co-ord Qual		829.23	212.73	641.16	666.81	693.48	721.22	829.23
ACCWQ	2	625.60	Asst Co-ord Qual		829.23	203.63	650.62	676.65	703.71	731.86	829.23
ACCWQ	3	634.80	Asst Co-ord Qual		829.23	194.43	660.19	686.60	714.06	742.63	829.23
Co-Ordinator											
Co-Ord Small	1	568.50	Co-ord OOSH	L1	729.33	160.83	591.24	614.89	639.49	665.06	729.33
Co-Ord Small	2	582.50	Co-ord OOSH	L1	729.33	146.83	605.80	630.03	655.23	681.44	729.33
Co-Ord Small	3	593.40	Co-ord OOSH	L1	729.33	135.93	617.14	641.82	667.49	694.19	729.33
Co-Ord Small	1	568.50	Co-Ord Pre-Sch	L2	748.85	180.35	591.24	614.89	639.49	665.06	748.85
Co-Ord Small	2	582.50	Co-Ord Pre-Sch	L2	748.85	166.35	605.80	630.03	655.23	681.44	748.85
Co-Ord Small	3	593.40	Co-Ord Pre-Sch	L2	748.85	155.45	617.14	641.82	667.49	694.19	748.85

Co-Ord Large	1	580.10	Co-Ord Pre-Sch	L3	775.66	195.56	603.30	627.44	652.53	678.63	775.66
Co-Ord Large	2	592.00	Co-Ord Pre-Sch	L3	775.66	183.66	615.68	640.31	665.92	692.56	775.66
Co-Ord Large	3	603.00	Co-Ord Pre-Sch	L3	775.66	172.66	627.12	652.20	678.29	705.42	775.66
Co-Ord Large	1	580.10	Co-Ord Pre-Sch	L4	809.24	229.14	603.30	627.44	652.53	678.63	809.24
Co-Ord Large	2	592.00	Co-Ord Pre-Sch	L4	809.24	217.24	615.68	640.31	665.92	692.56	809.24
Co-Ord Large	3	603.00	Co-Ord Pre-Sch	L4	809.24	206.24	627.12	652.20	678.29	705.42	809.24
Co-Ord Qualified											
Co-Ord Qual Sml	1	643.30	Co-Ord Qual OOSH		898.86	255.56	669.03	695.79	723.63	752.57	898.86
Co-Ord Qual Sml	2	652.40	Co-Ord Qual OOSH		898.86	246.46	678.50	705.64	733.86	763.22	898.86
Co-Ord Qual Sml	3	661.60	Co-Ord Qual OOSH		898.86	237.26	688.06	715.59	744.21	773.98	898.86
Co-Ord Qual Sml	1	643.30	Co-Ord Qual Pre-S	L2	918.38	275.08	669.03	695.79	723.63	752.57	918.38
Co-Ord Qual Sml	2	652.40	Co-Ord Qual Pre-S	L2	918.38	265.98	678.50	705.64	733.86	763.22	918.38
Co-Ord Qual Sml	3	661.60	Co-Ord Qual Pre-S	L2	918.38	256.78	688.06	715.59	744.21	773.98	918.38
Co-Ord	1	662.40	Co-Ord	L3	945.19	282.79	688.90	716.45	745.11	774.91	945.19

Qual Lge			Qual Pre-S									
Co-Ord	2	671.50	Co-Ord	L3	945.19	273.69	698.36	726.29	755.35	785.56	945.19	
Qual Lge			Qual Pre-S									
Co-Ord	3	678.70	Co-Ord	L3	945.19	266.49	705.85	734.08	763.45	793.98	945.19	
Qual Lge			Qual Pre-S									
Co-Ord	1	662.40	Co-Ord	L4	978.77	316.37	688.90	716.45	745.11	774.91	978.77	
Qual Lge			Qual Pre-S									
Co-Ord	2	671.50	Co-Ord	L4	978.77	307.27	698.36	726.29	755.35	785.56	978.77	
Qual Lge			Qual Pre-S									
Co-Ord	3	678.70	Co-Ord	L4	978.77	300.07	705.85	734.08	763.45	793.98	978.77	
Qual Lge			Qual Pre-S									

AN140060

Child Care Industry Award - State 2003 (as at 27 March 2006)

Source: http://www.fwc.gov.au/consolidated_awards/an/AN140060/asframe.html

1.5 AWARD COVERAGE

1.5.1 This Award shall apply to persons engaged in the callings and classifications set out in this Award, who are employed at or in Child Care Centres as defined in the Regulation or outside school hours care, adjunct care, wherein employees are charged with the care of children, and/or the delivery of child care services as per clause 1.5.2 within Queensland, for whom classifications and rates of pay are herein prescribed, and to their respective employers. Subject to clause 1.5.3 no other Award shall apply.

1.5.2 Without limiting the scope of coverage, this Award shall apply to employees engaged in the provision of long day care, sessional care, occasional care, vocational care, adjunct care, respite care, emergency care, before and after school hours care and extended hours care of children as defined in the *Child Care Act 1991* and the Child Care (Child Care Centres) Regulation 1991.

1.5.3 This Award will not apply to:

- (a) Employees of the Crown or of any Public Hospitals Board.
- (b) Persons covered by the Early Childhood Education Award - State.
- (c) Centres where sick or afflicted children are placed for care or treatment purposes.
- (d) Persons who are in holy orders or who are members of a recognised teaching order.
- (e) Persons whose service is voluntary and whose service is covered by an exchange of letters between the employer and the volunteer.

- (f) Students on work experience or placement.
- (g) Nurses who are engaged on nursing duties.
- (h) Clerical employees engaged principally in a clerical capacity.
- (i) Persons covered by the Lifeline Community Care Queensland Enterprise Award - State 2005.

1.5.4 *Partial exemption*

Clause 1.5.4 does not apply to employees in outside school hours care or vacation care programs.

An employee (classified at or below the level of Director - 1 Year Qualified Year 1) who agrees in writing with the employer to be paid at a rate not less than 25% above the classification level of Director - 1 Year Qualified Year 1, will be exempt from the provisions of Part 6 and clause 4.2 of this Award. An employee classified at the level of Director - 1 Year Qualified Year 2 and above who agrees in writing with the employer to be paid at a rate not less than 25% above the appropriate classification level, will be exempt from the provisions of Part 6 and clause 4.2 of this Award.

1.6 AREA OF OPERATION

For the purpose of this Award, the Divisions and Districts will be as follows:

1.6.1 *Divisions*

Northern Division - That portion of the State along or north of a line commencing at the junction of the sea-coast with the 21st parallel of south latitude; then by that parallel of latitude due west to 147 degrees of east longitude; then by that meridian of longitude due south to 22 degrees 30 minutes of south latitude; then by that parallel of latitude due west to the western border of the State.

Mackay Division - That portion of the State within the following boundaries - commencing at the junction of the sea-coast with the 21st parallel of south latitude; then by that parallel of latitude due west to 147 degrees of east longitude; then by that meridian of longitude due south to 22 degrees of south latitude; then by that parallel of latitude due east to the sea-coast; then by the sea-

coast northerly to the point of commencement.

Southern Division - That portion of the State not included in the Northern or Mackay Divisions.

1.6.2 Districts

Northern Division - Eastern District - That portion of the Northern Division along or east of 144 degrees 30 minutes of east longitude.

Northern Division - Western District - The remainder of the Northern Division.

Southern Division - Eastern District - That portion of the Southern Division along or east of a line commencing at the junction of the southern border of the State with 150 degrees of east longitude; then by that meridian of longitude due north to 25 degrees of south latitude; then by that parallel of latitude due west to 147 degrees of east longitude; then by that meridian of longitude due north to the southern boundary of the Mackay Division.

Southern Division - Western District - The remainder of the Southern Division.

1.7 PARTIES BOUND

This Award is legally binding upon the employees whose classifications are defined in clause 1.3 and their employers, and the Australian Liquor, Hospitality and Miscellaneous Workers Union of Australia, Queensland Branch, Union of Employees and its members.

1.3 DEFINITIONS

1.3.1 "Assistant Director" means an employee appointed as such who is approved in terms of the relevant legislation to have charge of the centre in the absence of the Director.

1.3.3 "Child Care Worker" means an employee who is engaged in the provision of child care within a centre and/or who is engaged in functions in or in connection with the general operation of the Centre including but not limited to all aspects of food preparation and service, cleaning and maintenance of all areas of the Centre (internal and external) to the standards required by the employer.

1.3.5 "Assistant Child Care Worker - Unqualified" - means an employee who is an adult or an employee who:

- (a) has successfully completed Year 12 at Secondary School; or
- (b) on the day the person is first employed as an assistant, is at least 17 and is undertaking, or has completed a Child Care Practice Certificate at a College of Technical and Further Education.

An assistant who is not an adult must be supervised by an appropriately approved Group Leader.

Duties would include, but not be limited to, some or all of the following:

- (a) assist in the implementation of the early childhood program under supervision;
- (b) implement daily routine;
- (c) ensure the health and safety of the children in their care;
- (d) give each child individual attention and comfort as required;
- (e) work in accordance with the licensing requirements of the *Child Care Act 1991*;
- (f) understand and work according to the Centre or service's policy;
- (g) perform general duties associated with the operation of the Centre, including but not limited to all aspects of food preparation, service and cleaning/maintenance of all areas of the Centre (internal and external).

1.3.6 "Assistant Child Care Worker - Minimum 1 Year Qualified" means an employee who holds a one year full-time or 2 years part-time qualification in the early childhood area (or its equivalent) from an accredited tertiary institution, or an employee who has successfully completed one half of the course of study for an Associate Diploma in Child Care or an equivalent qualification as determined under the Regulations.

- (a) This classification will also include a cook who prepares at least one full meal per day for each of a substantial

proportion of children present at the Centre.

(b) Duties would include, but not be limited to, some or all of the following:

- (i) any of the duties of an Assistant Child Care Worker - Unqualified;
- (ii) co-ordinate and direct activities of unqualified workers engaged in the implementation of programs and activities in group settings;
- (iii) liaise with parents;
- (iv) ensure a safe environment is provided for the children;
- (v) ensure that records are maintained and are up to date concerning each child in their care;
- (vi) assist in the development, implementation and evaluation of daily routines;
- (vii) be responsible to the Director for the assessment of students on placement;
- (viii) ensure the Centre or service's policies are adhered to.

1.3.8 "Group Leader - Unqualified" means an unqualified employee who is an adult and holds a Certificate of Endorsement or previous exemption to act as a Group Leader under the *Child Care Act 1991*.

(a) Duties would include, but not be limited to, some or all of the following:

- (i) carrying out the work of a Group Leader;
- (ii) the co-ordination of the activities of a group of children;
- (iii) general supervision of workers;

- (iv) assisting in the Centre's or service's administrative functions;
- (v) any of the duties of Assistant Child Care Worker - 1 Year Qualified
- (vi) to ensure that a developmentally appropriate program is planned and implemented for each child;
- (vii) to assess the needs of each child and monitor the child's progress; and
- (viii) to maintain effective communication with a parent of each child in the group that the person leads.

1.3.9 "Group Leader - 1 Year Qualified" means an unqualified employee who is an adult and holds a one year full-time or 2 years part-time qualification in the Early Childhood area (or its equivalent) as approved under the Regulation, and holds an endorsement under the *Child Care Act 1991* or, an employee who is an adult who has successfully completed one half of the course of study for an Associate Diploma in Child Care or an equivalent qualification as determined under the Regulation and holds an endorsement under the *Child Care Act 1991*.

(a) Duties would include, but not be limited to, some or all of the following:

- (i) carrying out the work of a Group Leader;
- (ii) the co-ordination of the activities of a group of children;
- (iii) general supervision of workers in the Centre;
- (iv) assisting in the Centre's or the service's administrative functions;
- (v) any of the duties of Assistant Child Care Worker - 1 Year Qualified;
- (vi) to ensure that a developmentally appropriate program is planned and implemented for each child;
- (vii) to assess the needs of each child and monitor the child's progress; and

(viii) to maintain effective communication with a parent of each child in the group that the person leads.

1.3.10 "Group Leader - 2 Year Qualified" means an employee who is an adult who has successfully completed a post-secondary course of at least 2 years full-time in Early Childhood studies conducted by a College of Technical and Further Education or a qualification awarded by another institution that is approved or is regarded as a similar qualification under the Regulation.

(a) A Registered Nurse who has enrolled in or has successfully completed an appropriate bridging course in Early Childhood studies will also meet the criteria for a 2 Year Qualified Group Leader.

(b) Duties would include, but not be limited to, some or all of the following:

(i) any of the duties of a Group Leader - 1 Year or less;

(ii) work as the person in charge of a group of children in the age range from birth to 12 years;

(iii) take responsibility in consultation with the Director for the preparation, implementation and evaluation of a developmental program for individuals and groups of children in care;

(iv) co-ordinate and direct the activities of workers engaged in the implementation and evaluation of developmental programs and activities in a group setting;

(v) contribute, through the Director, to the development of the Centre or services policies;

(vi) ensure that the policies and practices of the Centre are maintained.

1.3.11 "Group Leader - Minimum 3 Year Qualified" means an employee who is an adult who has successfully completed a Tertiary Qualification of at least 3 years full time in Early Childhood studies conducted by a University or at least a 3 year qualification awarded by another Institution that is approved or is regarded as a similar qualification under the Regulation.

(a) Duties will include but not be limited to some or all of the following:

- (i) any of the duties of a Group Leader - 2 Year Qualified;
- (ii) work as the person in charge of a group of children in the age range from birth to 12 years;
- (iii) take responsibility in consultation with the Director for the preparation, implementation and evaluation of a developmental program for individuals and groups of children in care;
- (iv) co-ordinate and direct the activities of workers engaged in the implementation and evaluation of developmental programs and activities in a group setting;
- (v) contribute, through the Director to the development of the Centre or services' policies;
- (vi) ensure that the policies and practices of the Centre are maintained.

1.3.12 "Assistant Director - 2 Year Qualified" means an employee who has been appointed as an Assistant Director and who has successfully completed a post secondary course of at least 2 years in Early Childhood studies conducted by a College of Technical and Further Education or a qualification awarded by another Institution that is approved or is regarded as a similar qualification under the Regulation and has had at least 2 years employment in the Early Childhood profession or a person who, although not meeting these requirements, is permitted to be employed as an Assistant Director by a relevant provision of the *Child Care Act 1991* or Regulation.

1.3.13 "Assistant Director - Minimum 3 Year Qualified" means an employee who has been appointed as an Assistant Director and must have successfully completed a Tertiary Qualification of at least 3 years full-time in Early Childhood studies conducted by a University or at least a 3 year qualification awarded by another Institution that is approved or regarded as a similar qualification under the Regulation.

1.3.14 Duties of Assistant Director (2 Year Qualified and Minimum 3 Year Qualified) include but are not limited to some or all of the following:

- (a) all of the duties of a Group Leader - Minimum 3 Year Qualified;

- (b) to supervise the programs and the quality of care that the service provides;
- (c) to maintain the service's policies and practices;
- (d) to maintain effective liaison with other agencies in the community;
- (e) to maintain the Centre's records;
- (f) supervising qualified and unqualified workers;
- (g) planning and co-ordinating in-service training for the Centre or service;
- (h) planning and implementing programs for children with special needs, including, but not limited to, children with disabilities and children of non-English speaking background.

1.3.15 "Director Unqualified" means an employee who holds no Child Care qualifications and who holds a Certificate of Endorsement or previous exemption to act as a Director of a Child Care Centre.

1.3.16 "Director 1 Year Qualified" means an employee who has successfully completed a one year full-time or 2 years part-time course in Early Childhood studies which is a qualification approved under the Regulation and who holds an endorsement or previous exemption to act as a Director of a Child Care Centre.

1.3.17 "Director 2 Year Qualified" means an employee who holds a 2 years full-time or 4 years part-time qualification in the Early Childhood area (or its equivalent) from an accredited tertiary institution, such qualification being an approved qualification under the Regulation, and who holds an endorsement or previous exemption to act as a Director of a Child Care Centre.

1.3.18 "Director Minimum 3 Year Qualified" means an employee who has successfully completed a tertiary course of at least 3 years in Early Childhood studies or a qualification that is approved under the terms of the Regulation and who is approved under the *Child Care Act 1991* to act as a Director of a Child Care Centre.

1.3.19 Duties of Directors (Unqualified, one Year, 2 Year and Minimum 3 Year Qualified) include but are not be limited to all or

some of the following:

- (a) responsibility for the overall administration of the Centre or service;
- (b) to develop, implement and supervise developmental programs and the quality of care that the service provides;
- (c) to maintain the service's, policies and practices;
- (d) to establish a process for the recruitment, orientation and support of staff;
- (e) to identify and assist in meeting in-service training needs of staff;
- (f) to establish and maintain effective communication systems with staff and parents;
- (g) to establish and maintain liaison with other agencies in the community (as required);
- (h) to maintain the Centre's records;
- (i) recruit staff in consultation with the Manager/Owner or Licensee of the Centre;
- (j) to keep day-to-day accounts and handle clerical administrative matters;
- (k) ensure that the Centre or service adheres to all relevant Regulations; and
- (l) formulate and evaluate annual budgets in liaison with relevant authorities where necessary;
- (m) all of the duties of an Assistant Director.

Outside School Hours Care and Vacation Care

1.3.20 "Assistant" means an employee who is unqualified and is employed to assist at an Outside School Hours Care and

Vacation Care Service.

(a) An Assistant must be supervised by a Co-ordinator.

(b) Duties would include, but not be limited to, some or all of the following:

(i) supervise children's activities;

(ii) ensure the health and safety of the children in care;

(iii) take a genuine interest in the children, their activities and participate in these as much as possible;

(iv) administer first aid when appropriate, and ensure injured children receive appropriate medical attention;

(v) supervise sports activities;

(vi) liaise with parents;

(vii) assist in developing and implementing programs/activities;

(viii) understand and work according to the Centre's policies.

1.3.21 "Co-ordinator - Unqualified" means an employee who co-ordinates and manages an After School Hours Care and/or Vacation Care Service for children and has no relevant post secondary qualification. The duties would include, but not be limited to, some or all of the following:

(a) develop and or oversee programs and ensure they offer a balance of flexibility, variety, safety and fun;

(b) supervise the programs/activities, staff and ensure each staff member is fulfilling their relevant duties and responsibilities;

- (c) carry out administration tasks including fee collection and receipting, banking, staff pay, etc;
- (d) administer first aid when appropriate and ensure that injured children receive appropriate medical attention;
- (e) to work positively in working with parents and/or Committees;
- (f) understanding and working in accordance with the Service's policies.

1.3.22 "Co-ordinator - Qualified" means an employee who co-ordinates and manages an After School Hours Care and/or Vacation Care Service for children and must have successfully completed a post-secondary course of at least 2 years in Early Childhood studies or another appropriate qualification acceptable to the employer.

The duties would include those listed under Co-ordinator - Unqualified.

1.3.25 "Teacher" means an employee who meets the following criteria:

- (a) that the employee holds a 3 or 4 year qualification in early childhood studies as approved under the Child Care Regulation; and
- (b) that the employee be registered with the Board of Teacher Registration; and
- (c) that the employee be required to deliver an educational program.

5.1 CLASSIFICATIONS AND WAGE RATES AND ALLOWANCES

Classification	Current Rate	New Rate	New Rate	New Rate	New Rate	New Rate	Final Rate
		10/4/06	1/9/06	1/3/07	1/9/07	1/3/08	1/9/08
	\$	\$	\$	\$	\$	\$	\$
Assistant Unqualified Year CCW 1	494.90	497.60	497.60	497.60	497.60	497.60	497.60

Assistant CCW	Unqualified	Year 2	503.20	519.90	519.90	519.90	519.90	519.90	519.90
Assistant CCW	Unqualified	Year 3	513.60	540.80	540.80	540.80	540.80	540.80	540.80
Assistant CCW	1 Yr Qualified	Year 1	522.80	562.80	578.20	578.20	578.20	578.20	578.20
Assistant CCW	1 Yr Qualified	Year 2	534.50	574.50	594.50	601.40	601.40	601.40	601.40
Assistant CCW	1 Yr Qualified	Year 3	544.90	584.90	604.90	622.70	622.70	622.70	622.70
Group Leader	Unqualified	Year 1	544.80	584.80	604.80	622.70	622.70	622.70	622.70
Group Leader	Unqualified	Year 2	555.60	595.60	615.60	632.70	632.70	632.70	632.70
Group Leader	1 Yr Qualified	Year 1	565.00	605.00	625.00	642.70	642.70	642.70	642.70
Group Leader	1 Yr Qualified	Year 2	578.20	618.20	638.20	652.70	652.70	652.70	652.70
Group Leader	1 Yr Qualified	Year 3	591.60	631.60	651.60	662.70	662.70	662.70	662.70
Group Leader	2 Yr Qualified	Year 1	599.10	639.10	659.10	699.10	701.40	701.40	701.40

Group Leader	2 Yr Qualified	Year 2	609.50	649.50	669.50	709.50	713.20	713.20	713.20
Group Leader	2 Yr Qualified	Year 3	609.50	649.50	669.50	709.50	724.90	724.90	724.90
Group Leader	3 Yr Qualified	Year 1	619.90	659.50	679.50	719.50	724.90	724.90	724.90
Group Leader	3 Yr Qualified	Year 2	633.20	673.20	693.20	723.20	724.90	724.90	724.90
Assist Director	2 Yr Qualified	Year 1	619.90	659.50	679.50	719.50	737.30	737.30	737.30
Assist Director	2 Yr Qualified	Year 2	628.40	668.40	688.40	728.40	748.40	749.10	749.10
Assist Director	2 Yr Qualified	Year 3	628.40	668.40	688.40	728.40	748.40	760.80	760.80
Assist Director	3 Yr Qualified	Year 1	633.20	673.20	693.20	723.20	743.20	763.90	763.90
Assist Director	3 Yr Qualified	Year 2	649.90	689.90	709.90	749.90	763.90	763.90	763.90
Director	Unqualified	Year 1	626.60	666.60	686.60	726.60	746.60	760.80	760.80
Director	Unqualified	Year 2	640.30	680.30	700.30	740.30	760.30	763.90	763.90

Director	1 Yr Qualified	Year 1	640.30	680.30	700.30	740.30	760.30	763.90	763.90
Director	1 Yr Qualified	Year 2	657.00	697.00	717.00	757.00	777.00	780.00	780.00
Director	2 Yr Qualified	Year 1	666.70	706.70	726.70	766.70	786.70	826.70	840.00
Director	2 Yr Qualified	Year 2	674.20	714.20	734.20	774.20	794.20	834.20	867.70
Director	2 Yr Qualified	Year 3	689.50	729.50	749.50	789.50	809.50	849.50	879.50
Director	2 Yr Qualified	Year 4	704.20	744.20	764.20	804.20	824.20	864.20	891.20
Director	Min 3 Yr Qualified	Year 1	674.20	714.20	734.20	774.20	794.20	834.20	867.70
Director	Min 3 Yr Qualified	Year 2	689.50	729.50	749.50	789.50	809.50	849.50	879.50
Director	Min 3 Yr Qualified	Year 3	704.20	744.20	764.20	804.20	824.20	864.20	891.20
Director	Min 3 Yr Qualified	Year 4	719.00	759.00	779.00	819.00	839.00	879.00	927.10
Director	Min 3 Yr Qualified	Year 5	748.40	788.40	808.40	848.40	868.40	908.40	936.50
Director	Min 3 Yr	Year	777.80	817.80	837.80	877.80	897.80	937.80	948.30

	Qualified	6							
Director	Min 3 Yr Qualified	Year 7	805.30	855.30	875.30	915.30	935.30	960.60	960.60
Director	Min 3 Yr Qualified	Year 8	827.90	867.90	887.90	927.90	967.90	972.40	972.40
Director	Min 3 Yr Qualified	Year 9	852.50	892.50	912.50	952.50	972.50	984.20	984.20

(d) No employee shall suffer any reduction in pay as a result of the introduction of the new wage rates in clause 5.1.1(c).

		Per week
		\$
Group Leader - Minimum 3 Year Qualified	Year 1	619.90
	Year 2	633.20
Assistant Director - Minimum 3 Year Qualified	Year 1	633.20
	Year 2	646.90

(e) Wage Rates - Teachers

		Per week
		\$
Band 1		
Step 1		626.60
Step 2		640.30

Step 3 657.00

Step 4 674.70

Band 2

Step 1 689.50

Step 2 718.95

Step 3 748.35

Step 4 777.80

Step 5 805.30

Band 3

Step 1 827.85

Step 2 852.45

5.1.2 (a) Access from Band 2 to Band 3 for 3 Year Trained Teachers after 29 April 1996 -

(i) A Teacher will progress to Step 1 of Band 3 after serving one year on the 5th Step of Band 2 and then by biennial increments after completing 2 years' service at Step 1, the Teacher may progress to the 2nd step of Band 3.

(ii) Teachers may accelerate this progression by performing a minimum of 60 hours professional development activity. Where there is disagreement between the employee and the employer in relation to the accelerated progression, the employee will submit a portfolio of these activities and any other relevant matters material to the Union/Employer Validation Committee for assessment.

(iii) Teachers may undertake an appropriate additional year of formal training which will entitle them to move to the appropriate Step on the scale that relates to their years of experience up to the maximum of Band 3 Step 2.

(iv) Unless a Teacher moves from the old salary scale to Band 3 in the new salary scale in translocation, they may not move to Band 3 earlier than 30 September 1996.

(v) Credit for professional development activities will be given if those activities occurred in the 2 years prior to 29 April 1996, if these activities can be appropriately documented to the satisfaction of the Union/Employer Validation Committee.

(vi) A Teacher 3 Year Trained will keep a portfolio of their professional development activities which will be validated by a Union/Employer Validation Committee before the employee is entitled to move between Bands 2 and 3.

(b) Annual progression

Except as otherwise provided in clause 5.1.2(a) above, progression from one salary Step to a higher salary Step will be by annual increment.

(c) Teacher (3 Year Trained)

A Teacher (3 Year Trained) will commence on the 1st Step of Band 1 and progress by annual increment subject to 5.1.2(a).

(c) Teacher (4 Year Trained)

(i) A Teacher (4 Year Trained) will commence on the 1st Step of Band 2 and will progress by annual increment to the 2nd Step of Band 2 and will progress by annual increment to the 2nd Step of Band 3.

(ii) A Teacher (4 Year Trained) who has an approved Bachelors Degree with 1st or 2nd Class Honours, or a higher degree or two approved degrees from a recognised University and one year of teacher training will commence on the 2nd Step of Band 2.

(iii) A Teacher (3 Year Trained) who obtains an approved degree from a recognised University or an approved equivalent tertiary qualification will be appointed as Teacher (4 Year Trained) with the same years of service.

5.1.3 Wage Rates Per Week - Outside School Hours Care and Vacation Care

(a) The minimum rates of pay for employees working in the Southern Division Eastern District in Outside School Hours Care and Vacation Care will be as set out hereunder:

Classification			Current Rate	New Rate 10/4/06	New Rate 1/9/06	New Rate 1/3/07	New Rate 1/9/07	New Rate 1/3/08	Final Rate 1/9/08
			\$	\$	\$	\$	\$	\$	\$
Assistant CCW	Unqualified	Year 1	494.60	497.60	497.60	497.60	497.60	497.60	497.60
Assistant CCW	Unqualified	Year 2	503.20	519.90	519.90	519.90	519.90	519.90	519.90
Assistant CCW	Unqualified	Year 3	513.60	540.80	540.80	540.80	540.80	540.80	540.80
Assistant CCW	Qualified	Year 1	522.80	562.80	578.20	578.20	578.20	578.20	578.20
Assistant CCW	Qualified	Year 2	534.50	574.50	594.50	601.40	601.40	601.40	601.40
Assistant CCW	Qualified	Year 3	544.90	584.90	604.90	622.70	622.70	622.70	622.70
Asst Coordinator +	Qual-Large Serv	Year 1	-	659.50	679.50	719.50	737.30	737.30	737.30

Asst Coordinator +	Qual-Large Serv	Year 2	-	666.60	686.60	726.60	746.60	760.80	760.80
Coordinator	Unqualified	Year 1	619.90	659.50	679.50	719.50	737.30	737.30	737.30
Coordinator	Unqualified	Year 2	626.60	666.60	686.60	726.60	746.60	760.80	760.80
Coordinator	Unqualified	Year 3	640.30	680.30	700.30	740.30	760.30	763.90	763.90
Coordinator *	Qual-Small Serv	Year 1	658.20	698.20	718.20	758.20	778.20	780.00	780.00
Coordinator *	Qual-Small Serv	Year 2	666.70	706.70	726.70	766.70	786.70	800.00	800.00
Coordinator +	Qual-Large Serv	Year 1	658.20	698.20	718.20	758.20	778.20	818.20	820.00
Coordinator +	Qual-Large Serv	Year 2	666.70	706.70	726.70	766.70	786.70	826.70	840.00
Coordinator +	Qual-Large Serv	Year 3	674.20	714.20	734.20	774.20	794.20	834.20	867.70
Coordinator +	Qual-Large Serv	Year 4	-	729.50	749.50	789.50	809.50	849.50	879.50

* A "small service" is licensed to accommodate up to 59 children daily average, up to 59 children in care on one or more

shifts.

+ A "large service" is licensed to accommodate 60 or more children daily average, 60 or more children in care on one or more shifts.

(b) No employee (qualified or unqualified) shall suffer any reduction in pay as the result of the introduction of the above structure and/or wage rates.

5.1.4 In the event that an employee holds a qualification which is not recognised by the employer, that employee will have recourse to a Joint Union/Employer Validation Committee as defined in clause 1.3 which will assess the qualifications for the purposes of determining the relevant classification and wage level. Assistance may also be provided, upon request, by the Department of Family Services.

5.1.5 No employee should receive a lesser wage rate as a result of the upgrading of qualifications.

5.1.6 *Juniors* -

(a) The junior rates prescribed in clause 5.1.6 will apply to the positions of Assistant Child Care Worker, and Assistant - Outside School Hours Care.

(b) Junior employees -

	% of appropriate adult rate
17 and under 18 years of age	55
18 and under 19 years of age	65
19 and under 20 years of age	75
20 years of age	85

Calculation of rates - The rates of pay applying to junior employees will be calculated in multiples of ten cents, with any result of five cents or more being adjusted to the next highest ten cent multiple.

5.1.7 Increments -

(a) *Annual Salary Increments* - Employees will be entitled to annual salary increments as specified in clause 5.1.1, being subject to increments for part-time and casual employees in accordance with clause 4.5.6 for their appropriate classification. All employees will receive increments in salary according to the scale of salaries under this Award up to the maximum rate, subject to satisfactory conduct, diligence and efficiency.

(b) *Accumulation Toward Increments (other than Teachers)* - For the purpose of the introduction of the incremental salary scale years of service will begin to accumulate from 1 September 1991.

(c) *Continuous Service* - For the purpose of determining the incremental level within a classification, total continuous service within the child care industry as defined in the *Child Care Act 1991* or in a kindergarten or other child care centre as defined in the Regulations within Australia, will be counted effective from 1 September 1991. Employees moving from one classification level up to another will commence on the first year of service rate of that higher classification.

(d) *Disputes re Incremental Level* - Any dispute relating to appropriate incremental level will be referred in the first instance to the Joint Validation Committee as defined in clause 1.3 (Definitions).

(e) *Credit for Previous Experience* -

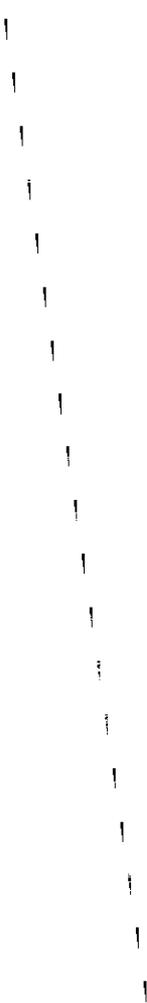
(i) An employee who has been away from the Child Care Industry for 3 years or less will return at the same level of experience at which the employee was at when leaving the industry.

For any absence of 3 years or part thereof over and above the period of 3 years referred to in clause 5.1.7(e), one year will be deducted from the actual years of experience fulfilled.

(ii) A teacher on a second or subsequent engagement will be given full credit for previous experience in any educational institution, creche or child care centre for which the required qualification is a Kindergarten Teacher's Diploma or the equivalent (within Australia).

(iii) Following termination of employment for any reason an employer will, upon demand, supply to a former employee a certificate of service, in writing, which certificate will amongst other things, specify the period of service

of such employee and the classification level at which such employee was employed from time to time.



AN140100

Early Childhood Education Award - State 2003 (as at 27 March 2006)

Source: http://www.fwc.gov.au/consolidated_awards/an/AN140100/asframe.html

1.3 AWARD COVERAGE

1.3.1 This Award shall apply to employers and their respective employees employed at:

(a) Kindergartens and Preschools affiliated with The Creche and Kindergarten Association of Queensland.

(b) Kindergartens and Preschools and other like establishments, however named, which offer an educational programme as defined by the Board of Teacher Registration but which are not Child Care Centres.

1.3.2 Notwithstanding clauses 1.3.1(a) and 1.3.1(b), this Award shall apply to the Teacher and assistant in the preschool room only at St James' Lutheran Kindergarten and Preschool, 29 Waterloo Street, Cleveland; St Mark's Lutheran Kindergarten and Child Care, Burcot Street, Mt Gravatt 4122 and the Sandgate Brighton Kindergarten and Child Care Centre, 160 Brighton Road, Sandgate 4017.

1.3.3 Notwithstanding clauses 1.3.1(a) and 1.3.1(b), this Award shall apply to the Teacher and Directors employed at the Atherton Childcare Centre, Kelly Street, Atherton, Qld 4883; Campus Kindergarten and Childcare Centre, College Road, St Lucia 4067 and Railway Kindergarten and Childcare Centre, Railway Street, Southport 4215.

1.3.4 This Award shall not apply to persons covered by the Childcare Industry Award - State 2003; to any person eligible for membership with the Australian Liquor, Hospitality and Miscellaneous Workers Union, Queensland Branch, Union of Employees; employees of the Crown; persons in holy orders or a recognised teaching order.

5.2 BAND ACCESS

5.2.1 Access from Band 2 to Band 3 for 3 year Trained Teachers:

(a) A Teacher will progress to Band 3 after serving one year on the 5th step of Band 2. Such Teacher will then progress through

Band 3 by biennial increments: i.e. every 2 years served on each incremental step of Band 3 shall then entitle the Teacher to move to the next appropriate step on Band 3.

(b) Teachers may accelerate this progression by performing a minimum of 8 days professional development activity in their own time and submitting a portfolio of these activities and any other relevant matters material to the Union/Employer validation committee for assessment.

(c) Teachers may undertake an appropriate additional year of formal training which shall entitle them to move to the appropriate step on the scale that relates to their years of experience up to the maximum of Band 3 Step 4.

(d) Credit for professional development activities shall be given if such activities occurred prior to 1 July 1991 if these activities can be appropriately documented to the satisfaction of the Union/Employer validation committee.

(e) A Teacher three year trained shall keep a portfolio of the Teacher's professional development activities which shall be validated by a joint Employer/Union validation committee before the Teacher is entitled to move between Band 2 and 3.

5.2.2 *Annual progression* - Except as otherwise provided in clause 5.2.1, progression from one salary step to a higher salary step shall be by annual increment.

5.2.3 Teacher (3 year trained)

(a) Teachers admitted to the service with 3 years of Teacher training or such other qualifications recognised by the employer for this purpose may be appointed as a Teacher (3 year trained).

(b) A Teacher (3 year trained) shall commence on the 1st step of Band 1 and progress by annual increment to the 5th step of Band 2.

(c) A Teacher (3 year trained) shall progress from the 5th step of Band 2 to the 1st step of Band 3 subject to access criteria agreed by the employer and Union being met and shall then progress by annual increment to the 4th step of Band 3.

5.2.4 Teacher (4 year trained)

(a) Teachers admitted to the service who hold an approved degree from a recognised University or an approved equivalent tertiary qualification plus at least one year of Teacher training or such other qualifications, recognised by the employer as equivalent to one year of Teacher training, may be appointed as a Teacher (4 year trained).

(b) A Teacher (4 year trained) shall commence on the first step of Band 2 and shall progress by annual increment to the fourth step of Band 3.

(c) A Teacher admitted to the service as a Teacher (4 year trained) who has an approved bachelor's degree with first or second class honours, or a higher degree or two approved degrees from a recognised University and one year of Teacher training shall commence on the 2nd step of Band 2.

(d) A Teacher (3 year trained) who obtains an approved degree from a recognised University or an approved equivalent tertiary qualification shall be appointed as a Teacher (4 year trained) with the same years of service.

PART 5 - WAGES AND WAGE RELATED MATTERS

5.1 WAGES

5.1.1 The following scale of salaries shall apply to Teachers:

	PER FORTNIGHT
	\$
BAND 1	
Step 1	1,253.20
Step 2	1,280.60
Step 3	1,314.00
Step 4	1,349.40
BAND 2	
Step 1	1,388.90

Step 2	1,437.90
Step 3	1,496.70
Step 4	1,555.60
Step 5	1,610.60

BAND 3

Step 1	1,655.70
Step 2	1,704.90
Step 3	1,754.00
Step 4	1,803.10

5.1.2 Wages (other than teachers)

Salary rates for kindergarten and preschool assistants shall be as follows:

	PER FORTNIGHT
	\$
Grade 1	
1st year	996.40
2nd year	1,016.40
Grade 2	
1st year	1,046.00
2nd year	1,066.00
Grade 3	
1st year	1,112.00
2nd year	1,132.00

Salary rates for Exempted Teachers are as follows:

Grade 1	1,112.00
Grade 2	1,132.00
Grade 3	1,156.00

Note 2: The rates of pay in this Award are intended to include the arbitrated wage adjustment payable under the 1 September 2005 Declaration of General Ruling and earlier Safety Net Adjustments and arbitrated wage adjustments. [Disputed cases are to be referred to the Vice President.] This arbitrated wage adjustment may be offset against any equivalent amount in rates of pay received by employees whose wages and conditions of employment are regulated by this Award which are above the wage rates prescribed in the Award. Such payments include wages payable pursuant to certified agreements, currently operating enterprise flexibility agreements, Queensland workplace agreements, award amendments to give effect to enterprise agreements and overaward arrangements. Absorption which is contrary to the terms of an agreement is not required.

Increases made under previous State Wage Cases or under the current Statement of Policy, excepting those resulting from enterprise agreements, are not to be used to offset arbitrated wage adjustments.

5.1.3 Kindergarten and Preschool Assistants and Exempted Teachers referred to in clause 5.1.2 where described by grade are defined as follows:

(a) employees who are described as grade 1 are untrained.

(b) employees described as grade 2 have had one year of formal training or have completed the equivalent number of accredited professional in-service hours.

(c) employees described as grade 3 have a minimum of 2 years of formal training or the equivalent number of accredited professional in-service hours.

(d) employees with 3 years of formal training or the equivalent number of accredited professional in-service hours shall be employed in their first year of service as grade 3, second year.

5.1.4 All previous experience prior to the operative date of this Award shall be counted for the determination of years of service.

5.1.5 For the purpose of this Award "year(s) formal training" shall be training as may be completed in a college of Technical and Further Education, a college of Advanced Education or a University or such similar institution that may be relevant to the early childhood education field.

5.1.6 For the purposes of clause 5.1 equivalent accredited professional in-service hours are equal to 175 hours. For each grade advancement the employee will be required to complete either a formal training year or alternatively 175 hours of accredited professional in-service.

5.1.7 Credits for previous experience

When a Teacher is employed on a second or subsequent engagement credit shall be given for the Teacher's previous teaching experience in any educational institution, including but not limited to, kindergartens, creches, childcare centres, schools, etc. A Teacher shall be required to produce evidence of such previous experience.

AN150035

Child Care (South Australia) Award (as at 27 March 2006)

Source: http://www.fwc.gov.au/consolidated_awards/an/AN150035/asframe.html

CLAUSE 1.3 SCOPE AND PERSONS BOUND

OPDATE 23:01:2006 1st pp on or after

1.3.1 This Award is binding on all employers and all persons employed in the occupations set out in Schedule 2 - Wages, engaged in providing child care, whether members of an association or not, except:

1.3.1.1 Those persons who at the time of making this Award were subject to an industrial agreement or an enterprise agreement within the meaning of the Act but only to the extent of any inconsistency.

1.3.1.2 Employees of the Commissioner for Public Employment;

1.3.1.3 Employees of the South Australian Health Commission; and

1.3.1.4 Those persons presently covered by the existing scope of the School Assistants (Non-Government Schools) Award.

CLAUSE 1.4 LOCALITY

OPDATE 23:01:2006 1st pp on or after

This Award applies throughout the State of South Australia.

PART 5 - WAGES AND RELATED MATTERS

CLAUSE 5.1 CLASSIFICATIONS AND WAGE RATES

OPDATE 23:01:2006 1st pp on or after

5.1.1 Ordinary workers

The minimum wage rates to be paid to employees for work in ordinary time are set out in Schedule 2.

5.1.2 Translation

5.1.2.1 All existing employees will translate from the old structure to the new structure as from the first pay period commencing on or after 1 October 2005 as follows:

(a) Where appointed to a higher classification, at the on commencement rate.

(b) Where the employee retains their existing classification, at the current incremental level.

5.1.2.2 Existing Child Care Worker Level 4 employees will translate to Childrens Services Professional level 1.1.

5.1.2.3 Translation will be effected in accordance with the translation document which forms Schedule 3.

5.1.2.4 No employee will suffer a reduction of pay as a result of translating to the new structure.

5.1.2.5 Any disputes about translation will be progressed through Clause 3.2 Settlement of Disputes.

5.1.2.6 Employees entering the profession will commence under the new structure at the on commencement rate as set out in Schedule 3 and will be classified according to the criteria at each level.

SCHEDULE 2 - WAGES

OPDATE 23:01:2006 1st pp on or after

NOTE:- The following wage rates apply from the beginning first full pay period commencing on or after 1st March, 2007. These rates will be phased in according to the timetable set out in Schedule 3.

S2.1 Classification minimum rate \$ per week.

Classification	Relativity	Rate
CHILDRENS SERVICES ASSISTANT LEVELS		
CSA 1.1	83.1%	\$497.60
CSA 1.2	87.9%	\$519.90
CSA 1.3	92.4%	\$540.80
CSA 2.1	100%	\$578.20
CSA 2.2	105%	\$601.40
CSA 2.3	110%	\$622.70
CSA OSHC 2.4	115%	\$638.80
CSA 2.5	-	\$662.05
CHILDRENS SERVICES PROFESSIONAL LEVELS		
CSP 1.1	100%	\$701.40
CSP 1.2	102%	\$713.20
CSP 1.3	104%	\$724.90
CSP 2.1	106%	\$736.70
CSP 3.1	107.5%	\$745.50
CSP 3.2	110.1%	\$760.80
CHILDRENS SERVICES PROFESSIONAL LEVELS - DIRECTORS		
Director Level One		
CSP 4.1.1	128.6%	\$867.70
CSP 4.1.2	132.6%	\$891.20
Director Level Two		
CSP 4.2.1	138.7%	\$927.10
CSP 4.2.2	142.3%	\$948.30
Director Level Three		
CSP 4.3.1	144.4%	\$960.60
CSP 4.3.2	148.4%	\$984.20
Director Level Four		
CSP 4.4	153.5%	\$1016.30
SUPPORT WORKERS		
SW 1.1	83.1%	\$497.60
SW 2.1	87.9%	\$519.90

SW 2.2	92.4%	\$540.80
SW 2.3	95.5%	\$554.90
SW 3.1	100%	\$578.20
QUALIFICATION ALLOWANCE FOR ASSISTANT DIRECTORS & DIRECTORS		
Levels 3 & 4	5% of Assistant Director 3.2	\$38.05

S2.2 Juvenile workers

Juvenile Childrens Services Assistants receive the following percentages of the appropriate adult rate. These percentages only apply if the Juvenile Worker is performing duties at the level of a Childrens Services Assistant, Level 1:

%	
Under 18 years of age	75
Under 19 years of age	86
Under 20 years of age	95
20 years of age and over	100

S2.3 No person covered by this Award shall have their rate of pay reduced by virtue of the fact of the introduction of the new minimum rates of pay.

S2.4 The wage relativities in this Award have been established via the structural efficiency and minimum rates adjustment processes in accordance with the September 1989 State Wage Case decision (Print I.69/1989) and Case No. 8181/2003.

S2.5 The rates of pay in this Award include the arbitrated safety net adjustment payable under the State Wage Case July 2005. This arbitrated safety net adjustment may be offset against any equivalent amount in rates of pay received by employees whose wages and conditions of employment are regulated by this Award which are above the wage rates prescribed in the Award. Such above Award payments include wages payable pursuant to enterprise agreements, certified agreements, currently operating enterprise flexibility agreements, Australian workplace agreements, Award variations to give effect to enterprise agreements and over Award arrangements. Absorption which is contrary to the terms of an agreement is not required.

Increases made under previous State Wage Case principles or under the current Declaration, excepting those resulting from enterprise agreements, or Award variations to give effect to enterprise agreements, are not to be used to offset arbitrated safety

net adjustments. S2.6 The rates of pay in this Award also contain safety net wage adjustments as determined by previous State Wage Case decisions. The absorption arrangements applying in relation to those adjustments continue to apply.

S2.7 Future State Wage Case adjustments will be applied to the above rates in accordance with the terms of future decisions.

AN160056

Child Care (Out of School Care - Playleaders) Award (as at 27 March 2006)

Source: http://www.fwc.gov.au/consolidated_awards/an/AN160056/asframe.html

3. - AREA AND SCOPE

This award shall apply to employers and employees providing Centre-based Care for school aged children outside the ordinary hours of their school and during the holidays observed by their school throughout Western Australia.

SCHEDULE A - PARTIES TO THE AWARD

The following organisation is a party to this award:

Australian Liquor, Hospitality and Miscellaneous Workers Union, Western Australian Branch

SCHEDULE B - RESPONDENTS

Communicare
Cnr Hillview Terrace and Hillview Place, South Bentley WA 6102

Shire of Wanneroo,
Post Office Box 21, Wanneroo WA 6065

Save the Children Fund,
Post Office Box 160, Subiaco WA 6008

City of Stirling,
96 Hertha Road, Stirling WA 6021

City of Fremantle,

Post Office Box 807, Fremantle WA 6160

Mt. Hawthorn Primary School,
Matlock Street, Mt. Hawthorn WA 6016

City of Cockburn,
Post Office Box 21, Hamilton Hill WA 6163

Bernice Hargraves,
178 Third Avenue, Kelmscott WA 6111

Coolbinia Primary School
Bradford Street, Coolbinia WA 6107

East Cannington Out of School Child Care Centre
PO Box 378, Cannington WA 6107

Subiaco Children's Centre
293 Bagot Road, Subiaco WA 6008

City of Nedlands,
Stirling Highway, Nedlands WA 6009

22A. - CLASSIFICATION DEFINITIONS AND SKILL DESCRIPTORS

(1) Playleader

(a) Definition: An employee at this level shall be a Playleader working under routine supervision, engaged to assist in the supervision and care of children and generally assist in the functioning of the Centre.

(b) Skill Descriptor: An employee at this level shall be expected to have the following skills:(i) the ability to carry out day to day administrative tasks;

(i) the ability to carry out day to day administrative tasks;

(ii) the knowledge and ability to contribute to the development and implementation of appropriate programmes accommodating cultural, gender and special needs requirements within before school, after school and vacation care settings;

(iii) to assist in conducting and facilitating a range of leisure and recreational activities.

(c) Responsibilities of a Playleader may include, but not be limited to, the following:

- mark and check daily attendance rolls, issue receipts as required;
- notate and monitor signing in and out registers;
- write accident reports where necessary;
- contribute to newsletters and notices as required;
- maintain hours records as required;
- assist with the calculation, recording and collection of fee payments as required;
- assist with banking and administer petty cash as required;
- assist with maintaining effective children's records;
- have some knowledge of legal issues and referral resources;
- contribute in a team setting to the development of effective programmes which enhance the developmental stages, needs, interests and abilities of children in an out of School care setting;
- be aware of culture, gender and special needs requirements of children in programming;

- be aware of and assist with the implementation and effective use of materials, equipment and the environment;
- assist in ensuring safety requirements are met;
- assist in implementing appropriate ratios in the planning and delivery of programmes;
- be aware of resource constraints within the service;
- encourage positive behaviour interacting positively;
- apply appropriate rules and limits;
- ensure routines are appropriate and accord with centre policy;
- provide both positive and negative feedback to parents;
- in conjunction with Supervisor provide effective communication with parents and the community generally;
- participate as an effective team member;
- assist in the fostering and provision of an appropriate and safe environment for children, promoting good health and hygiene practices;
- assist in ensuring appropriate activities and outings are included in programmes.

(2) Supervisor Playleader

(a) Definition: An employee at this level shall be an employee working in contact with children, responsible for the effective supervision of the Centre and who is appointed as such.

(b) Skill Descriptors: In addition to the skills of a Playleader an employee at this level shall demonstrate the following skills:

- (i) an ability to maintain all administrative services in an out of School and vacation care setting;
 - (ii) the knowledge and ability to oversee programming and ensure programmes accord with the centre policy;
 - (iii) the ability to co-ordinate a range of recreational and leisure activities;
 - (iv) the ability to effectively supervise Playleaders.
- (c) Responsibilities of a Supervisor shall include, but not be limited to, the following:
- the responsibilities of a Playleader;
 - the order and purchase of materials and equipment;
 - responding to correspondence as required;
 - assisting in the maintenance of appropriate personnel files;
 - in conjunction with the employer, to develop and implement policy and procedures on health and safety, hygiene, administering of medication and maintenance of records;
 - in conjunction with the employer/co-ordinator encourage parent involvement and ensure parents are aware of the philosophy and policies of the service;
 - assist the management body to prepare advertising and publicity material;
 - prepare and maintain staff rosters;
 - pay accounts and administer payroll as required;
 - provide ongoing support and supervision of staff and identify staff training needs;

- induct new staff and provide on the job training;
- supervise and support volunteers and work experience students in the centre;
- assist the management committee in staff selection as required;
- assist in the development of an effective staff team;
- evaluate programme and routines and modify accordingly;
- apply knowledge of child development and designing programmes;
- plan appropriate programmes for before, after school and vacation care;
- develop and implement programme goals in accordance with service philosophy;
- develop and implement appropriate routines;
- evaluate programme and routines and modify accordingly.

(3) Co-ordinator

(a) Definition:

- (i) Co-ordinator Level One: shall be an employee who has overall responsibility for more than one out of school hours centre and who is appointed as such.
- (ii) Co-ordinator Level Two: shall be an employee who has overall responsibility for a full time out of school hours service and who is appointed as such.

(b) In addition to the role of the supervisor responsibilities of a Co-ordinator Level One or Level Two may include the following:

- be responsible for the administration of out of school care and/or vacation care programme(s);
- select, train and appraise staff as required;
- in conjunction with the management body, develop, implement and promote the aims and policies of the service;
- maintain personnel records and be responsible for the application of relevant industrial awards and legislation;
- keep accounts and handle clerical matters as required;
- ensure the service meets all accountability requirements;
- liaise with associated organisations, agencies and government departments as required;
- to assist in the preparation of funding submissions in conjunction with the management body;
- assist in the preparation and monitoring of the budget in conjunction with the management body.

22. - SALARIES

(1) The minimum weekly rate of salary payable to persons employed pursuant to this subclause, operative on and from 7 July 2005 shall be:

		\$ (Per Week)	\$ A.S.N.A.	TOTAL \$ WAGE
(a)	Playleader			
	Level One (Uncertificated Employee)			
	Step I	412.60	111.00	523.60
	Step II	422.00	111.00	533.00
	Step III	431.50	111.00	542.50

	Level Two (Completed Stage One)			
	Step I	431.50	111.00	542.50
	Step II	441.00	111.00	552.00
	Level Three (Completed Stage Two)			
	Step I	441.00	111.00	552.00
	Step II	450.50	111.00	561.50
	Level Four (Completed Stage Three or equivalent)			
	Step I	450.50	111.00	561.50
	Step II	460.00	111.00	571.00
	Level Five (Completed Course or equivalent)			
	Step I	469.50	113.00	582.50
	Step II	482.50	113.00	595.50
	Step III	494.25	113.00	607.25
	Step IV	506.00	113.00	619.00
(b)	Supervisor Playleader			
	Level One (Uncertificated)			
	Step I	487.10	113.00	600.10
	Step II	498.10	113.00	611.10
	Step III	509.80	113.00	622.80
	Level Two (Completed Stage One)			
	Step I	509.80	113.00	622.80
	Step II	521.20	111.00	632.20
	Level Three (Completed Stage Two)			
	Step I	521.20	111.00	632.20
	Step II	532.60	111.00	643.60

Level Four (Completed Stage Three or Equivalent)			
Step I	532.60	111.00	643.60
Step II	544.00	111.00	655.00
Level Five (Completed Course or Equivalent)			
Step I	555.40	111.00	666.40
Step II	569.00	113.00	682.00
Step III	583.10	113.00	696.10
Step IV	591.50	113.00	704.50

(2) (a) "Completed Course" refers to a Playleader or Supervisor Playleader who has completed the Certificate in Human Services (Playleading) or, alternatively, has completed course equivalents as referred to in paragraphs (d) and (e) of this subclause.

(b) "Level Two" refers to a Playleader or Supervisor Playleader who has completed Stage One of the Certificate in Human Services (Playleading).

(c) "Level Three" refers to a Playleader or Supervisor Playleader who has completed Stage Two of the Certificate in Human Services (Playleading).

(d) "Level Four" except as provided for in paragraph (e) of this subclause, refers to a Playleader or Supervisor Playleader who has completed Stage Three of the Certificate in Human Services (Playleading) or has completed the following courses:

(i) Associate Diploma of Social Science (Child Care); or

(ii) Child Care Certificate; or

(iii) Nursery Nurses Examination Board (NNEB); or

(iv) Mothercraft Nurse; or

(v) a teaching qualification; or

- (vi) a degree in psychology which includes study in the area of child development.
- (e) "Level Five" refers to a Playleader or Supervisor Playleader who has completed the Certificate in Human Services (Playleading) or has completed one of the following courses:
- (i) Bachelor of Arts (Recreation); or
 - (ii) Bachelor of Arts (Children's Studies)
- or, alternatively, has the following combination of qualifications and experience:
- (iii) a Playleader or Supervisor Playleader with any of the qualifications specified in subclause (2)(d)(i) to (2)(d)(vi) herein; and
 - (iv) 12 months experience in Out of School Hours Care.
- (3) (a) Except as provided hereunder, in paragraphs (c) and (d), of this subclause, progression from Step to Step for a Playleader and Supervisor Playleader will be contingent upon:
- (i) 12 months service at each Step; and
 - (ii) satisfactory performance at each Step.
- (b) On completion of each stage of the Certificate in Human Services (Playleading) course the rate of pay for a Playleader and Supervisor Playleader shall move to the next highest rate of pay within the relevant Level, e.g. a Playleader or Supervisor Playleader at Level One, Step I who completes Stage One of the Playleader's course, shall, upon completion of that stage, move immediately to the Level Two, Step I rate, whereas a Playleader or Supervisor Playleader at the Level One, Step III rate who completes Stage One of the course shall, upon completion of that stage move to Level Two, Step II rate.
- (c) For a Playleader or Supervisor Playleader on rates of pay between Level One, Step III and Level Five, Step I, the rate of progression shall be dependent on the Stage of the course completed and the period of time since the employee's last increase. Where the employee has already received an increase in the 12 month period prior to their anniversary date through completion of a stage of the course then he/she will not receive an annual increment within that Level until such time as 12 months has lapsed

since receiving the last increase.

(d) Except as provided for in subclause (2)(e) of this clause, where a Playleader or Supervisor Playleader has not received an increment in the 12 month period prior to their anniversary date and there is a remaining increment in that Level then he/she will receive that increment on their anniversary date subject to paragraph (a) of this subclause.

	\$E 12 Jun 96.	\$F 22 Aug 96	A.S.N.A.	TOTAL WAGE \$
(4) Co-ordinator - Level One				
Step I	591.50	591.50	113.00	704.50
Step II	619.60	619.60	113.00	732.60
Step III	642.10	642.10	113.00	755.10
Step IV	659.55	672.60	111.00	783.60
Step V	684.70	704.00	111.00	815.00
 Co-ordinator - Level Two				
Step I	659.60	672.60	111.00	783.60
Step II	687.85	704.00	111.00	815.00
Step III	709.85	729.50	111.00	840.50
Step IV	719.70	744.30	111.00	855.30

(a) Co-ordinator Level One with two or three years training or relevant experience enters Step I and exits Step IV.

(b) Co-ordinator Level One with four years training enters Step II and exits Step IV.

(c) Co-ordinator Level Two with two or three years training or relevant experience enters Step I and exits Step III.

(d) Co-ordinator Level Two with two or three years training or relevant experience enters Step II and exits Step IV.

(e) "Training" in terms of a Coordinator Level One and Level Two shall be considered to be in line with training as specified for Playleader and Supervisor Playleader.

(f) "Relevant Experience" in terms of a Coordinator Level One and Level Two shall be considered to be in line with that specified for Playleader and Supervisor Playleader, subject to paragraph (g) of this subclause.

(g) In addition to the grading, level of training and/or experience relevant to determining the appropriate level of pay for a Coordinator Level One and Coordinator Level Two in accordance with this clause, an employer may advance a Coordinator Level One or Coordinator Level Two beyond the steps or increments provided for taking into account any factor relevant to the exercise of increased skill and responsibility.

(h) Progression from Step to Step for a Coordinator Level One and Coordinator Level Two will be contingent upon:

(i) 12 months service at each Step; and

(ii) satisfactory performance at each Step.

(5) (a) The rates payable to persons pursuant to Column E of subclause (4) shall be operative from the beginning of the first pay period commencing on or after 12 June 1996.

(b) The rates payable to persons pursuant to Column F of subclause (4) shall be operative from the beginning of the first pay period commencing on or after 22 August 1996.

(6) Junior Rates

An employee, under the age of 21 years, employed pursuant to this award shall be paid a percentage of the rate applicable to an adult employee in an equivalent classification according to the relevant experience and qualification:

	%
At 17 years of age	60
At 18 years of age	75
At 19 years of age	85
At 20 years of age	95
Thereafter the adult rate	

(7) A casual employee, as defined in Clause 4. - Definitions of this award, shall, in addition to the ordinary hourly rate of wage prescribed for the classification of work performed, receive a loading of 20%.

(8) An employee who has had previous experience relevant to employment covered by this award may have that experience taken into account in determining the year of employment at which the employee is appointed and paid.

(9) It is a condition that no employee shall suffer a reduction in wages by reasons of the coming into operation of any Order of the Western Australian Industrial Relations Commission in the implementation of the minimum rates adjustment on or after the 22nd August, 1994.

(10) The rates of pay in this award include arbitrated safety net adjustments available since December 1993, under the Arbitrated Safety Net Adjustment Principle.

These arbitrated safety net adjustments may be offset against any equivalent amount in the rate of pay received by employees since 1 November 1991 above the rate prescribed in the Award, except where such absorption is contrary to the terms of an industrial agreement.

Increases in rates of pay otherwise made under the State Wage Case Principles, excepting those resulting from enterprise agreements, are not to be used to offset arbitrated safety net adjustments.

(11) Wage relativities in the Award have been established in accordance with the September 1989 State Wage Case Decision ([1989] 69 WAIG 2917) and the establishment of a Key Minimum Classification Rate for the Qualified Child Care Giver (73 WAIG 101 and 74 WAIG 2161).

AN160057

Child Care (Subsidised Centres) Award (as at 27 March 2006)

Source: http://www.fwc.gov.au/consolidated_awards/an/AN160057/asframe.html

3. - AREA

This award shall have effect over the whole of the State of Western Australia.

4. - SCOPE

This award shall apply to all employees employed in the classifications set out in Clause 11. - Wages in government subsidised nurseries, child care of day care services, excluding persons employed pursuant to the Hospital Workers (Ngal-a) Award, No. 6 A of 1958.

Provided that this award shall not apply to Administrators/Directors who are directly employed by local government authorities.

SCHEDULE A - PARTIES TO THE AWARD

The following organisation is a party to this award:

Australian Liquor, Hospitality and Miscellaneous Workers Union, Western Australian Branch

SCHEDULE B - RESPONDENTS

Catherine McAuley Day Care Centre
Station Street
WEMBLEY WA 6014

Bassendean Town Council
48 Old Perth Road
BASSENDEAN WA 6054

City of Bayswater Child Care Centre Association (Inc.)
27 Silverwood Street
EMBLETON WA 6062

City of Bayswater Neighbourhood Centre
42 Rudloc Road
MORLEY WA 6062

City of Belmont
215 Wright Street
CLOVERDALE WA 6105

City of Nedlands
71 Stirling Highway
NEDLANDS WA 6009

Girrawheen Day Care Centre
68 Hudson Avenue
GIRRAWHEEN WA 6064

Goldfields Residential and Day Care Centre (Inc.)
26 Whitlock Street
KALGOORLIE WA 6430

Salvation Army Child Care Services
14/18 Lavant Way
BALGA WA 6061

Shire of Mandurah
Mandurah Terrace
MANDURAH WA 6210

Len Taplin Day Care Centre (Inc.)
Dempster Street
PORT HEDLAND WA 6721

Shire of Rockingham
Council Avenue
ROCKINGHAM WA 6168

Town of Albany
Mercer Road
ALBANY WA 6330

Town of Kwinana
Gilmore Avenue
KWINANA WA 6167

Murdoch University Child Care
Association Inc.)

South Lake Ottey Family Centre Inc.
2 Southlake Drive
SOUTHLAKE WA 6164

Leeming Family Centre Inc.
Cnr Farrington and Almondbury Roads
LEEMING WA 6155

Roberta Jull Childcare Association Inc.
41 Chipper Close
BEDFORDALE WA 6112

27. - CLASSIFICATION DEFINITIONS AND SKILL DESCRIPTORS

(1) Child Care Support Employee

(a) Grade One

Definition: An untrained ancillary employee employed to clean or work as a kitchen hand.

Skill Descriptors: Such an employee is:

- Responsible for the quality of the employees own work subject to direct supervision;
- Works under direct supervision either individually or in a team environment;
- Exercises discretion within the level of the employee's skills in the performance of tasks.

(b) Grade Two

Definition: An untrained ancillary employee who is employed to undertake cooking or gardening duties.

Skill Descriptors: Such an employee:

- Works under routine supervision either individually or in a team environment;
- Is responsible for assuring the quality of the employee's own work subject to routine supervision;
- Is required to exercise discretion during the course of their own work.

(2) Child Care Giver

(a) Definition: An employee at this level shall be a child care giver working under routine supervision, engaged to assist in the

supervision and care of children and generally to assist in the functioning of the centre.

(b) Step I

* An employee with no prior industry experience.

* Is able to perform routine duties requiring the exercise of knowledge and skills at a primary level.

Responsibilities of an employee at this step may include the following:

- Maintain a clean, hygienic environment
- Maintain and attend to personal hygiene of children
- Maintain and attend to own personal hygiene
- Attend to nutritional needs of children
- Respond to child's apparent ill-health
- Respond to accident, emergency or threat
- Implement routines which enhance well being
- Interact positively and appropriately with children
- Participate in the planning and preparation of programmes
- Assist to prepare an environment based on programme requirements
- Assist in the implementation of programmes

- Contribute to team approach
- Seek to further professional development
- Liaise effectively with parents
- Uphold the Centre's philosophy
- Participate in appropriate administrative processes
- Contribute to maintenance and care of buildings and equipment
- Implement Centre policies and procedures

(c) Step II

* An employee at this step shall be competent to perform work above and beyond the level of skill of an employee at Step I.

(d) Step III

* An employee at this step shall be competent to perform work above and beyond the level of skill of an employee at Step II.

(e) Step IV

* An employee at this step shall be competent to work over and above the level of skill of an employee at Step III. Additional duties may include the following:

- Assist in the facilitation of programmes suited to the needs of individual children and groups
- Provide input to trained staff by observations of individual children and groups

- Work under direction with individual children with special needs.

(2a) E Worker

(a) Step I An employee in their first year of being classified as an 'E Worker':

- * Is able to display various methods and techniques of child management.
- * Is able to direct other staff members when exercising responsibility in allocated area.
- * Possess observational skills in excess of a child care giver.

(b) Step II An employee who has at least one years experience as an E Worker shall be able to perform the responsibilities identified in Step I at a higher skill level and also:

- * Participate in a team approach to the delivery of care.

(3) Qualified Child Care Giver

(a) Definition: An employee at this level shall be an employee who holds the qualification of Associate Diploma Social Science (Child Care) or an approved equivalent qualification which is recognised and approved by the Child Care Services Board authorising the employee to be in charge of children 0-6 years and who are so appointed. It shall also include persons employed as supplementary service grants (SUPS) employees and persons who do not hold approved qualifications but who have obtained an exemption from the Child Care Services Board to work at this level and who are so appointed.

(b) Step IA and IB

* Responsibilities of an employee at this step may include the following:

- Ensure the Centre or Service's policies are adhered to

- Ensure the maintenance of a safe working environment
- Liaise with parents in consultation with the Director
- Display various methods and techniques of child management
- Direct other staff members as required
- Participate in a team approach to the delivery of care
- Possess observational skills in excess of a Child Care Giver
- In consultation with the Director and Senior Staff develop, implement and monitor a developmental programme
- Develop, implement and maintain daily routines
- Work under direction with individual children with special needs.

(c) Step II

- * An employee at this step shall be competent to perform work above and beyond the level of skill of an employee at Step I.
- * In addition to the responsibilities of an employee at Step I, responsibilities may also include the following:
 - Provide advice to Child Care Givers on reasons for the developmental programme
 - Guide untrained staff in methods and techniques of child management
 - In conjunction with the Director and Senior Staff, review developmental programmes
 - Assist the Director with the assessment of students on placement

- Where appointed work as the person in charge of a group of children in the age range 0-6 years
- Possess observational skills in excess of an experienced Child Care Giver and the ability to programme for a child's development based on these observations.

(d) Step III

* An employee at this step shall be competent to perform work above and beyond the level of skill of an employee at Step II.

* In addition to the responsibilities of Step II, responsibilities may also include the following:

- Advise the Director of changes perceived as necessary to developmental programmes
- Participate in a team approach to delivery of the programme and advise untrained care givers and junior trained care givers on reasons for the programme
- Possess the ability to formulate and implement a child's special needs programme.

(e) Step IV

* An employee at this step shall be competent to perform work above and beyond the level of an employee at Step III.

* In addition to the responsibilities at Step III, responsibilities may also include the following:

- Liaise with parents
- Initiate changes to the children's programmes including special needs programmes
- Develop, implement, evaluate and maintain daily routines independently
- Provide advice to Director on Centre's needs.

(4) Assistant Director

(a) Description: An Assistant Director with qualifications and experience as Qualified Child Care Giver who assists the Director with the administration of the Centre and is appointed as such.

(b) Skill Descriptor: An employee at this level shall be expected to perform skills above and beyond those as Qualified Child Care Giver. That person:

- Performs work under limited supervision either individually or in a team environment;
- Provides guidance and assistance as part of a work team;
- Assists in the provision of on-the-job training to other employees;
- Exercises broad discretion.

(c) An Assistant Director shall be appointed:

(i) Assistant Director Grade One:

A person responsible for the co-ordination of programming within the Centre, or

(ii) Assistant Director Grade Two:

A person who, undertakes, in addition to Grade One responsibilities, administrative and supervisory functions, or

(iii) Assistant Director Grade Three:

A person whose tasks are predominantly non-contact or a person whose Director has responsibilities for more than one Centre.

(5) Children's Programme Co-ordinator (Family Centre)

(a) Description: An employee at this level shall hold qualifications as for Qualified Child Care Giver and shall be responsible for the overall implementation and co-ordination of the four year old Family Centre Programme, except where the co-ordinator has a Diploma of Education (Early Childhood Education) or equivalent qualifications in which case they shall be paid as a Pre-School Teacher.

(b) Skill Descriptor: Responsibilities of Children's Programme Co-ordinator (Family Centre) may include the following:

. To promote and work within the Family Centre philosophy;

. To facilitate the development of an environment that meets the individualised emotional, social, educational and physical needs of the children;

. Create links and maintain a good working relationship between staff, Committee, parents, Community, User Groups and the Centre;

. To be sensitive to the cultural diversity and individual rights and needs of each child;

. To ensure the Service operates in accordance with the requirements of the Community Services (Child Care) Regulations 1988 and Family Centre Programme Guidelines;

To supervise the Assistant Early Childhood Worker (Assistant Children's Activity Leader);

To plan and implement a Social Development Programme for four year old children within the Family Centre Programme Guidelines;

To encourage parents to feel they are a part of the Centre and can participate in any of the programmes;

To provide monthly reports to the Management Committee;

To oversee administration and maintenance, order stock and develop inventories in relation to the four (4) year old programme;

To supervise and train students on placement;

To prepare draft budgets for the Management Committee; and

To take enrolments for places in the Family Centre.

(6) Pre-School Teachers

(a) Three year trained teacher holding a Diploma of Teaching, or equivalent, or a teacher holding a University Degree (other than a Bachelor of Education):

(b) Teacher holding:

(i) University degree and Diploma of Education; or

(ii) University degree and Teacher's Certificate; or

(iii) Bachelor of Education degree

(c) Teacher holding the qualifications of a second degree or higher as outlined in the award.

(7) Director

(a) Definition: A Director shall be a person who meets the minimum requirements for a Co-ordinator in accordance with the Community Services (Child Care) Regulations 1988 and who undertakes the duties and responsibilities outlined in paragraph (b) of this clause.

(b) A person appointed as a Director shall be graded as follows:

(i) Director Grade One: a person appointed with overall responsibility for programming who is not directly responsible for the

effective supervision of the child care service or, is subject to supervision in the day to day operation of the centre; or

(ii) Director Grade Two: a person who, in addition to the duties and responsibilities of a Director Grade One, may be required to undertake a basic role in financial control on a day to day basis eg. administering fee relief; or

(iii) Director Grade Three: a person who, in addition to the duties and responsibilities of a Director Grade Two, may be required to, in part or in whole:

- Prepare annual budgets;
- Provide reports and policy proposals to Committees of Management;
- Exercise discretion within the budget in operating the service on a day to day basis.

(c) Responsibilities of a Director may include the following:

- Be responsible for the administration and supervision of the service;
- Ensure that a consistently high quality of child care is maintained, through the planning, organisation and implementation of a program that will adequately meet the intellectual, physical, emotional and social needs of children;
- Supervise and appraise staff;
- Select and train staff as required;
- Develop and promote the aims and policies of the service, in conjunction with the service sponsors/management committees/proprietors;
- Maintain personnel records and be responsible for the application of relevant industrial awards and legislation;
- Keep accounts and handle clerical matters, as required;

- Assist the service sponsors/proprietor with financial management, budgeting and planning, as required;
- Ensure that the service adheres to all relevant regulation and meets all accountability requirements;
- Provide reports to the management committee/sponsor/proprietor, as required;
- Provide parents with information relating to the service's operations;
- Ensure that adequate enrolment procedures are established;
- Provide opportunities for staff development;
- Liaise with other associated organisations, agencies and Government departments;
- Co-ordinate and supervise the placement of students within the service.

11. - WAGES

The total minimum weekly rate of wage payable to persons employed pursuant to this award shall be:

		\$ (Per Week)	A.S.N.A. \$	TOTAL WAGE	
(1)	(a)	Child Care Support Employee - Grade One - Cleaner	412.60	111.00	523.60
		Child Care Support Employee - Grade One - Kitchen Hand	419.30	111.00	530.30
		Child Care Support Employee - Grade Two			
		Step I	423.50	111.00	534.50
		Step II	431.80	111.00	542.80
		Child Care Giver			
		Step I	412.60	111.00	523.60

	Step II	422.00	111.00	533.00
	Step III	431.50	111.00	542.50
	Step IV	441.00	111.00	552.00
	E Worker			
	Step I			568.20
	Step II			576.20
	Qualified Child Care Giver			
	Step 1A	488.00	113.00	601.00
	Step 1B	506.00	113.00	619.00
	Step II	520.40	111.00	631.40
	Step III	534.60	111.00	645.60
	Step IV	549.10	111.00	660.10
(b)	Assistant Director - Grade One			
	Step I	556.90	111.00	667.90
	Step II	562.40	111.00	673.40
	Step III	570.00	113.00	683.00
	Assistant Director - Grade Two			
	Step I	562.40	111.00	673.40
	Step II	570.00	113.00	683.00
	Step III	577.50	113.00	690.50
	Assistant Director - Grade Three			
	Step I	570.00	113.00	683.00
	Step II	577.50	113.00	690.50
	Step III	591.50	113.00	704.50
(c)	Childrens Programme - Co-ordinator (Family Centre)			
	Step I	506.00	113.00	619.00

Step II	519.60	111.00	630.60
Step III	549.10	111.00	660.10
Step IV	572.60	113.00	685.60
Step V	598.10	113.00	711.10
Step VI	621.70	113.00	734.70
Step VII	651.20	113.00	764.20
Step VIII	683.60	111.00	794.60

(d) Qualified Occasional Care/Limited Time (State Government)

Step 1A	15.62	3.01	18.63
Step 1B	16.19	3.01	19.20
Step II	16.65	3.01	19.66
Step III	17.11	3.01	20.12
Step IV	17.57	3.01	20.58

(EDIT NOTE: The calculation of the A.S.N.A. hourly amount in (d) is (\$ increase)/37.5 hours) rounded to the nearest cent.)

(2) (a) Except as provided hereunder, in paragraphs (b) and (d) of this subclause progression from step to step for Child Care Support Employees Grade One and Two, Child Care Giver, Qualified Child Care Giver, Qualified Occasional Care/Limited Time (State Govt), Childrens Programme Co-Ordinator (Family Centre), Assistant Director Grade One, Assistant Director Grade Two, Assistant Director Grade Three and Pre-School Teacher will be contingent upon:

(i) 12 months' service at each step; and

(ii) satisfactory performance at each step.

(b) An employee employed as a Child Care Giver on completion of an introductory child care course shall immediately progress by one additional step beyond that previously determined in accordance with paragraph (a) of this subclause. Additional steps shall be determined in accordance with paragraph (a) of this subclause.

(c) An employee under the age of 21 years who is employed as a Child Care Giver shall be paid a percentage of the rate applicable to an adult employee, taking into account the provisions for progression specified in paragraphs (a) and (b) of this

subclause. The percentages of the adult rate shall be:

	% of adult rate
At or under 16 years of age	50
At 17 years of age	60
At 18 years of age	75
At 19 years of age	85
At 20 years of age	95
Thereafter the adult rate	

(ca) An employee who is identified as an E Worker shall be a person who is required to exercise supervision of an infant or toddler area in accordance with the Community Services (Child Care) Regulations ("the Regulations") 1988. At the completion of twelve months satisfactory service that person shall be paid the Step II rate.

(d) An employee at Step IA Qualified Child Care Giver and Step IA Qualified Occasional Care/Limited Time (State Govt.) shall be a person with no previous experience in the industry. At the completion of twelve months satisfactory performance that person shall be paid the Step II rate.

(e) An employee at Step IB Qualified Child Care Giver and Step IB Qualified Occasional Care/Limited Time (State Govt.) shall be a person with previous experience in the industry. At the completion of twelve months satisfactory performance that person shall be paid the Step II rate.

(f) A person who is appointed Assistant Director Grade One, Assistant Director Grade Two or Assistant Director Grade Three will be appointed in accordance with the relevant grades outlined in Clause 27. - Classification Definitions and Skill Descriptors subclause (4) of this award, provided that an employer may appoint an Assistant Director to a higher grade.

(g) Where an employee is appointed to act as the Director of a Centre for more than four days, they shall be paid for the whole of that period as Director according to their level of qualification.

(3) Pre-School Teachers:

(a) Salary Level	\$ (per annum)	A.S.N.A.\$	\$ (TOTAL WAGE)	\$ (per week)
Step I	27105	5791	32896	630.60
Step II	28644	5791	34435	660.10
Step III	29975	5895	35870	687.60
Step IV	31201	5895	37096	711.10
Step V	32432	5895	38327	734.70
Step VI	33971	5895	39866	764.20
Step VII	35661	5790	41451	794.60
Step VIII	37044	5790	42834	821.10
Step IX	38171	5790	43961	842.70
Step X	39710	5790	45500	872.20
Step XI	41243	5790	47033	901.60

(b) Three year trained teacher holding a Diploma of Teaching, or equivalent, or a teacher holding a University Degree (other than a Bachelor of Education):

Enter Step I
Exit Step VII

(c) Teacher holding:

(i) University degree and Diploma of Education; or

(ii) University degree and Teacher's Certificate; or

(iii) Bachelor of Education degree

Enter Step III
Exit Step XI

(d) Teacher holding the qualifications outlined in (c) above plus a second degree or higher degree such as a graduate diploma or a

degree at honours level:

Enter Step IV

Exit Step XI

(4) (a) The minimum weekly rate of wage payable to persons employed as Director, shall be:

	\$ (per week)	\$ (A.S.N.A.)	\$ (TOTAL WAGE)
Step I	591.50	113.00	704.50
Step II	619.50	113.00	732.50
Step III	642.10	113.00	755.10
Step IV	672.60	111.00	783.60
Step V	704.00	111.00	815.00
Step VI	729.50	111.00	840.50
Step VII	744.30	111.00	855.30
Step VIII	782.60	111.00	893.60
Step IX	811.00	111.00	922.00

(b) A Director will be graded in accordance with paragraphs (c) and (d) of this subclause.

(c) Within the grades of Director the following categories of progression shall apply:

(i) Director Grade One (as defined in Clause 27 of this award):

- a Director with two year or three year training, (as defined in paragraph (e) of this subclause):

Enter Step I

Exit Step IV

- a Director with four year training (as defined in paragraph (e) of this subclause):

Enter Step III
Exit Step VI

(ii) Director Grade Two (as defined in Clause 27 of this award):

- a Director with two year or three year training, (as defined in paragraph (e) of this subclause):

Enter Step III
Exit Step VI

- a Director with four year training (as defined in paragraph (e) of this subclause):

Enter Step V
Exit Step VIII

(iii) Director Grade Three (as defined in Clause 27 of this award):

- a Director with two year or three year training, (as defined in paragraph (e) of this subclause):

Enter Step V
Exit Step VIII

- a Director with four year training (as defined in paragraph (e) of this subclause):

Enter Step VII
Exit Step IX

(d) In addition to the grading, level of training and experience relevant to determining the appropriate rate of pay for a Director an employer may advance a Director beyond the steps/increments provided for, taking into account such factors as:

(i) number of sites supervised, size of centre(s) including number of places centre(s) licensed to cover and/or total number of children taken into care; and/or

(ii) hours of operation of the centre; and/or

(iii) other factors relevant to the exercise of increased skills and responsibilities by the Director.

(e) "Two year, three year and four year trained" refers to a tertiary or post secondary qualification which is relevant to the position of Director. Where there is a dispute as to whether a qualification is relevant to the position of Director it shall be determined by the Western Australian Industrial Relations Commission.

(f) Except as provided hereunder, in paragraph (d) of this subclause progression from step to step for Director will be contingent upon:

(i) 12 months' service at each step; and

(ii) satisfactory performance at each step.

(5) On ceasing employment with an employer, the employee shall be given a written statement of the current Level and Step if appropriate and the date of commencement at that Level and Step to be passed on to the next employer.

It is a condition that no employee shall suffer a reduction in wages by reasons of the coming into operation of any order of the Western Australian Industrial Relations Commission in the implementation of the minimum rates adjustments.

The rates of pay in this award include arbitrated safety net adjustments available since December 1993, under the Arbitrated Safety Net Adjustment Principle.

These arbitrated safety net adjustments may be offset against any equivalent amount in the rate of pay received by employees since 1 November 1991 above the rate prescribed in the Award, except where such absorption is contrary to the terms of an industrial agreement.

Increases in rates of pay otherwise made under the State Wage Case Principles, excepting those resulting from enterprise agreements, are not to be used to offset arbitrated safety net adjustments.

Wage relativities in the Award have been established in accordance with the September 1989 State Wage Case Decision ([1989]

69 WAIG 2917) and the establishment of a Key Minimum Classification Rate for the Qualified Child Care Giver (73 WAIG 101).

AN160059

Children's Services (Government) Award 1989 (as at 27 March 2006)

Source: http://www.fwc.gov.au/consolidated_awards/an/AN160059/asframe.html

3. - AREA AND SCOPE

This Award shall have effect throughout the State of Western Australia and shall apply to those employed in the classifications described in Clause 16. - Salaries and Wages, and employed by those respondents named in the Appendix.

SCHEDULE A - PARTIES TO THE AWARD

The following organisation is a party to this award:

Australian Liquor, Hospitality and Miscellaneous Workers Union, Western Australian Branch

SCHEDULE B - RESPONDENTS

Hon. Minister for Community Services
189 Royal Street
EAST PERTH WA 6000

Hon. Minister for Health
189 Royal Street
EAST PERTH WA 6000

Hon. Minister for Education
151 Royal Street
EAST PERTH WA 6000

Hedland College
Forrest Close

SOUTH HEDLAND WA 6722

Karratha College
Millstream Road
KARRATHA WA 6714

Kalgoorlie College
Cassidy Street
KALGOORLIE WA 6430

Attorney General
30th Floor Allendale Square
77 St Georges Tce
PERTH WA 6000

16. - SALARIES AND WAGES

(1) Column B will apply to employees of a College who are not ordinarily required to work during term or semester vacations. Such employees will be eligible for payment pursuant to Clause 17. - College Vacations Periods of this Award. Column A will apply to all other employees.

(2) The weekly rate of wage payable to persons employed pursuant to this award, shall be:

(a) Qualified Child Care Giver

	Column A \$(Per Week)	Column B \$(Per Week)
Step IA	601.00	574.64
Step IB	619.00	591.78
Step II	631.40	603.58
Step III	645.40	616.91
Step IV	660.10	630.90

(b) Senior Qualified Child Care Giver

Column A*

Base Rate	Arbitrated Safety Net Adjustments	Total Rate
\$ 545.50	\$ 159.00	\$ 704.50

(* Interim adjustment pending further hearings and adjustments)

(c) Senior Qualified Child Care Giver

Column B*

Base Rate	Arbitrated Safety Net Adjustments	Total Rate
\$ 519.26	\$ 154.24	\$ 673.50

(* Interim adjustment pending further hearings and adjustments)

(d) Child Care Giver

	Column A	Column B
	\$	\$
Step I	535.55	512.34
Step II	543.55	519.95
Step III	551.15	527.19
Step IV	561.80	537.33

(f) Child Care Support Employee

	Column A	Column B
	\$	\$
1st year of experience	538.90	515.53
2nd year of experience	546.70	522.95
3rd year of experience	554.40	530.28
4th year of experience	564.60	539.99

(g) The minimum weekly rate of wage shown in paragraphs (a), (d) and (f) of this subclause are inclusive of a base rate and supplementary payment reflecting relativities established as a result of a Minimum Rates Adjustment (76 WAIG 159).

(3) Except as provided hereunder, progression from step to step for Qualified Child Care Giver and Child Care Giver will be contingent upon:

(a) 12 months' service at each step; and

(b) satisfactory performance at each step.

(4) An employee may be employed as a casual if that employment is for a period of less than four weeks, in which case the employee shall be paid a loading of 20 percent in addition to his/her base rate in lieu of the provisions of Clauses 11. - Public Holidays, 12. - Annual Leave and 13. - Sick Leave of this award.

(5) (a) An employee at Step IA Qualified Child Care Giver shall be a person with no previous experience in the industry. At the completion of twelve months satisfactory performance that person shall be paid the Step II rate.

(b) An employee at Step IB Qualified Child Care Giver shall be a person in their first year of experience as a Qualified Child Care Giver, who has previous experience in the industry. At the completion of 12 months' satisfactory performance that person shall be paid at the Step II rate.

(6) On ceasing employment with an employer, the employee shall be given a written statement of the current Level and Step if

appropriate and the date of commencement at that Level and Step to be passed on to the next employer.

(7) On commencing employment with an employer a Qualified Child Care Giver, Child Care Aide, Cook or Senior Qualified Child Care Giver shall, within the appropriate classification be paid at the step or year of experience within the appropriate classification whichever is relevant, recognising their previous experience in the children's services industry.

(8) The weekly salary shall be divided by 38 per week for Child Care Givers and Child Care Support Employees and for other employees by 37.5 for the purposes of adjustment of payment of a hourly rate. For the purposes of adjustment to an annual salary the weekly rate shall be multiplied by 52.167.

(9) It is a condition that no employee shall suffer a reduction in wages by reasons of the coming into operation of any order of the Western Australian Industrial Relations Commission in the implementation of the Minimum Rates Adjustments.

(10) The rates of pay in this award include arbitrated safety net adjustments available since December 1993, under the Arbitrated Safety Net Adjustment Principle.

These arbitrated safety net adjustments may be offset against any equivalent amount in the rate of pay received by employees since 1 November 1991 above the rate prescribed in the Award, except where such absorption is contrary to the terms of an industrial agreement.

Increases in rates of pay otherwise made under the State Wage Case Principles, excepting those resulting from enterprise agreements, are not to be used to offset arbitrated safety net adjustments.

(11) Deleted

(12) The wage relativities in the Award have been established in accordance with the State Wage Case Decision of 1989 [1989] 69 WAIG 2917).

(13) DEFINITIONS AND SKILL DESCRIPTORS

(a) Child Care Support Employee

Definition: An untrained ancillary employee who is employed to undertake cooking duties.

Skill Descriptor: Such an employee may:

- work under routine supervision either individually or in a team environment;
- be responsible for assuring the quality of the employee's own working subject to routine supervision;
- be required to exercise discretion during the course of their own work.

(b) Child Care Giver

Definition: An employee at this level shall be an unqualified employee working under routine supervision, engaged to assist in the supervision and care of children and generally to assist in the functioning of the centre.

Skill Descriptor: Responsibilities of a Child Care Giver may include the following:

- Is able to perform routine duties requiring the exercise of knowledge and skills at a primary level.
- Maintain a clean, hygienic environment
- Maintain and attend to personal hygiene of children
- Attend to nutritional needs of children
- Respond to child's apparent ill -health
- Respond to accident, emergency or threat
- Implement routines which enhance well being

- Interact positively and appropriately with children
- Participate in the planning and preparation of programmes
- Assist to prepare an environment based on programme requirements
- Assist in the implementation of programmes
- Contribute to team approach
- Seek to further professional development
- Liaise appropriately with parents
- Uphold the Centre's philosophy
- Participate in appropriate administrative process
- Contribute to maintenance and care of buildings and equipment
- Implement Centre policies and procedures.
- Assisting in the facilitation of programmes suited to the needs of individual children and groups
- Provide input to trained staff by observations of individuals children and groups
- Work under direction with individual children with special needs.

(c) Qualified Child Care Giver:

Definition: shall mean an employee who holds the qualification of Associate Diploma Social Science (Child Care) or an approved equivalent qualification which is recognised and approved by the Child Care Services Board authorising the employee to be in

charge of children 0-6 years and who is so appointed.

Qualified Child Care Giver shall also include persons who do not hold approved qualifications but who have obtained an exemption from the Child Care Services Board to work at this level and who are so appointed.

Skill Descriptor: The responsibilities of a Qualified Child Care Giver may include the following

- Ensure the Centre or Service's policies are adhered to
- Ensure the maintenance of a safe working environment
- Display various methods and techniques of child management and where appropriate guide the Child Care Giver in the same
- Direct other staff members as required
- In conjunction with the Coordinator or Senior Qualified Child Care Giver or Medical staff develop, implement, monitor and review developmental programmes
- Display an ability to relate to people from various multicultural backgrounds
- Assist the Coordinator or Senior Qualified Child Care Giver with the assessment of students on placement
- Where appointed work as the person in charge of a group of children in the age range 0-6 years
- Possesses observational skills in excess of an experience Child Care Giver and the ability to programme for a child's development based on these observations. Where appropriate undertake developmental assessments.
- Participate in a team approach to deliver of the programme and if appropriate advise Child Care Givers on reasons for the programme
- Possesses the ability to formulate and implement a child's special needs programme

- Liaise with parents
- Initiate changes to the children's programmes including special needs programmes
- Develop, implement, evaluate and maintain daily routines independently
- Provide advice to Coordinator, Senior Qualified Child Care Giver or Medical staff on the needs of the service.
- Demonstrate the ability to impart knowledge and skills where appropriate to parents, students, and/or other members of the health care team and referral agencies.
- Where appropriate provide support to the family, the support network, and other health professionals.
- Where appropriate, conduct visits to clients home to undertake developmental assessments

(d) Senior Qualified Child Care Giver

Definition: a Senior Qualified Child Care Giver shall mean a Qualified Child Care Giver appointed to carry out administrative duties in addition to the normal duties of a Qualified Child Care Giver. An employee at this level shall hold qualifications as defined for Qualified Child Care Giver and shall be responsible for the overall implementation and coordination of programme(s).

Skill Descriptor: A Senior Qualified Child Care Giver shall be competent to perform work above and beyond the level of a Qualified Child Care Giver. In addition to the normal duties of a Senior Qualified Child Care Giver the responsibilities of a Senior Qualified Child Care Giver may include the following:

- To co-ordinate the developmental programme(s) or therapeutic milieu
- To take referrals from professional health agencies.
- To explain the function and role of the service to other agencies and professional individuals.

- To supervise in-service training of staff.
- Where appropriate initiate programmes for parent/child activity groups.
- Where appropriate liaise with specialist staff (internal and external) on appropriate programmes for children with special needs.
- Participate in In-service education.
- Identification budgetary expenses for service including fund-raising where required.
- Ensure the daily operation of the centre complies with Licensing Regulations where appropriate.
- Handle child care enrolment enquiries and allocate places in accordance with Policy where appropriate.
- Act as a positive role model and care giver for staff, parents, students and children.
- Direct and supervises the duties of support staff, volunteers and students, and ensures that appropriate standards in care are maintained at all times.
- Arrange the placement and/or maintenance of the centres equipment, furnishing, toys and consumable materials as required.
- Where appropriate collect fees, issue receipts and forward monies to appropriate officer.
- Select short-term relief staff as required and assist with appointment and orientation of child care staff.
- To conduct staff meetings and attends other relevant meetings.
- To encourage team-work amongst staff.
- Operate within the requirements of Government Legislation, Regulations and relevant Industrial Awards.
- To provide leadership and direction for other staff.

AN160060

Children's Services (Private) Award 2006 (as at 27 March 2006)

Source: http://www.fwc.gov.au/consolidated_awards/an/AN160060/asframe.html

3. - AREA

This award shall have effect over the whole of the State of Western Australia.

4. - SCOPE

This award shall apply to all employees employed in the classifications set out in Clause 22. - Wages of this award, in private nurseries, private child care or private day care facilities which provide care for children and which do not receive recurrent funding from State or Federal governments.

SCHEDULE B - RESPONDENTS

Bassendean Day Care Centre
30 Whitfield Street
BASSENDEAN WA 6054

Jay Bee Day Care Centre
65 Stirling Street
BUNBURY WA 6230

Mundaring Child Care Centre
2 Brooking Road
MAHOGANY CREEK WA 6072

Swanbourne Child Care Centre

Seyer Street
SWANBOURNE WA 6010

Toddler's Day Care Centre
62 Carnarvon Street
EAST VICTORIA PARK WA 6100

Woodlands Child Care Centre
40 Leige Street
WOODLANDS WA 6018

SCHEDULE A - PARTIES TO THE AWARD

The following organisation is a party to this award:

The Liquor, Hospitality and Miscellaneous Union, Western Australian Branch.

24. - CLASSIFICATION DEFINITIONS AND SKILL DESCRIPTORS

All employees shall be classified by the employer into one of the levels contained in this clause in accordance with the employee's skills, responsibilities, qualifications and duties. Where an employee believes they have been wrongly classified the matter shall be dealt with in accordance with the dispute settling procedure set out in Appendix – Resolution of Disputes Requirement of this award (or subclause (6)(g) of Clause 22. – Wages of this award as appropriate).

(1) Children's Services Employee Level 1

(a) Grade one

(i) Definition

An untrained ancillary employee employed to clean or work as a kitchen hand.

(ii) Skill descriptors

Such an employee:

- Is responsible for the quality of the employee's own work subject to direct supervision;
- Works under direct supervision either individually or in a team environment; and
- Exercises discretion within the level of the employee's skills in the performance of tasks.

(b) Grade two

(i) Definition

An untrained ancillary employee who is employed to undertake cooking or gardening duties.

(ii) Skill descriptors

Such an employee:

- Works under routine supervision either individually or in a team environment;
- Is responsible for assuring the quality of the employee's own work subject to routine supervision;
- Is required to exercise discretion during the course of his/her own work.

(2) Children's Services Employee Level 2

(a) This is an employee working under routine supervision, engaged to assist in the supervision and care of children and generally to assist in the functioning of the centre.

(b) This is also an employee who is appointed as an E Worker that does not meet the requirements of subclause (3)(a)(i) and subclause (3)(a)(ii) of this clause.

(c) Responsibilities of an employee at this level may include the following:

- Maintain a clean, hygienic environment;
- Maintain and attend to personal hygiene of children;
- Maintain and attend to own personal hygiene;
- Attend to nutritional needs of children;
- Respond to child's apparent ill-health;
- Respond to accident, emergency or threat;
- Implement routines which enhance well being;
- Interact positively and appropriately with children;
- Participate in the planning and preparation of programmes;
- Assist to prepare an environment based on programme requirements;
- Assist in the implementation of programmes;
- Contribute to team approach;
- Seek to further professional development;
- Liaise effectively with parents;
- Uphold the Centre's philosophy;
- Participate in appropriate administrative processes;
- Contribute to maintenance and care of buildings and equipment; and
- Implement Centre policies and procedures.

(d) Additional duties of an employee at this level with more than 2 years experience in the industry may include the following:

- Assist in the facilitation of programmes suited to the needs of individual children and groups;
- Provide input to trained staff by observations of individual children and groups;
- Work under direction with individual children with special needs.

(e) An E Worker at this level will take on the same duties and perform the same tasks as a CSE Level 2 and:

- Is able to display various methods and techniques of child management;
- Is able to direct other staff members when exercising responsibility in their allocated area;
- Possesses observational skills in excess of CSE;
- Participates in a team approach to the delivery of care.

(f) Subject to this Award, an employee at this Level is entitled to incremental progression to pay level 2.3. However, an employee at this level who is an E Worker must be paid no less than the rate prescribed for pay Level 2.5, and may progress to level 2.6.

(3) Children's Services Employee Level 3

(a) This is an employee who:

(i) has completed AQF Certificate III in Children's Services or an equivalent qualification; or

(ii) possesses, in the opinion of the employer, sufficient knowledge or experience to perform the duties at this level.

(b) This is also an employee who is appointed as an E Worker that meets the requirements of subclause (3)(a)(i) or subclause (3)(a)(ii) of this clause.

(c) An employee appointed at this level will undertake the same duties and perform the same tasks as a CSE Level 2 employee, and will undertake the following additional indicative duties:

- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups;
- Responsible for recording 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

(d) An E Worker will take on the same duties and perform the same tasks as a CSE Level 3 and:

- Is able to display various methods and techniques of child management;
- Is able to direct other staff members when exercising responsibility in their allocated area;
- Possesses observational skills in excess of CSE;
- Participates in a team approach to the delivery of care.

(e) Subject to this Award, an employee at this Level is entitled to incremental progression to pay level 3.3. However:

- An employee at this level who holds a relevant AQF Certificate IV or equivalent and who exercises skills and competencies beyond those required for AQF Certificate III in the ongoing performance of their work must be paid no less than the rate prescribed for pay Level 3.4.
- An employee at this level who has completed an AQF Diploma in Children's Services or equivalent, and who applies skills and knowledge acquired beyond the competencies required for AQF Certificate III in the on-going performance of their work, must be paid no less than the rate prescribed for pay Level 3.5.
- An employee at this level who is an E Worker must be paid no less than the rate prescribed for pay Level 3.5.
- Any dispute concerning an employee's entitlement to be paid at pay Level 3.5 may be referred to a Board of Reference appointed under Clause 22. – Wages subclause (6)(g)(ii) of this award. A Board of Reference may require an employee to demonstrate to its satisfaction that the employee utilises skills and knowledge above those prescribed for Level 3 but below those prescribed for Level 4.

(4) Children's Services Employee Level 4

(a) This is an employee who has completed a Diploma in Children's Services or equivalent 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 6 years. It shall also include persons employed as supplementary service grants (SUPS) employees and persons who do not hold approved qualifications but who have obtained an exemption from the Child Care Licensing Unit to work at this level and who are so appointed.

(b) An employee appointed at this level will take on the same duties and perform the same tasks as a CSE Level 3 and undertake the following additional 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 of children in care.
- Responsible for the direction and general supervision of other employees up to CSE Level 3.
- Responsible to the Assistant Director/Director for the supervision of students on placement.
- Ensure a safe environment is maintained for both staff and children.
- Ensure that records are maintained accurately for each child in their care.
- Develop, implement and evaluate daily care routines.
- Ensure the centre or service's policies and procedures are adhered to.

- Liaise with families.

(5) Children's Services Employee Level 5

(a) This is an employee who has completed a [AQF 5] Diploma in Children's Services or equivalent, and/or is appointed as either an Assistant Director of a service, or a Children's Services Coordinator:

(b) An Assistant Director appointed at this level will take on the same duties and perform the same tasks as a CSE Level 4 and be responsible for the following additional indicative duties:

- Coordinate 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;
- Coordinate centre operations including Occupational Health and Safety, program planning, staff training;
- Take responsibility 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; and
- Generally supervise all employees within the service.

(c) A Children's Services Coordinator undertakes additional responsibilities including coordinating the activities of more than one group, supervising staff, trainees and students on placement, and assisting in administrative functions.

(d) An Assistant Director who holds an Advanced Diploma (AQF 6) must be paid no less than CSE Level 5.4. Pay Level 5.4 has a 145% relativity to the Pay level 3.1 [C10] rate.

(e) Qualification Allowance: An Assistant Director who holds a graduate qualification in child care management or other relevant qualification is entitled to an all purpose allowance equivalent to 5 per cent of the rate of pay for specified for Level 5.3 (see Note 3 after subclause (1)(f) of Clause 22. - Wages of this award).

(6) Children's Services Employee Level 6 - Director

(a) A Director is an employee:

(i) who holds:

- a relevant Degree, or
- an AQF Advanced Diploma, or
- a Diploma in Children's Services, or
- a Diploma in Out of Hours Care, or
- is a person possessing such experience, or holding such qualifications deemed by the employer to be appropriate to the position, and

(ii) is appointed as the Director of a Service and is responsible for the overall management and administration of the service with the following additional indicative duties:

- 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 or proprietors as appropriate;
- provide professional leadership and development to staff;
- develop and maintain policies and practices for the centre or service, or

(iii) is appointed to act as the Supervising Officer pursuant to the Community Services (Child Care) Regulations 1988 as amended.

(b) Director Level 1

A Director Level 1 is an employee appointed as the Director of a service licensed for up to 39 children and paid at the Level 6.1 to 6.3 salary range.

(c) Director Level 2

A Director Level 2 is an employee appointed as the Director of a service licensed for between 40 and 59 children and is paid at the Level 6.4 to 6.6 salary range.

(d) Director Level 3

A Director Level 3 is an employee appointed as the Director of a service licensed for 60 or more children and paid at the Level 6.7 to 6.9 salary range

(e) Qualification Allowance: A Director who holds a graduate qualification in child care management or other relevant qualification is entitled to an all-purpose allowance equivalent to 5 per cent of the rate of pay for specified for Level 5.3 (see Note 3 after subclause (1)(f) of Clause 22. - Wages of this award).

(7) Pre-School Teachers

(a) Definition

(i) Three year trained teacher holding a Diploma of Teaching, or equivalent, or a teacher holding a University degree (other than a Bachelor of Education) and paid at the Pre-School Teacher Level 7.1 to 7.7 range.

(ii) Teacher holding: University degree and Diploma of Education, or University degree and Teacher's certificate, or a Bachelor of Education Degree and paid at the Pre-School Teacher Level 7.3 to 7.11 range.

(iii) Teacher holding the qualifications outlined in 7.1.2 plus a second degree or higher degree such as a graduate diploma or a degree at honours level and paid at the Pre-School Teacher Level 7.4 to 7.11 range.

(8) Preparation Time

A qualified full-time employee at Level 4 or above who is appointed by the employer to be responsible for the planning and implementation of the planned programme for the children in the Centre shall be entitled to two hours per week preparation time. Such time shall be taken at a time agreed by the employer and shall be free from other duties.

(9) Examination Leave

Employees shall be granted leave with full pay in order to travel to and attend childcare examinations relevant to this Schedule and approved by the education institution. Provided that when an afternoon examination is scheduled an employee shall be allowed the morning for study if so required by the employee.

22. - WAGES

(1) The total minimum weekly rate of wage payable to persons employed pursuant to this award shall be:

Classification	Pay Level	Relativity to C10	Per week \$
(a) Children Services Employee Level 1			
Grade One			
Cleaner	1.1	90.6%	523.60
Kitchen Hand	1.2	91.7%	530.30
Grade Two (Cook/Gardener)			
On commencement	1.3	92.5%	534.50
after 1 year in the industry	1.4	93.9%	542.80
(b) Children Services Employee Level 2			
on commencement	2.1	90.6%	523.60
after 1 year in the industry	2.2	92.2%	533.00
after 2 years in the industry	2.3	93.9%	542.50
after 3 years in the industry	2.4	95.5%	552.00

E worker on commencement	2.5	98.3%	568.20
after 1 year in the industry	2.6	99.6%	576.20
(c) Children Services Employee Level 3			
on commencement	3.1	100.0%	578.20
after 1 year in the industry	3.2	105.0%	601.20
after 2 years in the industry	3.3	110.0%	622.70
CSE Level 3 holding AQF Certificate IV	3.4	115.0%	640.80
CSE Level 3 holding AQF Diploma in Children's Services or CSE Level 3 who is an E Worker	3.5	Note 1	662.05
Note 1: Pay Level 3.5 is fixed at the mid-point between the Level 3.3 rate and the Level 4.1 rate			
		Relativity to C5	
(d) Children Services Employee Level 4			
on commencement	4.1	100.0%	701.40
after 1 year in the industry	4.2	102%	713.20
after 2 years in the industry	4.3	104%	724.90
(e) Children Services Employee Level 5			
on commencement	5.1	106.1%	737.30
after 1 year in the industry	5.2	108.1%	749.10
after 2 years in the industry	5.3	110.1%	760.80
Note: An Assistant Director who holds an Advanced Diploma (AQF 6) must be paid no less than	5.4	Note 2	763.90

Note 2: Pay Level 5.4 has a 145% relativity to the pay level 3.1 [C10] rate.

(f) Children Services Employee Level 6

Grade 1

on commencement	6.1	128.6%	867.70
after 1 year in the industry	6.2	130.6%	879.45
after 2 years in the industry	6.3	132.6%	891.20

Grade 2

on commencement	6.4	138.7%	927.10
after 1 year in the industry	6.5	140.3%	936.50
after 2 years in the industry	6.6	142.3%	948.30

Grade 3

on commencement	6.7	144.4%	960.60
after 1 year in the industry	6.8	146.4%	972.40
after 2 years in the industry	6.9	148.4%	984.20

Note 3: A Director or Assistant Director who holds a Graduate Certificate in Child Care Management or equivalent will be paid an all-purpose allowance, calculated at 5% of the weekly rate for Assistant Director (Pay Level 5.3) ie 38.00

(g) Pre-School Teachers

Step I	7.1	94.1%	669.50
Step II	7.2	100.0%	701.40
Step III	7.3	105.5%	733.20
Step IV	7.4	110.2%	758.60
Step V	7.5	114.9%	782.20
Step VI	7.6	120.8%	814.10
Step VII	7.7	127.2%	849.20

Step VIII	7.8	132.5%	877.80
Step IX	7.9	137.2%	903.40
Step X	7.10	143.1%	935.30
Step XI	7.11	149.0%	967.10

AN160061

Children's Services Consent Award 1984 (as at 27 march 2006)

Source: http://www.fwc.gov.au/consolidated_awards/an/AN160061/asframe.html

3. -AREA

This award shall have effect over the premises controlled and operated by the Committees of Management of the following Child Care Centres: The Victoria Park Community Child Care Centre; The Coolbellup Day Care Centre and The Duncraig Day Care Centre.

4. - SCOPE

This award shall apply to the classifications described in Clause 22. - Wages of this award employed by the respondents in Child Care Centres.

SCHEDULE A - PARTIES TO THE AWARD

The following organisation is a party to this award:

Australian Liquor, Hospitality and Miscellaneous Workers Union, Western Australian Branch

SCHEDULE B - RESPONDENTS

Winterfold Child Care Centre Incorporated

The Duncraig Day Care Centre Association
40 Warwick Road, Duncraig 6024.

The Victoria Park Community Child Care Centre Association
38 Rushton Street, Victoria Park 6100.

27. - CLASSIFICATION DEFINITIONS AND SKILL DESCRIPTORS

(1) Child Care Support Employee

(a) Grade One

Definition: An untrained ancillary employee employed to clean or work as a kitchen hand.

Skill Descriptors: Such an employee is:

- Responsible for the quality of the employees own work subject to direct supervision;
- Works under direct supervision either individually or in a team environment;
- Exercises discretion within the level of the employee's skills in the performance of tasks.

(b) Grade Two

Definition: An untrained ancillary employee who is employed to undertake cooking or gardening duties.

Skill Descriptors: Such an employee:

- Works under routine supervision either individually or in a team environment;
- Is responsible for assuring the quality of the employee's own work subject to routine supervision;
- Is required to exercise discretion during the course of their own work.

(c) Grade Three

Definition: An employee who is employed to assist the Director with administration.

(2) Child Care Giver

(a) Definition: An employee at this level shall be a child care giver working under routine supervision, engaged to assist in the supervision and care of children and generally to assist in the functioning of the centre.

(b) Step I

* An employee with no prior industry experience.

* Is able to perform routine duties requiring the exercise of knowledge and skills at a primary level.

Responsibilities of an employee at this step may include the following:

- Maintain a clean, hygienic environment
- Maintain and attend to personal hygiene of children
- Maintain and attend to own personal hygiene
- Attend to nutritional needs of children
- Respond to child's apparent ill-health
- Respond to accident, emergency or threat
- Implement routines which enhance well being
- Interact positively and appropriately with children
- Participate in the planning and preparation of programmes

- Assist to prepare an environment based on programme requirements
- Assist in the implementation of programmes
- Contribute to team approach
- Seek to further professional development
- Liaise effectively with parents
- Uphold the Centre's philosophy
- Participate in appropriate administrative processes
- Contribute to maintenance and care of buildings and equipment
- Implement Centre policies and procedures

(c) Step II

* An employee at this step shall be competent to perform work above and beyond the level of skill of an employee at Step I.

(d) Step III

* An employee at this step shall be competent to perform work above and beyond the level of skill of an employee at Step II.

(e) Step IV

* An employee at this step shall be competent to work over and above the level of skill of an employee at Step III. Additional duties may include the following:

- Assist in the facilitation of programmes suited to the needs of individual children and groups
- Provide input to trained staff by observations of individual children and groups
- Work under direction with individual children with special needs

(2a) E Worker

(a) Step I An employee in their first year of being classified as an 'E Worker':

- * Is able to display various methods and techniques of child management.
- * Is able to direct other staff members when exercising responsibility in allocated area.
- * Possess observational skills in excess of a child care giver.

(b) Step II An employee who has at least one years experience as an 'E Worker' shall be able to perform the responsibilities identified in Step I at a higher skill level and also:

- * Participate in a team approach to the delivery of care.

(3) Qualified Child Care Giver

(a) Definition: An employee at this level shall be an employee who holds the qualification of Associate Diploma Social Science (Child Care) or an approved equivalent qualification which is recognised and approved by the Child Care Services Board authorising the employee to be in charge of children 0-6 years and who are so appointed. It shall also include persons employed as supplementary service grants (SUPS) employees and persons who do not hold approved qualifications but who have obtained an exemption from the Child Care Services Board to work at this level and who are so appointed.

(b) Step IA and IB

* Responsibilities of an employee at this step may include the following:

- Ensure the Centre or Service's policies are adhered to
- Ensure the maintenance of a safe working environment
- Liaise with parents in consultation with the Director
- Display various methods and techniques of child management
- Direct other staff members as required
- Participate in a team approach to the delivery of care
- Possess observational skills in excess of a Child Care Giver
- In consultation with the Director and Senior Staff develop, implement and monitor a developmental programme
- Develop, implement and maintain daily routines
- Work under direction with individual children with special needs.

(c) Step II

* An employee at this step shall be competent to perform work above and beyond the level of skill of an employee at Step I.

* In addition to the responsibilities of an employee at Step I, responsibilities may also include the following:

- Provide advice to Child Care Givers on reasons for the developmental programme
- Guide untrained staff in methods and techniques of child management

- In conjunction with the Director and Senior Staff, review developmental programmes
- Assist the Director with the assessment of students on placement
- Where appointed work as the person in charge of a group of children in the age range 0-6 years
- Possess observational skills in excess of an experienced Child Care Giver and the ability to programme for a child's development based on these observations.

(d) Step III

* An employee at this step shall be competent to perform work above and beyond the level of skill of an employee at Step II.

* In addition to the responsibilities of Step II, responsibilities may also include the following:

- Advise the Director of changes perceived as necessary to developmental programmes
- Participate in a team approach to delivery of the programme and advise untrained care givers and junior trained care givers on reasons for the programme
- Possess the ability to formulate and implement a child's special needs programme.

(e) Step IV

* An employee at this step shall be competent to perform work above and beyond the level of an employee at Step III.

* In addition to the responsibilities at Step III, responsibilities may also include the following:

- Liaise with parents
- Initiate changes to the children's programmes including special needs programmes

- Develop, implement, evaluate and maintain daily routines independently

- Provide advice to Director on Centre's needs.

(4) Assistant Director

(a) Description: An Assistant Director with qualifications and experience as a Qualified Child Care Giver who assists the Director, as defined in subclause (6) of this clause, with the administration of the Centre and is appointed as such.

(b) Skill Descriptor: An employee at this level shall be expected to perform skills above and beyond those as Qualified Child Care Giver. That person:

- Performs work under limited supervision either individually or in a team environment;

- Provides guidance and assistance as part of a work team;

- Assists in the provision of on-the-job training to other employees;

- Exercises broad discretion.

(c) An Assistant Director shall be appointed:

(i) Assistant Director Grade One -

A person responsible for the co-ordination of programming within the Centre, or

(ii) Assistant Director Grade Two -

A person who, undertakes, in addition to Grade One responsibilities, administrative and supervisory functions, or

(iii) Assistant Director Grade Three -

A person whose tasks are predominantly non-contact or a person whose Director has responsibilities for more than one Centre.

(5) Pre-School Teachers

(a) Three year trained teacher holding a Diploma of Teaching, or equivalent, or a teacher holding a University Degree (other than a Bachelor of Education):

(b) Teacher holding:

(i) University degree and Diploma of Education; or

(ii) University degree and Teacher's Certificate;

(iii) Bachelor of Education degree

(c) Teacher holding the qualifications outlined in (b) above plus a second degree or higher degree such as a graduate diploma or a degree at honours level.

(6) Director

(a) Definition: A Director shall be a person who meets the minimum requirements for a Co-ordinator in accordance with the Community Services (Child Care) Regulations 1988 and who undertakes the duties and responsibilities outlined in paragraph (b) of this clause.

(b) A person appointed as a Director shall be graded as follows:

(i) Director Grade One: a person appointed with overall responsibility for programming who is not directly responsible for the effective supervision of the child care service or, is subject to supervision in the day to day operation of the centre; or

(ii) Director Grade Two: a person who, in addition to the duties and responsibilities of a Director Grade One, may be required to undertake a basic role in financial control on a day to day basis eg. administering fee relief; or

(iii) Director Grade Three: a person who, in additions to the duties and responsibilities of a Director Grade Two, may be required to, in part or in whole:

- Prepare annual budgets;
- Provide reports and policy proposals to Committees of Management;
- Exercise discretion within the budget in operating the service on a day to day basis.

(c) Responsibilities of an employee at this level may include the following:

- Be responsible for the administration and supervision of the service;
- Ensure that a consistently high quality of child care is maintained, through the planning, organisation and implementation of a program that will adequately meet the intellectual, physical, emotional and social needs of children;
- Supervise and appraise staff;
- Select and train staff as required;
- Develop and promote the aims and policies of the service, in conjunction with the service sponsors/management committees/proprietors;
- Maintain personnel records and be responsible for the application of relevant industrial awards and legislation;
- Keep accounts and handle clerical matters, as required;
- Assist the service sponsors/proprietor with financial management, budgeting and planning, as required;
- Ensure that the service adheres to all relevant regulation and meets all accountability requirements;

- Provide reports to the management committee/sponsor/proprietor, as required;
- Provide parents with information relating to the service's operations;
- Ensure that adequate enrolment procedures are established;
- Provide opportunities for staff development;
- Liaise with other associated organisations, agencies and Government departments;
- Co-ordinate and supervise the placement of students within the service.

22. - WAGES

The minimum weekly rate of wage payable to persons employed pursuant to this award shall be:

	\$ (Per Week)	A.S.N.A.	TOTAL WAGE
		\$	\$
(1) Child Care Support Employee - Grade One - Cleaner	412.60	111.00	522.60
Child Care Support Employee - Grade One - Kitchen Hand	419.30	111.00	530.30
Child Care Support Employee - Grade Two			
Step I	423.50	111.00	534.50
Step II	431.80	111.00	542.80
Child Care Support Employee - Grade Three			
Step I	443.40	111.00	554.40
Step II	482.90	113.00	595.90
Step III	503.00	113.00	616.00

Step IV	522.30	111.00	633.30
Step V	549.10	111.00	660.10
Child Care Giver			
Step I	412.60	111.00	523.60
Step II	422.00	111.00	533.00
Step III	431.50	111.00	542.50
Step IV	441.00	111.00	552.00
E Worker			
Step I			568.20
Step II			576.20
Qualified Child Care Giver			
Step IA	488.00	113.00	601.00
Step IB	506.00	113.00	619.00
Step II	520.40	111.00	631.40
Step III	534.60	111.00	645.60
Step IV	549.10	111.00	660.10
Assistant Director Grade One			
Step I	556.90	111.00	667.90
Step II	562.40	111.00	673.40
Step III	570.00	113.00	683.00
Assistant Director Grade Two			
Step I	562.40	111.00	673.40
Step II	570.00	113.00	683.00
Step III	577.50	113.00	690.50
Assistant Director Grade Three			
Step I	570.00	113.00	683.00

Step II	577.50	113.00	690.50
Step III	591.50	113.00	704.50

(2) (a) Except as provided hereunder, in paragraphs (b) and (d) of this subclause progression from step to step for Child Care Support Employees Grade One, Two and Three, Child Care Giver, Qualified Child Care Giver, Assistant Director Grade One, Assistant Director Grade Two, Assistant Director Grade Three and Pre-School Teacher will be contingent upon:

(i) 12 months' service at each step; and

(ii) satisfactory performance at each step.

(b) An employee employed as a Child Care Giver on completion of an introductory child care course shall immediately progress by one additional step beyond that previously determined in accordance with paragraph (a) of this subclause. Additional steps shall be determined in accordance with paragraph (a) of this subclause.

(c) An employee under the age of 21 years who is employed as a child care giver shall be paid a percentage of the rate applicable to an adult employee, taking into account the provisions for progression specified in paragraphs (a) and (b) of this subclause. The percentages of the adult rate shall be:

% of adult rate

At or under 16 years of age	50
At 17 years of age	60
At 18 years of age	75
At 19 years of age	85
At 20 years of age	95
Thereafter the adult rate	

(ca) An employee who is identified as an E Worker shall be a person who is required to exercise supervision of an infant or toddler area in accordance with the Community Services (Child Care) Regulations ("the Regulations") 1988. At the completion of twelve months satisfactory service that person shall be paid the Step II rate.

(d) An employee at Step IA Qualified Child Care Giver shall be a person with no previous experience in the industry. At the completion of twelve months satisfactory performance that person shall be paid the Step II rate.

(e) An employee at Step IB Qualified Child Care Giver shall be a person with previous experience in the industry. At the completion of twelve months satisfactory performance that person shall be paid the Step II rate.

(f) A person who is appointed Assistant Director Grade One, Assistant Director Grade Two or Assistant Director Grade Three will be appointed in accordance with the relevant grades outlined in subclause (4) of Clause 27. - Classification Definitions and Skill Descriptors of this award, provided that an employer may appoint an Assistant Director to a higher grade.

(g) Where an employee is appointed to act as the Director of a Centre for more than four days, they shall be paid for the whole of that period as Director according to their level of qualification.

(3) Pre-School Teachers:

(a)	Salary Level	\$ (Per Annum)	\$ A.S.N.A.	\$ TOTAL WAGE	\$ (Per Week)
	Step I	27105	5791	32896	630.60
	Step II	28644	5791	34435	660.10
	Step III	29975	5895	35870	687.60
	Step IV	31201	5895	37096	711.10
	Step V	32432	5895	38327	734.70
	Step VI	33971	5895	39866	764.20
	Step VII	35661	5790	41451	794.60
	Step VIII	37044	5790	42834	821.10
	Step IX	38171	5790	43961	842.70
	Step X	39710	5790	45500	872.20
	Step XI	41243	5790	47033	901.60

(4) Director: The definitions and gradings of this classification are contained in Clause 27. - Classification Definitions and Skill Descriptors of this award.

		\$(Per Week)	\$A.S.N.A.	\$TOTAL WAGE
(a)	Step I	591.50	113.00	704.50
	Step II	619.50	113.00	732.50
	Step III	642.10	113.00	755.10
	Step IV	672.60	111.00	783.60
	Step V	704.00	111.00	815.00
	Step VI	729.50	111.00	840.50
	Step VII	744.30	111.00	855.30
	Step VIII	782.60	111.00	893.60
	Step IX	811.00	111.00	922.00
 (b) A Director will be graded in accordance with paragraph (c) and (d) of this subclause.				
(c) Within the grades of Director the following categories of progression shall apply:				
(i) Director Grade One (as defined in Clause 27 of this award):				
- a Director with two year or three year training, (as defined in paragraph (e) of this subclause):				
Enters Step I				
Exits Step IV				
- a Director with four year training (as defined in paragraph (e) of this subclause):				
Enters Step III				
Exits Step VI				
(ii) Director Grade Two (as defined in Clause 27 of this award):				
- a Director with two year or three year training, (as defined in paragraph (e) of this subclause):				

Enters Step III
Exits Step VI

- a Director with four year training (as defined in paragraph (e) of this subclause):

Enters Step V
Exits Step VIII

(iii) Director Grade Three (as defined in Clause 27 of this award):

- a Director with two year or three year training (as defined in paragraph (e) of this subclause):

Enters Step V
Exits Step VIII

- a Director with four year training (as defined in paragraph (e) of this subclause):

Enters Step VII
Exits Step IX

(d) In addition to the grading, level of training and experience relevant to determining the appropriate rate of pay for a Director an employer may advance a Director beyond the steps/increments provided for, taking into account such factors as:

(i) number of sites supervised, size of centre(s), including number of places centre(s) licensed to cover and/or total number of children taken into care; and/or

(ii) hours of operation of the centre; and/or

(iii) other factors relevant to the exercise of increased skills and responsibilities by the Director.

(e) "Two year, three year and four year trained" refers to a tertiary or post secondary qualification which is relevant to the position of Director. Where there is a dispute as to whether a qualification is relevant to the position of Director it shall be determined by the

Western Australian Industrial Relations Commission.

(f) Except as provided in paragraph (d) of this subclause progression from step to step for Director will be contingent upon:

(i) 12 months' service at each step; and

(ii) satisfactory performance at each step.

(5) On ceasing employment with an employer, the employee shall be given a written statement of their current Level or Grade and Step if appropriate and the date of commencement at that Level or Grade and Step to be passed on to the next employer.

(6) It is a condition that no employee shall suffer a reduction in wages by reasons of the coming into operation of any order of the Western Australian Industrial Relations Commission in the implementation of the minimum rates adjustments.

(7) The rates of pay in this award include arbitrated safety net adjustments available since December 1993, under the Arbitrated Safety Net Adjustment Principle.

These arbitrated safety net adjustments may be offset against any equivalent amount in the rate of pay received by employees since 1 November 1991 above the rate prescribed in the Award, except where such absorption is contrary to the terms of an industrial agreement.

Increases in rates of pay otherwise made under the State Wage Case Principles, excepting those resulting from enterprise agreements, are not to be used to offset arbitrated safety net adjustments

(8) Wage relativities in the Award have been established in accordance with the September 1989 State Wage Case Decision ([1989] 69 WAIG 2917) and the establishment of a Key Minimum Classification Rate for the Qualified Child Care Giver (73 WAIG 101).

AN160125

Family Day Care Co-ordinators' and Assistants' Award, 1985 (as at 27 March 2006)

Source: http://www.fwc.gov.au/consolidated_awards/an/AN160125/asframe.html

3. - AREA

This award shall have effect throughout the State of Western Australia.

4. - SCOPE

This award shall apply to the classifications as defined in Clause 17. - Classification Definitions and Skill Descriptors. Provided that this award shall not apply to Co-ordinators or Assistants who are directly employed by Local Government Authorities.

SCHEDULE A - PARTIES TO THE AWARD

The following organisation is a party to this award:

Australian Liquor, Hospitality and Miscellaneous Workers Union, Western Australian Branch.

SCHEDULE B - RESPONDENTS

COMMUNICARE

177 Hillview Terrace
BENTLEY W.A. 6102

SALVATION ARMY - BALGA

14-18 Lavant Way
BALGA W.A. 6061

THE ROBERTA JULL CHILD CARE ASSOCIATION

29 Wheatley Street
GOSNELLS W.A. 6110

THE LYLA ELLIOTT FAMILY DAY CARE ASSOCIATION INC.

42 Rudloc Road
MORLEY W.A. 6062

DATED at Perth this 5th day of May, 1986.

17. - CLASSIFICATION DEFINITIONS AND SKILL DESCRIPTORS

(1) Resource Employee (Playgroup/Toylibrary) (a) Definition: An employee at this level shall be an employee who holds a qualification of Associate Diploma Social Science (Child Care) or approved equivalent qualification and/or has experience to enable the employee to plan and facilitate playgroups for Family Based Child Care Givers (FBCG) and children, support FBCG in the playgroup situation and provide a variety of appropriate resources for FBCG.

(b) Skill Descriptor: Such an employee:

- is responsible for the quality of his/her own work, subject to direct or routine supervision; and
- works within established routines, methods and procedures, ensuring appropriate feedback to the relevant supervisor.

(c) Responsibilities may include the following:

(i) Playgroups:

- program and facilitate Playgroups for FBCG and the children they have enrolled in their care taking account of children's individual needs;
- interact with, provide advice to, and model appropriate experiences for children in the FBCG playgroup environment;
- plan and facilitate play sessions in Carer's homes for individual FBCG or small groups;
- organise outings for children with FBCG.

(ii) Toy/Book/Equipment Libraries:

- maintain and monitor resource library, and equipment, and perform stock take as required and/or directed;
- oversee FBCG use of library, including library systems;
- recommend and purchase necessary resources subject to consultation and approval.

(iii) Inservice Training:

- Assist in the organisation of in-service training for FBCG as required.

(2) Special Needs Support Employee

(a) Definition: An employee at this level shall hold an Associate Diploma Social Science (Child Care), or an equivalent qualification, and or relevant previous experience. Such an employee shall be appointed to assist with special needs programs.

(b) Skill Descriptor: Such an employee:

- provides appropriate feedback to the Scheme Co-ordinator;
- exercises discretion within the employee's level of skill and training;
- exercises good interpersonal and communication skills;
- has demonstrated knowledge of child development; and
- has a demonstrated knowledge and awareness of the needs of children including those with disabilities.

(c) Responsibilities may include the following:

- assist FBCG to implement programs for children with special needs as appropriate;
- develop and/or implement programs for children's specific needs;
- model child management techniques to FBCG;
- provide hands-on support to FBCG in the care of the child with special needs within the group of children in care;
- liaise with, and provide support to parents as appropriate;
- maintain and update resource materials; and
- liaise with, and provide reports to, referring agencies and/or management as appropriate.

(3) Support Employee

(a) Definition: An employee who provides administrative assistance to the Scheme Co-ordinator in matters pertaining to assessment of Child Care Assistance and payments, financial record keeping and general office duties and who is appointed to

this level.

(b) Skill Descriptor: Such an employee:

- is responsible for the quality of his/her own work subject to limited supervision;
- works within established routines, methods and procedures; and
- demonstrates computer skills.

(c) Responsibilities may include the following:

- maintain records regarding child enrolment, Child Care Assistance percentage and fees payable by parents;
- calculate Child Care Assistance payment to FBCG;
- assist in the preparation of reports; including the creation, maintenance and generation of computer reports;
- liaise with government departments as required;
- answer enquires from Scheme clients and potential clients as directed by the Scheme Co-ordinator;
- maintain accurate financial records as directed;
- prepare financial statements as required; and
- use one or more software application package(s) developed to operate and populate a data base, spreadsheet/worksheet to achieve a desired result; graph previously prepared spreadsheet information; use simple menu utilities.

(4) Assistant Co-ordinator (Field)

(a) Definition: An employee at this level shall possess a qualification in the field of early child care or related field, or shall be able to demonstrate experience and/or skills relevant to the position.

Such an employee will demonstrate an ability to work independently with minimal supervision, providing support to children in family day care and support and assist FBCG to provide care within the Community Services (Child Care) Regulations 1988 and Scheme policies.

(b) Skill Descriptor: Such an employee:

- provides guidance and assistance as part of a work team;

- has a demonstrated knowledge of child care and development issues, and community resources;
- has an awareness of the needs of children including those with disabilities;
- works largely independently; and
- demonstrates good interpersonal and communication skills.

(c) Responsibilities may include:

- Visit FBCG on a regular basis as required, and report and maintain appropriate records on children and FBCG;
- monitor standards of care and advise FBCG in the development of an appropriate child care environment in their home;
- support FBCG in appropriate care of children;
- provide information relating to the Scheme's operations and support to parents as required;
- assist in the referral and placement of children with Scheme FBCG as required;
- assist FBCG to develop and maintain interactive play programs with children and facilitate play sessions in FBCG homes as required.
- assist in the development and planning of programs for children with special needs and/or liaise with other special needs employees;
- assist in the provision of programs such as playgroups, excursions and training sessions as required;
- assist as appropriate in administration/clerical tasks;
- assist as required in recruitment, selection and training of FBCG;
- assist in the supervision of students on practicum placement;
- liaise with agencies as appropriate;
- attend meetings as directed; and
- be able to relieve the Scheme Co-ordinator as required.

(5) Scheme Co-ordinator

(a) Definition: An employee at this level shall possess a qualification in the field of early childhood care, or related field, and shall have responsibility for the operation of a Family Day Care Scheme, and shall be appointed as such.

(b) Skill Descriptor: Such an employee:

- has a broad understanding of child care, community development and welfare issues;

- has a high level of interpersonal communication skills;
- has highly developed management skills; and
- is responsible to the Committee of Management for the administration and supervision of the service on a day to day basis.

(c) A person appointed as a Scheme Co-ordinator shall be graded as follows:

(i) A Director Grade One: A person appointed as such and shall have responsibility for the operation of a Family Day Care Scheme provided that he/she is required to undertake only a basic role in financial management including operating within a budget.

(ii) A Director Grade Two: A person who shall have additional responsibilities for the operation of a Family Day Care Scheme in addition to the duties of the Scheme Co-ordinator Grade One. The duties shall include the following:

the responsibility for the administration and supervision of additional complimentary programs developed within the service, (an additional complimentary program is one which attracts additional funding to the service), and/or

have responsibility for the day to day financial management of the Scheme, which includes being accountable to the Committee of Management for some or all of the following:

- payroll
- budgets
- reconciliation
- journal entries
- the preparation of accounts for audit
- purchasing
- the preparation of financial statements
- maintenance of an asset register.

(d) Responsibilities of the Scheme Co-ordinator may include the following:

- responsible for the administration and supervision of a family day care scheme;

- develop policy in consultation with the employer;
- promote the aims and policies of the scheme in consultation with the employer;
- budget and manage finances in consultation with the employer;
- responsible for the recruitment, selection, supervision, training and ongoing support of FBCG;
- liaise with the associated organisations, agencies, community groups and government departments;
- advertise and promote the scheme in the community;
- select, supervise, train and appraise staff in consultation with the employer;
- ensure that the service adheres to all relevant regulations and meets all accountability requirements;
- provide parents with information relating to the scheme's operation and assist in making appropriate child care placements;
- provide reports to the employer as required;
- maintain personnel records and be responsible for the application of relevant industrial awards and legislation as required;
- keep FBCG informed on current government policies and decisions and other relevant information which relates specifically to Family Day Care, and generally, children services;
- be conversant with current government policies and decisions and advise on possible outcomes;
- co-ordinate and provide supervision of students on practicum placements;
- be responsible for the maintenance of the building and grounds as required; and
- prepare reports and submissions to funding bodies in consultation with the employer/management committee.

16. - SALARIES

(1) (a) Resource Employee (Playgroup/Toy library)

The minimum weekly rate payable to persons employed pursuant to this award shall be:

	\$
Step I	552.00
Step II	571.50
Step III	594.50
Step IV	601.00

Step V	619.00
Step VI	631.40
Step VII	645.60
Step VIII	660.10

(i) A Resource Employee who is unqualified shall enter the salary scale on Step I and exit at Step IV.

(ii) A Resource Employee who is qualified and with no previous experience in the industry shall enter at Step IV. At the end of 12 months satisfactory performance, this person shall progress to Step VI and subject to subclause (2) exit the salary scale at Step VIII.

(iii) A Resource Employee who is in their first year of experience as a qualified child care employee and has previous experience in the industry, as defined in placitum (iv) of this paragraph, shall enter the salary scale at Step V and exit at Step VIII.

(iv) "Industry" for the purpose of recognising previous experience in placitum (iii) of this paragraph, shall be those sectors of the children's services industry that deals predominantly with the 0-6 year old age group.

(v) For the purpose of this paragraph "previous experience" means one year full-time employment or equivalent.

(b) Special Needs Support Employee

	\$
Step I	601.00
Step II	619.00
Step III	631.40
Step IV	645.60
Step V	660.10

(i) A Special Needs Support Employee who is unqualified shall enter the salary scale at Step I and exit at Step IV.

(ii) A Special Needs Support Employee who is qualified shall enter the salary scale at Step II and exit at Step V.

(c) Support Employee

	\$
Step I	578.00
Step II	600.00
Step III	621.00
Step IV	640.00
Step V	646.00
Step VI	660.10

(i) A Support Employee who is unqualified and undertakes the administration of Child Care Assistance and enrolments shall enter the salary scale at Step I and exit at Step IV.

(ii) A Support Employee who is unqualified and undertakes the administration of Child Care Assistance, enrolments and/or bookkeeping, administration of finances/accounts, shall enter the salary scale at Step II and exit at Step V.

(iii) A Support Employee who holds and is required to use the skills and/or knowledge acquired from an Associate Diploma in Accounting or an equivalent qualification shall enter the salary scale at Step III and exit at Step VI.

(d) Assistant Co-ordinator (Field)

	\$
Step I	631.40
Step II	653.30
Step III	674.25
Step IV	699.50
Step V	723.80
Step VI	748.15
Step VII	772.45
Step VIII	783.60

Step IX 815.00

(i) An Assistant Co-ordinator who is unqualified shall enter the salary scale at Step I and exit at Step IV.

(ii) An Assistant Co-ordinator who is two year trained, as defined in subclause (4) of this clause, shall enter the salary scale at Step II and exit at Step VI.

(iii) An Assistant Co-ordinator who is three year trained, as defined in subclause (4) of this clause, shall enter the salary scale at Step III and exit at Step VII.

(iv) An Assistant Co-ordinator who is four year trained, as defined in subclause (4) of this clause, shall enter the salary scale at Step V and exit at Step IX.

(e) Scheme Co-ordinator

\$

Step I	755.10
Step II	783.60
Step III	815.00
Step IV	840.50
Step V	855.30
Step VI	893.60
Step VII	922.00

(i) A Scheme Co-ordinator shall be graded in accordance with subclause (5) (c) of clause 17. Classification Definitions and Skill Descriptors.

(ii) A Scheme Co-ordinator Grade One as defined in subclause (5) (c) (i) of clause 17. Classification Definitions and Skill Descriptors, shall progress through the salary scale as follows subject to subclause (2) of this clause:

- a Scheme Co-ordinator with 2 or 3 year training, as defined in subclause (4) of this clause, shall enter at Step I and exit at

Step IV.

- a Scheme Co-ordinator with 4 year training, as defined in subclause (4) of this clause, shall enter at Step III and exit at Step VI.

(iii) A Scheme Co-ordinator Grade Two, as defined in subclause (5)(c)(ii) of clause 17. Classification Definitions and Skill Descriptors, shall progress through the salary scale as follows subject to subclause (2) of this clause:

- a Scheme Co-ordinator with 2 or 3 year training, as defined in subclause (4) of this clause, shall enter at Step III and exit at Step VI.
- a Scheme Co-ordinator with 4 year training, as defined in subclause (4) of this clause, shall enter at Step IV and exit at Step VII.

(2) Progression from Step to Step for all classifications will be contingent upon:

(a) 12 months service at each Step; and

(b) satisfactory performance at each Step.

(3) The employee and managing body of the Scheme shall be at liberty to negotiate and set a higher rate of salary, bearing in mind the duties and responsibilities or previous experience of the employee. Any agreement to select a higher rate shall be reduced in writing and shall entitle that employee, whilst employed at the Scheme, to the agreed salary level as if this award had expressly provided such an entitlement. Any such agreement may be rescinded only by mutual consent.

(4) "Two year, three year or four year trained status" refers to a tertiary or post secondary qualification in early childhood care or education, which is recognised by the Child Care Services Board, or the Australian Early Childhood Association, to be relevant and applicable for use as a family day care scheme employee.

(5) Where an employee is appointed to act as a Scheme Co-ordinator for more than four days, they shall be paid for the whole of that period as a Scheme Co-ordinator according to their level of qualification or a loading of 10% in addition to their normal salary whichever is greater.

(6) On ceasing employment with an employer, the employee shall be given a written statement of the current classification and

Step if appropriate and the date of commencement at the classification and Step to be passed on to the next employer.

(7) It is a condition that no employee shall suffer a reduction in wages by reason of the coming into operation of any order of the Western Australian Industrial Relations Commission in the implementation of the Minimum Rates Adjustment.

(8) Any employer who experiences financial hardship as a result of the implementation of the Minimum Rates Adjustments may apply to the Western Australian Industrial Relations Commission for orders regarding the timing of backpayments.

(9) The rates of pay in this award include arbitrated safety net adjustments available since December 1993, under the Arbitrated Safety Net Adjustment Principle.

These arbitrated safety net adjustments may be offset against any equivalent amount in the rate of pay received by employees since 1 November 1991 above the rate prescribed in the Award, except where such absorption is contrary to the terms of an industrial agreement.

Increases in rates of pay otherwise made under the State Wage Case Principles, excepting those resulting from enterprise agreements, are not to be used to offset arbitrated safety net adjustments.

AN160308

Teachers' Aides' (Independent Schools) Award 1988 (as at 27 March 2006)

Source: http://www.fwc.gov.au/consolidated_awards/an/AN160308/asframe.html

3. - AREA

This award shall have effect throughout the State of Western Australia.

4. - SCOPE

This award shall be binding on Teachers' Aides and Child Care Workers employed in any independent school in any of the classifications referred to in Clause 14. - Wages of this award.

SCHEDULE A - PARTIES TO THE AWARD

The following organisation is a party to this award:

The Australian Liquor, Hospitality and Miscellaneous Workers Union, Western Australian Branch

SCHEDULE B - RESPONDENTS

The Catholic Education Commission of WA
50 Ruislip Street
LEEDERVILLE WA 6007

Forrestfield Christian School
45 Berkshire Road
FORRESTFIELD WA 6058

Helena Independent School
PO Box 66
DARLINGTON WA 6070

Montessori Children's Centre

2 Egham Road
VICTORIA PARK WA 6100

Perth College
31 Lawley Crescent
MOUNT LAWLEY WA 6050

Anglican Schools Commission
1st Floor, 272 Selby Street
WEMBLEY WA 6014

The Quintilian School
46 Quintilian Drive
MT CLAREMONT WA 6010

Association of Independent Schools of
Western Australia (Inc.)
3/41 Walters Drive
Herdsman Business Park
OSBORNE PARK WA 6017

18. - DEFINITIONS

"Child Care Worker" means a person employed as such who holds the Child Care Certificate, National Nursery Examination Board Certificate or other qualification in early child care or education which is agreed by the employer and the Union as being of equivalent standard.

"Teaching Assistant" means "Teachers' Aide" for all purposes of this Award. Teaching Assistants are employed in Catholic schools under the Aboriginal Teaching Assistants Programme.

14. - WAGES

The minimum hourly award rate of wage payable to employees covered by this award operative on and from the 7 July 2005 shall be:

(1) Teachers Aides

	Base Rate (Per Hour) \$	Arbitrated Safety Net Adjustments (Per Hour) \$	Minimum Award Rate (Per Hour) \$
Step 1	9.35	4.66	14.01
Step 2	9.54	4.66	14.20
Step 3	9.74	4.66	14.40
Step 4	9.98	4.66	14.64
Step 5	10.27	4.66	14.93
Step 6	10.64	4.66	15.30
Step 7	10.95	4.66	15.61
Step 8	10.71	4.66	15.37
Step 9	11.02	4.66	15.68
Step 10	11.33	4.66	15.99
Step 11	11.63	4.66	16.29
Step 12	11.82	4.66	16.48
Step 13	11.96	4.66	16.62

(Editor's Note: ASNA rate is divided by 32.5 hours and discounted by a factor of 48.5/52. Refer decision in Appl 558 of 1989, refer 71 WAIG at 188)

Progression along the wages scale shall be by annual increment.

Level One

Teachers' Aides in Primary Schools, Pre-Primary Schools or Pre-Schools Teaching Assistants

Enter Step 1
Exit Step 4

Level Two

Teachers' Aides in Aboriginal Schools, where the required training has been completed.

Teachers' Aides involved in a Special Education Programme (a part-time programme for one or more students within a mainstream school).

Enter Step 2
Exit Step 5

Level Three

Teachers' Aides in Aboriginal Secondary Schools

Teachers' Aides in Special Education Centres (a full-time class, serving a region, within a mainstream school)

Enter Step 4
Exit Step 7

Level Four

Teachers' Aides in Aboriginal Schools on satisfactory completion of the first year of Aboriginal Teachers' Training Course

Employees who have completed an approved "Classroom Assistant" Course at a recognised training institution or equivalent as agreed between the Union and the Respondents

Teachers' Aides in Special Education Schools (schools with limited enrolment to students with a particular disability)

Teaching Assistants who have completed initial training as detailed in the Aboriginal Teaching Assistants Programme Manual.

Enter Step 8

Exit Step 11

Teachers' Aides in Special Education Schools who have completed an approved "Classroom Assistant" Course at a recognised training institution

Teaching Assistants who have completed year 1 of the Diploma of Teaching or Bachelor of Education as specified in the Aboriginal Teaching Assistants Programme Manual.

Step 12

Level Five

Employees who have completed the Child Care Certificate, National Nursery Examination Board Certificate or other equivalent qualifications as agreed between the Union and the Respondents

Teachers' Aides in Aboriginal Schools on satisfactory completion of the second year of Aboriginal Teachers' Training Course

Teaching Assistants who have completed year 2 of the Diploma of Teaching or Bachelor of Education as specified in the Aboriginal Teaching Assistants Programme Manual.

Step 13

(2) A Teachers' Aide left in charge of pupils for a full session shall be paid at his/her ordinary rate plus 10% for the period for which they are left in charge, provided that, if the period for which the employee is left in charge exceeds three days, they shall be paid at the ordinary rate plus 20% for the whole period for which they are in charge.

	Base Rate	Arbitrated Safety Net	Min. Hourly Award
	(Per Hour)	Adjustments	Rate
	\$	(Per Hour)	(Per Hour)
		\$	\$
(3) (a) Child Care Workers			

1st year of experience	11.19	4.54	15.73
2nd year of experience	12.37	4.54	16.91
3rd year of experience	13.00	4.54	17.54
4th year of experience	13.63	4.60	18.23
5th year of experience	14.27	4.60	18.87

(Editor's Note: ASNA rate is divided by 32.5 hours and discounted by a factor of 48.5/52. Refer decision in Appl 558 of 1989, refer 71 WAIG at 188)

(b) An employee left in charge of pupils for a full session or more shall be paid no less than the rate applicable to a Child Care Worker in their fifth year of employment for the whole period they are in charge.

(4) The rates of pay in this award include arbitrated safety net adjustments available since December 1993, under the Arbitrated Safety Net Adjustment Principle.

These arbitrated safety net adjustments may be offset against any equivalent amount in the rate of pay received by employees since 1 November 1991 above the rate prescribed in the Award, except where such absorption is contrary to the terms of an industrial agreement.

Increases in rates of pay otherwise made under the State Wage Case Principles, excepting those resulting from enterprise agreements, are not to be used to offset arbitrated safety net adjustments.

(7) An employee who has had previous experience relevant to employment covered by this award may have that experience taken into account in determining the "year of employment" at which an employee is appointed and paid.

(8) A casual employee shall be paid 20 percent in addition to the rates prescribed in this clause.

AN170015

Child Care and Children's Services Award (as at 27 March 2006)

Source: http://www.fwc.gov.au/consolidated_awards/an/AN170015/asframe.html

3. SCOPE

This award is established in respect of the industry of providing care for children in child care services not subject to the Independent Schools (Non-Teaching Staff) Award or the Disability Service Providers Award.

5. AWARD INTEREST

(a) The following employee organisations have an interest in this award pursuant to Section 63(10) of the *Industrial Relations Act 1984*:

the Liquor, Hospitality and Miscellaneous Union - Tasmanian Branch.

(b) The following employer organisation has an interest in this award pursuant to Section 63(10) of the *Industrial Relations Act 1984*:

The Association of Independent Schools of Tasmania Incorporated.

(c) The following organisation is deemed to have an interest in this award pursuant to Section 62(2) of the *Industrial Relations Act 1984*:

the Tasmanian Chamber of Commerce and Industry Limited.

(d) The following organisation is deemed to have an interest in this award pursuant to Section 62(3) of the *Industrial Relations Act 1984*:

the Tasmanian Trades and Labor Council.

2. CLASSIFICATIONS DESCRIPTORS

TRAINEE - CHILD CARE

Qualifications and Experience

A person at this level shall be an unqualified person undertaking a structured on and off the job training program.

Skills and Knowledge

A person at this level would work under close supervision and at the completion of twelve months would have attained the competencies identified in the Child Care Traineeship Training Plan.

Advancement

In the case of juniors, progression to Untrained Junior - 3rd year shall be automatic upon completion of the traineeship.

In the case of adults, progression to Children's Services Workers Level 1 - 3rd year shall be automatic upon completion of the traineeship.

After completion of a further one year's service the employee shall progress to Children's Services Worker Level 2 – 2nd year

PROVIDED that, in the opinion of the employer, the employee possesses sufficient knowledge and skills to perform the duties of a Children's Services Worker Level 2.

CHILDREN'S SERVICES WORKER LEVEL 1

Qualifications and Experience

A person at this level shall be an unqualified person **OR** a person undertaking part-time study leading to relevant child care qualifications as specified in this clause.

Skills and Knowledge

A person at this level would be able to:

- understand and work according to the policy of the employing child care establishment;
- under supervision, implement the service's early childhood or recreational program;
- implement daily routines;
- work with other staff to ensure the health and safety of the children in care;
- give each child individual attention and comfort as required.

Advancement

Progression through the incremental levels of the Level 1 Children's Services Worker scale shall be automatic upon:

- (a) completion of one year's service at each level; and
- (b) completion of 15 hours of in-service training a year.

Advancement to Level 2 shall be on the basis of:

- (a) the worker possessing, in the opinion of the employer, sufficient knowledge or proven practical experience to perform the tasks defined for Children's Services Worker Level 2; or
- (b) successful completion of a recognised one year introductory child care course.

CHILDREN'S SERVICES WORKER LEVEL 2

Qualifications and Experience

A person at this level shall be a person who has successfully completed a one year full-time introductory child care course in an institution which provides accredited training, and who has passed the examinations prescribed for that course.

OR

A person who is undertaking the Associate Diploma in Child Care on a part-time basis, who has successfully completed two years of part-time study.

OR

A person who, in the opinion of the employer possesses sufficient knowledge or proven practical experience to work at this level.

OR

An unqualified person with sufficient knowledge and proven practical experience who has the responsibility of being in charge of other staff in a back-up care situation (as defined).

OR

A person with qualifications and experience deemed equivalent by the employer.

Skills and knowledge

A Children's Services Worker Level 2 would be able to:

- understand and work according to the policy of the employing child care establishment;
- ensure the health and safety of the children in care;
- give each child individual attention and comfort as required;
- under supervision, implement the service's early childhood or recreation program;
- implement daily routines;
- assist in the development and implementation of programs suited to the needs of individual children and groups of children;
- report observations of individual children and groups of children;
- under direction, work with individual children with particular needs, for example:
 - children with physical or intellectual disabilities

- children with development delays
- children for whom English is their second language
- children with behavioural problems.

Advancement

Progression through the incremental levels of the Level 2 Children's Services Worker shall be automatic upon:

- (a) completion of one year's service at each level; and
- (b) completion of 15 hours of in-service training a year.

A person shall automatically advance to Level 3 upon the successful completion of the courses defined for Children's Services Worker Level 3.

CHILDREN'S SERVICES WORKER LEVEL 3

Qualifications and Experience

A person at this level shall be a person who holds the qualifications as defined for a Children's Services Worker Level 2 and who accepts the responsibility for being in charge of other staff in a part-time child care centre, back-up care situation, or play centre (as defined) **OR** a person who has successfully completed:

Group 1

- (a) The two year TAFE Child Care Certificate.
- (b) Mothercraft nursing training.
- (c) Nursery Nurses Examination Board Certificate.

Persons holding the qualifications defined for Group 1 shall commence at the first level of the incremental scale.

Group 2

The two year TAFE Associate Diploma in Child Care.

Persons holding the qualifications specified for Group 2 shall commence at the second level of the incremental scale **OR** a person with qualifications and experience deemed equivalent by the employer.

Skills and Knowledge

A person at this level would be able to:

- co-ordinate and direct the activities of unqualified workers engaged in the implementation of programs and activities in a group setting;
- in conjunction with senior staff, develop, plan, implement and evaluate a developmental early childhood program;
- liaise with parents of children in their care;
- maintain a safe environment for children;
- ensure that records regarding the children in their care are maintained, as required;
- develop, implement, evaluate and maintain daily routines;
- implement the policies of the employing child care establishment;
- work as the person in charge of a group of children;
- be responsible to the Director/Co-ordinator/Supervisor for the assessment of students on placement; and
- advise the Director/Co-ordinator/Supervisor of all relevant information concerning the children in their care.

'In charge' shall be a Children's Services Worker Level 3 who accepts responsibility for being in charge of other staff at a part-time child care centre, back-up care situation or play centre (as defined).

Advancement

Progression through the incremental levels of Children's Services Worker Level 3 shall be automatic upon:

(a) completion of one year's service; and

(b) completion of 15 hours of in-service training a year.

Advancement to Children's Services Worker Level 4 shall be automatic after one year at the third incremental level of Children's Services Worker Level 3 and the completion of 15 hours of in-service training.

CHILDREN'S SERVICES WORKER LEVEL 4

Qualifications and Experience

A person at this level shall be a person who holds qualifications as specified for a Children's Services Worker Level 3 and who has completed one year at the third incremental stage of Children's Services Worker Level 3 and 15 hours of in-service training during that year **OR** a person with qualifications and experience deemed equivalent by the employer.

Skills and Knowledge

A person at this level would be able to:

- take responsibility, in consultation with the Director/Co-ordinator/Supervisor for the preparation, implementation and evaluation of a developmental program for individual children and groups of children in their care;
- assist with administrative tasks;
- co-ordinate and direct the activities of workers engaged in the implementation and evaluation of developmental programs and activities in a group setting;
- take responsibility for being in charge of a group of children;
- as required, contribute through the Director/Co-ordinator/Supervisor, to the development of the policies of the employing child care establishment; and
- ensure that the policies of the employing child care establishment are adhered to.

'In-charge' shall be a Children's Services Workers Level 4 who accepts the responsibility for being in charge of other staff in a part-time care centre or play centre, or back-up care situation (as defined).

Advancement

Progression through the incremental levels of Children's Services Worker Level 4 shall be automatic upon:

- (a) the completion of one year's service at each level; and
- (b) completion of a 21 hour competency-based training module per year. Such training module to be approved by a committee established for the purpose, comprising two employer representatives, two employee representatives and one TAFE representative

PROVIDED that a person who chooses not to progress through Children's Services Worker Level 4 shall be eligible for 15 hours in-service training in each year.

Advancement to Children's Services Worker Level 4A shall be automatic upon the successful completion of a recognised three or four year child care training course in an institution which provides accredited training.

CHILDREN'S SERVICES WORKER LEVEL 4A

Qualifications and Experience

A person at this level shall be a person who has completed a recognised three or four year training course in an institution which provides accredited training and who has passed the examinations prescribed for that course. Such a person shall be:

Group 1

- (a) a person holding a three year qualification in Early Childhood Development; or
- (b) a person holding a three year Child Care diploma or degree, or the equivalent; or
- (c) a person holding a three year qualification in Early Childhood Education; or
- (d) a person with qualifications and experience deemed equivalent by the employer.

Persons holding the qualifications specified for Group 1 shall commence at the first level of the incremental scale.

Group 2

- (a) a person holding a four year qualification in Early Childhood Development; or
- (b) a person holding a four year Child Care diploma or degree, or the equivalent; or
- (c) a person holding a four year qualification in Early Childhood Education; or
- (d) a person with qualifications and experience deemed equivalent by the employer.

Persons holding the qualifications specified for Group 2 shall commence at the second level of the incremental scale.

OR

A person appointed to the position of Family Day Care Field Worker. A Family Day Care Field Worker shall hold as a minimum the qualifications specified for Children's Services Worker Level 4. Such a person shall commence at the first level of the incremental scale.

OR

A person appointed to the position of Supervisor of an Out of School Hours Care program. A Supervisor of an Out of School Hours Care Service shall hold as a minimum the qualifications specified for Children's Services Worker Level 4. Such a person shall commence at the first level of the incremental scale.

Skills and Knowledge

A person at this level would be able to perform the same tasks as a Children's Services Worker Level 4.

A Family Day Care Field Worker would be able to:

- assist with the provision of programs such as playgroups, excursions and training sessions;
- monitor standards of care provided by home-based child care providers;
- assist, when required, with the placement of children with home-based child care providers; and
- assist, when required, with the administration of fee subsidies.

A Supervisor of an Out of School Hours Care program would be able to:

- supervise qualified and unqualified staff;
- assume full responsibility for the centre under the direction of the Management Committee/Sponsor;
- plan and implement an ongoing program;
- as required, liaise with the Management Committee/Sponsor;
- delegate duties to other staff members;
- be responsible for equipment, monies collected and attendance records; and
- ensure that information is available to assist in the preparation of Government reports and submissions.

'In-charge' shall be a Children's Services Worker Level 4A who accepts the responsibility for being in charge of other staff in a part-time child care centre or play centre or back-up care situation, as defined.

Advancement

Progression through the incremental levels of the Children's Services Worker Level 4A shall be automatic upon:

(a) completion of one year's service at each level; and

(b) completion of 15 hours of competency-based training a year, such training to be approved by a committee as specified for Children's Services Worker Level 4.

Advancement to Level 5 shall be by appointment.

CHILDREN'S SERVICES WORKER LEVEL 5

Qualifications and Experience

A person appointed to this level shall be a person who holds as a minimum the qualification specified for Level 4 Children's Services Worker and:

(a) has progressed through all the incremental levels of the Children's Services Worker Level 4 classification and has completed 200 hours of in-service training which shall include 63 hours of competency-based training as specified for Level 4 Children's Services Worker; **OR**

(b) has progressed through all the incremental levels of Children's Services Worker Level 4 and has been appointed to an in-charge position in a Long Day-Care Centre or Occasional Care Centre and who is not the Director or Assistant Director, as defined; **OR**

(c) holds early childhood teaching qualifications and who duties are to educate pre-school age children in an educational setting within a children's services establishment, for example, the provision of kindergarten sessions within a child care centre; **OR**

(d) a person who has qualifications and experience deemed equivalent by the employer.

Skills and Knowledge

A person at this level would be able to perform the same tasks as a Children's Services Worker Level 4, and in addition would be able to:

- supervise qualified and unqualified workers;
- ensure appropriate written programs are prepared, as required;
- plan and co-ordinate in-service training for the service; and
- plan and implement special programs such as integrating children with disabilities or children from a non-English speaking background.

Advancement

Progression through the incremental levels of the Children's Services Worker Level 5 scale shall be automatic upon:

(a) completion of one year's service at each level; and

(b) completion of 15 hours of competency-based training a year, such training to be approved by a committee as specified for Children's Services Worker Level 4.

Advancement to Children's Services Worker Level 5A shall be by appointment.

PROVIDED that the person who is appointed second-in-charge of a Long Day-Care Centre or Occasional Care Centre shall be appointed to the appropriate level within the Assistant Director level.

**CHILDREN'S SERVICES WORKER LEVEL 5A
ASSISTANT DIRECTOR**

Qualifications and Experience

A person at this level shall be a person who holds as a minimum the qualifications as defined for a Level 4 Children's Services Worker and who has progressed through all the levels of the Level 4 Children's Services Worker classification.

This person shall be a person who has been appointed to the position of Assistant Co-ordinator of a Family Day Care Scheme.

OR

A person who has been appointed to the position of Assistant Director of a Long Day-Care Centre **PROVIDED** that the person who is appointed second-in-charge of a Long Day-Care Centre or Occasional Care Centre shall be appointed to this level.

Assistant Director Level 1 shall be:

(a) a person who is second-in-charge of a Long Day-Care Centre licensed for less than 30 child care places; or

(b) a person who is second-in-charge of an Occasional Care Centre licensed for less than 20 child care places.

Assistant Director Level 2 shall be:

(a) a person who is second-in-charge of a Long Day-Care Centre licensed for between 30 and 49 child care places; or

(b) a person who is second-in-charge of an Occasional Care Centre licensed for between 20 and 39 child care places.

Assistant Director Level 3 shall be:

(a) a person who is second-in-charge of a Long Day-Care Centre licensed for 50 or more child care places; or

(b) a person who is second-in-charge of an Occasional Care Centre licensed for 40 or more child care places; or

(c) a person who is the Assistant Co-ordinator of a Family Day Care Scheme.

Skills and Knowledge

A person at this level would be able to:

- assist the Director in his or her duties;
- take charge of the service in the Director's absence;
- co-ordinate and direct the activities of staff, students and volunteers, as required;
- undertake counselling of parents, when required;
- take responsibility for administrative tasks, as directed;
- participate in policy development, as required;
- assist with the development and establishment of the service's program;
- assist with the development of the service's resources;
- co-ordinate in-service training and staff development programs; and
- liaise with other agencies and with the public.

The Assistant Co-ordinator of a Family Day Care Scheme would be able to:

- assist the Co-ordinator in his or her duties relating to:
- the recruitment, selection, supervision and training of child care providers,
- the placement of children with licensed, registered or authorised child care providers,
- financial management, book-keeping, budgeting and financial planning, and
- interviewing parents;
- assist with the administration of fee subsidies;
- assist with the development of the service's program;
- assist with the development of the service's resources; and
- act in the position of the Co-ordinator in his or her absence.

Advancement

Progression through the incremental levels of the Level 5A incremental scale shall be automatic upon:

(a) completion of one year's service at each level; and

(b) completion of 15 hours of competency-based training a year, such training to be approved by a committee as specified for Children's Services Worker Level 4.

Advancement to the positions of Director and Family Day Care Co-ordinator shall be by appointment.

CHILDREN'S SERVICES DIRECTOR LEVEL 1

Qualifications and Experience

A person at this level shall be a person who holds as a minimum the qualifications as defined for a Children's Services Worker Level 4A, and who meets the requirements of the State Licensing Authority, and who is responsible for the overall administration of:

- (a) a Long Day-Care Centre licensed for less than 30 child care places; **OR**
- (b) an Occasional Care Centre licensed for less than 20 child care places; **OR**
- (c) a person who has been appointed to the position of Co-ordinator of two or more Out of School Hours Care Services.

Skills and Knowledge

A person at this level would be able to:

- be responsible for the administration and supervision of the service;
- ensure that a consistently high quality of child care is maintained, through the planning, organisation and implementation of a program that will adequately meet the intellectual, physical, emotional and social needs of children catered for through the service;
- supervise staff;
- select and train staff, as required;
- develop and promote the aims and policies of the service, in conjunction with the service sponsors/management committees;
- keep accounts and handle clerical matters, as required;
- assist the service sponsors with financial management, budgeting and planning, as required;
- ensure that the service adheres to all relevant regulations and meets all accountability requirements;
- provide reports to the management committee/sponsor, as required;
- provide parents with information relating to the service's operations;
- ensure that adequate enrolment procedures are established;
- provide opportunities for staff development;
- liaise with other associated organisations, agencies and Government departments; and
- co-ordinate and supervise the placement of students within the service.

Advancement

Progression through the incremental levels of the Director Level 1 scale should be automatic upon:

(a) completion of one year's service at each level; and

(b) completion of 15 hours of competency-based training a year, such training to be approved by a committee, as specified for Children's Services Worker Level 4.

CHILDREN'S SERVICES DIRECTOR LEVEL 2

Qualifications and Experience

A person at this level shall be a person who holds as a minimum the qualifications as defined for Children's Services Worker Level 4A, and who meets the requirements of the State Licensing Authority, and who is responsible for the overall administration of:

(a) a Long Day-Care Centre licensed for between 30 and 49 child care places; or

(b) an Occasional Care Centre licensed for between 20 and 39 child care places.

Skills and Knowledge

A Children's Services Director Level 2 would be able to perform the same tasks as those for a Children's Services Director Level 1.

Advancement

Progression through the incremental levels of the Director Level 2 scale shall be automatic upon:

(a) completion of one year's service at each level; and

(b) completion of 15 hours of competency-based training a year, such training to be approved by a committee, as specified for Children's Services Worker Level 4.

CHILDREN'S SERVICES DIRECTOR LEVEL 3

Qualifications and Experience

A person at this level shall be a person who holds as a minimum the qualifications as defined for Children's Services Worker Level 4A and who meets the requirements of the State Licensing Authority, and who is responsible for the overall administration of:

- (a) a Long Day-Care Centre licensed for 50 or more child care places; **OR**
- (b) an Occasion Care Centre licensed for 40 or more child care places; **OR**
- (c) the co-ordination of a Family Day Care Scheme.

Skills and Knowledge

A person at this level would be able to perform the same tasks as those for a Children's Services Director Level 1.

A Family Day Care Co-ordinator would be able to:

- be responsible for the administration and supervision of a family day care scheme;
- plan, organise and implement a program that will adequately meet the intellectual, physical, social and emotional needs of children catered for through the service;
- supervise other staff;
- set policy in conjunction with the management committee/sponsor;
- budget and manage finances in conjunction with the management committee/sponsor;
- recruit, select, supervise and train child care providers;
- liaise with other associated organisations, agencies and Government departments;
- implement Federal, State and Local Government regulations and requirements; and
- supervise the placement of children with licensed, registered or authorised child care providers, however described.

Advancement

Progression through the incremental levels of the Director Level 3 scale shall be automatic upon:

(a) completion of one year's service at each level; and

(b) completion of 15 hours of competency-based training, such training to be approved by a committee, as specified for Children's Services Worker Level 4.

CHILD CARE SUPPORT WORKER LEVEL 1

A person at this level shall be an untrained worker employed to perform cleaning, driving, handyperson or kitchen-hand duties.

CHILD CARE SUPPORT WORKER LEVEL 2

A person at this level shall be an untrained worker employed to perform gardening or clerical duties; **OR**

a worker employed to perform cleaning, driving, handyperson or kitchenhand duties or a combination thereof who has successfully completed a relevant one year training course.

CHILD CARE SUPPORT WORKER LEVEL 3

A person at this level shall be an untrained worker employed to perform cooking duties; **OR**

a worker employed to perform gardening or clerical duties who has successfully completed a relevant one year training course or equivalent; **OR**

a worker employed to perform cleaning, driving, handyperson or kitchenhand duties or a combination thereof who has successfully completed a relevant two year training course; **OR**

an Office Assistant in Charge.

'**In-charge**' shall be a person who accepts the responsibility of being in charge of other staff.

CHILD CARE SUPPORT WORKER LEVEL 4

A person at this level shall be a person employed to perform cooking duties who holds cooking trade qualifications; **OR**
a worker employed to perform gardening or clerical duties who has successfully completed a relevant two year training course or equivalent.

1. WAGE RATES

(a) Incremental progression within each level for Children's Services Workers and Directors shall be after completion of one year's service and 15 hours in-service training within that year, subject to the provisions of Part II – Employment Relationship and Associated Matters, Clause 4 – In-Service Training, subclause (a) of this award. **Excepting Where** progression on the basis of completion of competency-based training modules is specified in Part III – Wage Rates and Related Matters, Clause 2 – Classification Descriptions of this award.

(b) The minimum weekly rates of wages that shall be paid to employees classified hereunder shall be the base rate and supplementary payments appearing opposite that classification.

	Base Rate \$	Safety Net Adjustment \$	Weekly Wage Rate \$
Children's Services Worker Level 1			
1st year	360.90	159.00	519.90
2nd year	368.50	159.00	527.50
3rd year and thereafter	375.50	159.00	534.50
Children's Services Worker Level 2			
1st year	375.50	159.00	534.50
2nd year	386.90	159.00	545.90
3rd year and thereafter	401.30	159.00	560.30
Children's Services Worker Level 3			
1st year	410.00	159.00	569.00
2nd year	427.40	161.00	588.40
3rd year and thereafter	447.90	161.00	608.90
In-charge	458.20	161.00	619.20

Children's Services Worker Level 4			
1st year	458.20	161.00	619.20
2nd year	468.40	159.00	627.40
3rd year and thereafter	478.70	159.00	637.70
In-charge	488.90	159.00	647.90
Children's Services Worker Level 4A			
1st year	488.90	159.00	647.90
2nd year	509.40	159.00	668.40
3rd year and thereafter	529.90	159.00	688.90
In-charge	540.20	159.00	699.20
Children's Services Worker Level 5			
1st year	543.30	159.00	702.30
2nd year	553.50	159.00	712.50
3rd year and thereafter	563.80	159.00	722.80
Children's Services Worker Level 5A			
Assistant Director Level 1			
1st year	553.50	159.00	712.50
2nd year	563.80	159.00	722.80
3rd year and thereafter	574.00	159.00	733.00
Assistant Director Level 2			
1st year	563.80	159.00	722.80
2nd year	574.00	159.00	733.00
3rd year and thereafter	584.30	159.00	743.30
Assistant Director Level 3			
1st year	574.00	159.00	733.00
2nd year	584.30	159.00	743.30
3rd year and thereafter	594.50	159.00	753.50
Children's Services Director Level 1			
1st year	604.80	159.00	763.80
2nd year	615.00	159.00	774.00
3rd year and thereafter	635.30	157.00	792.30

Children's Services Director Level 2			
1st year	656.00	157.00	813.00
2nd year	666.30	155.00	821.30
3rd year and thereafter	676.50	155.00	831.50
Children's Services Director Level 3			
1st year	686.80	155.00	841.80
2nd year	697.00	155.00	852.00
3rd year and thereafter	707.30	155.00	862.30

(c) Junior Rates (Children's Services Workers)

(i) Trained Junior (1 year trained)

Percentages of 1st year rate of Children's
Services Worker Level 2 classification

1st year 85%

2nd year 90%

3rd year 95%

(ii) Trained Junior (2 year trained)

Percentages of 1st year rate of Children's
Services Worker Level 3 classification

1st year 85%

2nd year 90%

3rd year 95%

(iii) Untrained Junior

Percentages of 1st year rate of Children's
Services Worker Level 1 classification

1st year 70%

2nd year 80%
3rd year 90%

(iv) Junior Rates (Junior Clerical Assistant)

Percentage of 1st year rate of Child Care
Support Worker Level 2 classification
On Commencement 70%
After 1 year 80%
After 2 years 90%

(d) Trainee – Child Care (as defined) - Junior

(i) Trainees Engaged as Such

The weekly wages payable to Trainee Child Care (as defined), engaged as such shall be determined by multiplying the rate for an untrained junior, 1st year in subclause (c) - Junior Rates (Children's Services Workers), paragraph (iii) - Untrained Junior by 39 (which represents the actual weeks spent on the job) and dividing that sum by 52 to provide a weekly wage.

PROVIDED that the rate determined shall in no case be less than the minimum rate prescribed by the Australian Traineeship Guidelines.

(ii) Existing Employees

(1) Employees employed upon the basis of later conversion to trainee

An existing employee who has been employed on the basis of later conversion to a trainee shall have his/her weekly wage rate determined by applying the formula referred to in paragraph (i) to his/her existing wage rate.

PROVIDED that the rate determined shall in no case be less than the minimum rate prescribed in

the Australian Traineeship Guidelines.

(2) Employees who agree to convert to trainee

(A) Full-time Employees

An existing full-time employee, other than an employee referred to in subparagraph (ii)(1) who agrees to undertake a traineeship shall have his/her weekly wage rate determined by applying the formula referred to in paragraph (i) to his/her existing wage rate but only where this has been agreed to by the employee without duress. Unless there is genuine agreement between the employer and the converting employee to apply the formula referred to, the trainee will be paid the same wage as that which would have applied had he/she not converted to a traineeship.

PROVIDED that the rate determined shall in no case be less than the minimum prescribed by the Australian Traineeship guidelines.

(B) Part-time Employees

Where an existing part-time employee has agreed to undertake a traineeship as in (A) above the weekly wage rate shall be determined by applying the formula to the full-time rate for that employee's classification.

PROVIDED that the rate determined shall in no case be less than the minimum rate prescribed by the Australian Traineeship Guidelines.

(e) Trainee - Child Care (as defined) - 20-24 years

(i) Trainees Engaged as Such

The weekly wages payable to a Trainee Child Care (as defined), engaged as such, aged between 20 to 24 years shall be determined by multiplying the rate for an untrained Children's Services Worker, Level 1 - 1st year by 39 (which represents the actual time spent on the job) and dividing that sum by 52 to provide a weekly

wage.

PROVIDED that the rate determined shall in no case be less than the minimum rate prescribed in the Australian Traineeship Guidelines.

(ii) Existing Employees

(1) Employees employed upon the basis of later conversion to trainee

An existing employee aged between 20 and 24 years who has been employed on the basis of later conversion to a trainee shall have his/her weekly wage rate determined by applying the formula referred to in paragraph (i) above to his/her existing wage rate.

PROVIDED that the rate determined shall in no case be less than the minimum rate prescribed by the Australian Traineeship Guidelines.

(2) Employees who agree to convert to trainee

(A) Full-time Employees

An existing full-time employee, other than an employee referred to in paragraph (ii)(1) above who agrees to undertake a traineeship shall have his/her weekly wage rate determined by applying the formula referred to in paragraph (i) above to his/her existing wage rate but only where this has been agreed to by the employee without duress. Unless there is genuine agreement between the employer and the converting employee to apply the formula referred to the trainee will be paid the same wage as that which would have applied had he/she not converted to a traineeship.

PROVIDED that the rate determined shall in no case be less than the minimum prescribed by the Australian Traineeship Guidelines.

(B) Part-time Employees

(f) Child Care Support Workers

The minimum weekly wage rates of wages that shall be paid to employees classified hereunder shall be:

	Base Rate \$	Safety Net Adjustment \$	Weekly Wage Rate \$
Child Care Support Worker Level 1			
1st year	354.20	159.00	513.20
2nd year	357.80	159.00	516.80
3rd year and thereafter	364.80	159.00	523.80
Child Care Support Worker Level 2			
1st year	366.30	159.00	525.30
2nd year	370.40	159.00	529.40
3rd year and thereafter	376.40	159.00	535.40
Child Care Support Worker Level 3			
1st year	417.40	161.00	578.40
2nd year	420.50	161.00	581.50
3rd year and thereafter	423.50	161.00	584.50
Child Care Support Worker Level 4			
1st year	433.40	161.00	594.40
2nd year	438.80	161.00	599.80
3rd year and thereafter	444.40	161.00	605.40

AP772762

Children's Services (Victoria) Post Secondary (TAFE) Interim Award 1999 (as at 1 August 2005)

Source: Forwarded by the Library & Records Team, Fair Work Commission 26/10/2017

8. PARTIES BOUND

This award shall be binding upon:

8.1 The Australian Liquor, Hospitality and Miscellaneous Workers Union, its officers and its members; and

8.2 All employers whose names are set out in the Schedules of Respondents hereto in respect of their employees whether members of the union or not.

SCHEDULE OF RESPONDENTS

[Sched of respondents inserted by R7798 from 11May99]

Bendigo Regional Institute of TAFE P O Box 170 BENDIGO VIC 3550	Northern Melbourne Institute of TAFE St Georges Road PRESTON VIC 3072
Box Hill Institute of TAFE P O Box 2014 BOX HILL VIC 3128	South West Institute of TAFE P O Box 674 WARRNAMBOOL VIC 3280
Central Gippsland Institute of TAFE Morwell Campus P O Box 3279 Gippsland Mail Centre MORWELL VIC 3841	Sunraysia Institute of TAFE P O Box 1904 MILDURA VIC 3500

Chisholm Institute of TAFE
P.O. Box 684
DANDENONG, VIC 3175

Swinburne University of Technology
(TAFE Division)
P O Box 218
HAWTHORN VIC 3122

East Gippsland Institute of TAFE
P O Box 886
BAIRNSDALE VIC 3875
Gordon Institute of TAFE
Private Bag No. 1
Geelong Mail Exchange
GEELONG VIC 3221
Goulburn Ovens Institute of TAFE
Fryers Street
SHEPPARTON, VIC 3630
Holmesglen Institute of TAFE
P O Box 42
CHADSTONE VIC 3148
Kangan Batman Institute of TAFE
P O Box 299
BROADMEADOWS VIC 3047

William Angliss Institute of TAFE
P O Box 4052
MELBOURNE VIC 3001
Wodonga Institute of TAFE
P O Box 963
WODONGA VIC 3690

15. CLASSIFICATION STRUCTURE

15.1 Definitions

15.1.1 Child Care Worker Level 1

This is an unqualified employee involved in the delivery of a children's services programme, whose duties would include some or all of the following:

- implement an early childhood programme under supervision;
- implement daily routines;

- ensure the health and safety of each child;
- give each child individual attention and comfort as required;
- work in accordance with the licensing requirements under the Act;
- understand Centre policy and work accordingly at all times.

15.1.2 Child Care Worker Level 2

15.1.2(a) This is an employee involved in the delivery of a children's services programme, who has completed one of the following:

15.1.2(a)(i) the TAFE Certificate in Child Care (Assistant) Course;

15.1.2(a)(ii) Certificate III in Children's Services

15.1.2(a)(iii) Certificate IV in Community Services - Childcare (traineeship) or

15.1.2(a)(iv) possesses in the opinion of the employer sufficient knowledge and experience to perform the duties at this level; and

15.1.2(b) Whose duties, in addition to those duties performed by a Child Care Worker Level I, would include some or all of the following:

- assist in the preparation and implementation of programmes suited to the needs of individual children and groups;
- responsibility for reporting observations of individual children or groups for programme planning purposes;
- undertake work with individual children with particular needs under direction.

15.1.3 Child Care Worker Level 3

15.1.3(a) This is an employee involved in the delivery of a children's services programme, who is either:

GROUP (A): Persons who are either qualified (other than qualifications outlined in Groups (B) and (C)) in accordance with the Children's Services Centres Regulations 1998 Regulation number 56.

GROUP (B): Persons who hold an Advanced Certificate or Associate Diploma in Child Care Studies including persons with these qualifications who were registered Mothercraft Nurses, persons who hold a Diploma of Community Services Childcare, or a Diploma in Children's Services, are entitled to salary subdivisions set out above for Group (B);

GROUP (C): Persons who hold a three year Degree or Diploma in Child Care Studies or equivalent qualification are entitled to salary subdivisions set out above for Group (C);

GROUP (D): Persons with the qualifications outlined in (A) or (B) or (C) above, but who undertake additional responsibilities to those outlined in 15.1.3(a), including co-ordination of the activities of more than one group, supervising workers and assisting in administrative functions, are entitled to salary subdivisions set out above for Group (D), provided that they shall maintain their existing wage rate if higher at the time of appointment.

and

15.1.3(b) Whose duties will include the following:

- work as the person in charge of a group of children in the age range, 0 to 12 years;
- develop, plan, implement, and evaluate in conjunction with the Director or Assistant Director a developmental program;
- supervise qualified or unqualified workers caring for the group of children;
- liaise with parents;
- ensure a safe environment is provided;
- ensure that records are maintained and are up to date concerning each child in their care;

- develop, implement and evaluate daily routines;
- be responsible to the Director or Assistant Director for the assessment of students on placement;
- ensure the policies of the Centre or Service are adhered to.
- be aware of and comply with all relevant regulations.

15.1.4 Child Care Worker Level 4

15.1.4(a) This is a qualified employee who is qualified in accordance with Schedule I and/or Regulation 30 of the Children's Services Centres Regulations 1988; and

15.1.4(b) in addition to the duties of a Child Care Worker Level 3, performs the duties of a Child Care Worker Level 4, which would include the following:

- carrying out the work of an Assistant director;
- supervising qualified and unqualified workers;
- planning and co-ordinating in-service training for the centre or service;
- planning and implementing special programmes such as integrating children with disabilities or children of a non-English speaking background;
- assist the Director in the performance of any duty of a Director;
- assumes the responsibilities and duties of the Director, in the Director's absence, where such absence does not exceed two complete consecutive working days.

15.1.5 Director

15.1.5(a) This is an employee who is a person entrusted with the control or superintendence of a day child care centre notwithstanding that he or she may be accountable to another person who does not devote his or her whole time to the management of the centre.

15.1.5(b) Provided that a person appointed to the position of Director of a day child care centre shall be either:

15.1.5(b)(i) A person holding the Diploma in Arts (Child Care Studies);

15.1.5(b)(ii) A person holding the Associate Diploma in Arts (Child Care); or

15.1.5(b)(iii) A person holding the Associate Diploma of Social Science (Child Care Studies)

15.1.5(b)(iv) A person possessing such experience, or holding such qualifications deemed by the employer to be appropriate to the position; and

15.1.5(c) Whose duties would include the following:

- recruit staff in consultation with the management of a centre.
- day to day accounts and handle clerical matters.
- ensure that the centre or services adheres to all relevant regulations.
- formulate and evaluate annual budgets with relevant authorities.
- supervise the implementation of educational and/or developmental programmes for young children.
- ensure that submissions for funding to the relevant authorities are made and monies received.
- ensure that Government guidelines on access to centres or services are adhered to.
- liaise with management committees or proprietors as appropriate.

15.2 Preparation time

A qualified full-time employee at Level 3 or above who is appointed by the employer to be responsible for the planning and implementation of the planned programme for the children in the Centre shall be entitled to two hours per week preparation time. Such time shall be taken at a time agreed by the employer and shall be free from other duties.

15.3 Examination leave

Employees shall be granted leave with full pay in order to travel to and attend child care nurses examinations relevant to this clause and approved by the education institution. Provided that when an afternoon examination is scheduled an employee shall be allowed the morning for the examination study if so required by the employee.

16. CLASSIFICATIONS AND WAGE RATES

[16 substituted by R7173 S7577; Wage rates title changed and substituted by PR906708 ppc 26Jun01; substituted by PR919768 PR932006 PR947879 ppc 26Jun04]

16.1 Adults

[16.1 substituted by PR960867 ppc 08Jul05]

Classification	Award rate per week
	\$
Child Care Worker Level I	
On Commencement	491.60
After 1 year	507.00
After 2 years	512.10
Child Care Worker Level II:	
On Commencement	513.70
After 1 year	523.90
After 2 years	534.20

Child Care Worker Level III		
Subdivision		
Group (A)		
On Commencement	1	573.40
After 1 year	2	582.70
After 2 years	3	590.00
After 3 years	4	597.30
After 4 years	5	604.50
After 5 years	6	608.20
Group (B) as defined		
On commencement	4	597.30
After 1 year	5	604.50
After 2 years	6	608.20
After 3 years	7	619.20
After 4 years	8	627.40
After 5 years	9	637.10
Group (C) as defined		
On commencement	6	608.20
After 1 year	7	619.20

After 2 years	8	627.40
Thereafter	9	637.10
Group (D) as defined		
On commencement	7	619.20
After 1 year	8	627.40
Thereafter	9	637.10

* or existing wage if higher

Child Care Worker Level IV 630.70

Director

1. Up to 25 children:

First year of experience 759.20

Second year of experience & thereafter 773.40

2. 26 to 44 children:

First year of experience 788.20

Second year of experience & thereafter 809.70

3.	45 or more children:	
	First year of experience	826.90
	Second year of experience & thereafter	843.60

16.2 Juniors

[16.2 varied by PR960867 ppc 08Jul05]

	Percentage of wage for the	
	classification "Child Care Worker	
	Level 1, on commencement"	
Age	%	\$
Child Care Worker Level 1		
16 years of age or under	50	245.80
17 years of age	60	294.96
18 years of age	70	344.12
19 years of age	80	393.28
20 years of age	90	442.44

Child Care Worker Level II		
16 years of age or under	55	270.38
17 years of age	65	319.54
18 years of age	75	368.70
19 years of age	85	417.86
20 years of age	95	467.02

Child Care Worker Levels III, IV.

Employees less than 21 years of age shall be paid as adults, in accordance with sub clause (a) hereof.

Provided further that any employee classified as either a Junior, Child Care Worker, Child Care Worker (Trained), Children's Services Officer or Programme Co-ordinator at the date of operation of this award shall not suffer any disadvantage as a result of the making of the new award.

16.3 Arbitrated Safety Net Adjustment

[16.3 substituted by PR960867 ppc 08Jul05]

The rates of pay in this award include the arbitrated safety net adjustment payable under the *Safety Net Review—Wages June 2005* decision [PR002005]. This arbitrated safety net adjustment may be offset against any equivalent amount in rates of pay received by employees whose wages and conditions of employment are regulated by this award which are above the wage rates prescribed in the award. Such above-award payments include wages payable pursuant to certified agreements, currently operating enterprise flexibility agreements, Australian workplace agreements, award variations to give effect to enterprise agreements and overaward arrangements. Absorption which is contrary to the terms of an agreement is not required.

Increases made under previous National Wage Case principles or under the current Statement of Principles, excepting those resulting from enterprise agreements, are not to be used to offset arbitrated safety net adjustments.

AP780459CRV

Educational Services - Early Childhood Assistants - Victoria - Award 1999 (as at 23 January 2006)

Source: Forwarded by the Library & Records Team, Fair Work Commission 26/10/2017

6. COVERAGE OF AWARD

6.1 This award shall apply to the employment of persons whether members or not of the Australian Liquor, Hospitality and Miscellaneous Workers Union in the occupations listed in this award, who are engaged in the performance of all work in or in connection with or incidental to the industries and/or industrial pursuits of early childhood education.

6.2 This award shall apply to the State of Victoria.

7. PARTIES BOUND

This award shall be binding upon:

7.1 The Australian Liquor, Hospitality and Miscellaneous Workers Union, its officers and its members; and

7.2 All employers whose names are set out in the Schedule of Respondents of this award in respect of their employees whether members of the union or not.

SCHEDULE OF RESPONDENTS

Approximately 1690 Named Respondents

16. CLASSIFICATIONS AND WAGE RATES

[Pt 5:16 substituted by S6948 ppc 01Jun00]

16.1 Classification Levels

[16.1 substituted by T0714 from 12Sep00]

16.1.1 Early Childhood Assistant

16.1.1(a) Level 1

To have a comprehensive knowledge of the Children's Services Regulations 1998 and the Children's Services Act 1996 and adhere to its requirements at all times.

To have a good understanding of the policies and procedures of the employer and assist in their implementation.
To have the ability to take direction.

Under direct supervision:

- Assist in the implementation of the daily routine
- Have a good understanding of and participate when required in emergency procedures.
- Assist with the preparation, general cleanliness (non-industrial) and cleaning up and packing away of activities.
- Attend to the physical, social and emotional needs of children on an individual and group basis.
- Achieve a warm and friendly relationship with children that is supportive and responsive to their needs.
- Assist in developing good relations with families attending the service.
- Work positively and appropriately with all staff and parents, individual committee members and the employer in the provision of services.

16.1.1(b) Level 2

Under general supervision, to undertake all tasks of preceding level as required plus:

16.1.1(b)(i) Complete routine tasks and activities without constant direction.

16.1.1(b)(ii) To have an understanding of and contribute to the development and implementation of the program planned for the children.

16.1.1(b)(iii) To have undertaken appropriate professional development related to work which may include on-the-job and/or off-site support.

16.1.1(c) Level 3

Under limited supervision, to undertake all tasks of preceding levels as required plus:

16.1.1(c)(i) Undertake general observation of children, and report findings to the kindergarten teacher as appropriate.

16.1.1(c)(ii) Assist in working with individuals and small groups of children, both spontaneous and organized.

16.1.1(c)(iii) Encourage parents to participate in the program and the service's activities.

16.1.1(c)(iv) To have undertaken appropriate professional development related to work which may include on-the-job and/or off-site support.

16.1.1(d) Level 4

Under limited supervision, to undertake all tasks of preceding levels as required plus:

16.1.1(d)(i) Foster play and cognitive development in children.

16.1.1(d)(ii) Work with individual children and with both small and large groups of children.

16.1.1(d)(iii) Assist in taking observations of children.

16.1.1(d)(iv) To have undertaken appropriate professional development related to work which may include on-the-job and/or off-site support.

16.1.1(e) Level 5

Under occasional supervision, to undertake all tasks of preceding levels as required plus:

16.1.1(e)(i) Undertake written observations of children as required.

16.1.1(e)(ii) Liaise, under direction with parents around issues concerning their individual children and general kindergarten matters as required.

16.1.1(e)(iii) To have undertaken appropriate professional development related to work which may include on-the-job and/or off-site support.

16.1.1(f) Level 6

Under occasional supervision, to undertake all tasks of preceding levels as required plus:

16.1.1(f)(i) Undertake detailed written observations of children as required.

16.1.1(f)(ii) Use observations and records to actively assist in the development and implementation of aspects of the program as required.

16.1.1(f)(iii) To have undertaken appropriate professional development related to work which may include on-the-job and/or off-site support.

16.1.2 Progression from one level to the next within a classification is subject to a childcare worker meeting the following criteria:

- competency at the existing level;
- twelve months experience at that level and in-service training as required;
- demonstrated ability to acquire the skills which are necessary for advancement to the next pay point level.

16.1.2(a) Where an employee is deemed not to have met the requisite competency at their existing level at the time of appraisal, his/her incremental progression may be deferred for periods of three months at a time provided that:

- the employee is notified in writing as to the reasons for the deferral;

- the employee has, in the twelve months leading to the appraisal, been provided with in-service training required to attain a higher competency level;
- following any deferral, the employee is provided with the necessary training in order to advance to the next level.

16.1.2(b) 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 under Clause 12.2.1 above, any increase in wage rates will be back paid to the twelve month anniversary date of the previous incremental progression.

16.1.3 Incremental progression to the next pay point level may be accelerated if:

- an employee has achieved competency at his/her existing level,
- has demonstrated an ability to acquire the skills necessary to progress to the next pay point level prior to the completion of twelve months at his/her existing level.

Either the employer or the employee may seek to implement accelerated advancement. It is the employer's responsibility to determine whether the accelerated advancement is appropriate.

16.2 Wage Rates

[16.2 substituted by T0714 V0029 PR902061 PR909007 PR919750 PR932046 PR947880; PR961100 ppc 08Jul05 (ppc 01Aug05 for Victorian employers bound to apply the terms of this award by PR953189)]

16.2.1 Early childhood assistants wage levels

	Hourly rate	Full-time weekly wage
	\$	\$
Level 1	14.17	538.60
Level 2	14.31	543.60
Level 3	14.44	548.60
Level 4	14.56	553.30
Level 5	14.68	557.70
Level 6	14.81	562.60

16.2.2 Junior employees

	% of adult rate at Level 1	Hourly rate \$	Full-time weekly wage \$
16 years of age or under	50	7.09	269.30
17 years of age or under	60	8.50	323.16
18 years of age or under	70	9.92	377.02
19 years of age or under	80	11.34	430.88
20 years of age or under	90	12.76	484.74

16.2.3 Co-ordinator's wage levels:

Length of Service	Wage rate per hour \$	Full-time weekly wage \$
Level 1	15.10	573.70
Level 2	15.40	585.10
Level 3	15.65	594.60

AP781398

Family Day Care (Australian Capital Territory) Award 1999 (as at 4 July 2005)

Source: http://www.fwc.gov.au/consolidated_awards/ap/ap781398/asframe.html

1.5 WHO IS BOUND BY THE AWARD

[1.5 varied by [PR959647](#) ppc 23Jun05]

1.5.1 This award shall be binding upon:

1.5.1(a) The Liquor, Hospitality and Miscellaneous Union, its officers and its members; and

1.5.1(b) All employers whose names are set out in the Schedules of Respondents hereto in respect of their employees whether members of the union or not.

SCHEDULE A

Respondents

Belconnen Community Service Inc., PO Box 679, Belconnen ACT 2616

Central Canberra Family Day Care, PO Box 4, Canberra ACT 0200

Woden Community Service, PO Box 35, Woden ACT 2606

YWCA Family Day Care, PO Box 456, Kingston ACT 2604

1.9 DEFINITIONS

1.9.3 Family Based Child Care Worker shall mean an employee engaged in the provision of child care in a private home, who is licensed or registered, however described, to provide that care by, through or in connection with the employing Family Day Care Scheme.

5.1 WAGE RATES

5.1.1 Minimum rates

Family Based Child Care Worker	Hourly Rate Per Child
	\$
Standard hours of care	3.26
Non Standard hours of care	3.86

The minimum payment for each engagement shall be 2.5 child care hours.

AP784047

Health and Community Services Industry Sector - Minimum Wage Order - Victoria 1997 (as at 1 August 2005)

Source: http://www.fwc.gov.au/consolidated_awards/ap/ap784047/asframe.html

4. APPLICATION

The Health and Community Services Sector which applies to any industry mainly engaged in health and community services and incorporates:

4.1 Hospitals and nursing homes

4.1.1 Hospitals (except Psychiatric Hospitals);

4.1.2 Psychiatric Hospitals;

4.1.3 Nursing Homes.

4.2 Medical and dental services

4.2.1 General practice medical services;

4.2.2 Specialist medical services;

4.2.3 Dental services.

4.3 Other health services

4.3.1 Pathology services;

4.3.2 Optometry and optical dispensing;

4.3.3 Ambulance services;

4.3.4 Community health centres;

4.3.5 Physiotherapy services,

4.3.6 Chiropractic services;

4.3.7 Health services not elsewhere classified in this sector.

4.4 Veterinary services

4.5 Child care services

4.6 Community care services

4.6.1 Accommodation for the aged;

4.6.2 Residential care services not elsewhere classified in this sector;

4.6.3 Non-residential core Services not elsewhere classified in this sector.

6. CLASSIFICATIONS

6.1 Community and child care stream

6.1.1 Community and Child Care Level 1

A Community and Child Care Worker Level 1 is:

6.1.1(a) an unqualified employee involved in the delivery of a children's services program, whose duties would include some or all

of the following:

6.1.1(a)(i) implement an early childhood program under direction;

6.1.1(a)(ii) implement daily routines;

6.1.1(a)(iii) ensure the health and safety of each child;

6.1.1(a)(iv) give each child individual attention and comfort as required;

6.1.1(a)(v) work in accordance with the licensing requirements of the Act and understand centre policy and work accordingly at all times; or

6.1.1(b) an employee who is an Unqualified Welfare Worker who has direct supervision by a Qualified Welfare or Social Worker, is not a Sole Welfare Worker and has less than 12 months experience.

6.1.1(c) Indicative occupations are:

6.1.1(c)(i) Unqualified Welfare Worker;

6.1.1(c)(ii) Unqualified Child Care Worker Level 1.

6.1.2 Community and Child Care Level 2

6.1.2(a) A Community and Child Care Worker Level 2 an employee involved in the delivery of a child care program who either has completed the TAFE Certificate in Child Care (Assistant) Course or, possesses in the opinion of the employer sufficient knowledge and experience to perform the duties at this level, and whose duties, in addition to those duties performed by a Child Care Worker Level 1, would include some or all of the following:

6.1.2(a)(i) assist in the preparation and implementation of programs suited to the needs of individual children and groups;

6.1.2(a)(ii) responsibility for reporting observations of individual children of groups for programme planning purposes;

6.1.2(a)(iii) undertake work with individual children with particular needs under direction.

6.1.2(b) Indicative occupations are:

Child Care Worker Level 2.

6.1.3 Community and Child Care Level 3

6.1.3(a) A Community and Child Care Worker Level 3 is an employee who is unqualified and performs youth work (as defined) and works under direct supervision by a Qualified Youth and Social Worker and is not a Sole Youth Worker.

6.1.3(b) Indicative occupations are:

Unqualified youth worker.

6.1.4 Community and Child Care Level 4

6.1.4(a) A Community and Child Care Worker Level 4 is one of the following:

6.1.4(a)(i) a Qualified Welfare Worker (as defined) and works under supervision and is not a Sole Welfare Worker and has less than 12 months experience;

6.1.4(a)(ii) an Unqualified Welfare Worker who is engaged in welfare work and has less than twelve months experience and does not have direct supervision by a Qualified Welfare Worker or Social Worker and is not a Sole Welfare Worker;

6.1.4(a)(iii) an employee who is either qualified (other than qualification outlined in 3(B) and 3(C) as per the Children's Service Regulations 1988, Schedule 1, or Regulation 30), (or an unqualified person in charge of a group in accordance with Regulation 28).

6.1.4(b) Indicative occupations are:

6.1.4(b)(i) Child Care Worker 3A;

6.1.4(b)(ii) Qualified Welfare Worker Class 1;

6.1.4(b)(iii) Unqualified Welfare Worker (unsupervised).

6.1.5 Community and Child Care Level 5

6.1.5(a) A Community and Child Care Worker Level 5 is one of the following:

6.1.5(a)(i) an employee who is engaged in child care and who holds an Advanced Certificate or an Associate Diploma in Child Care Studies including persons with these qualifications who are registered Mothercraft Nurses;

6.1.5(a)(ii) a Qualified Youth Worker (as defined), engaged in youth work and works under direct supervision and is not a Sole Youth Worker;

6.1.5(a)(iii) an Unqualified Youth Worker working without direct supervision of a Qualified Youth or Social Worker; or

6.1.5(a)(iv) a Sole Youth Worker.

6.1.5(b) Indicative occupations are:

6.1.5(b)(i) Child Care Worker 3B;

6.1.5(b)(ii) Registered Mothercraft Nurse;

6.1.5(b)(iii) Qualified Youth Worker Class 1;

6.1.5(b)(iv) Unqualified Youth Worker working sole or unsupervised.

6.1.6 Community and Child Care Level 6

6.1.6(a) A Community and Child Care Worker Level 6 is an employee who holds a three year Degree or Diploma in Child Care studies or an equivalent qualification and undertakes child care duties, or is an Unqualified Community Development Worker engaged in community development work with less than twelve months experience who is being supervised by a Qualified Community Development Worker.

6.1.6(b) Indicative occupations are:

6.1.6(b)(i) Child Care Worker 3C;

6.1.6(b)(ii) Unqualified Community Development Worker (CDW Class 1).

6.1.7 Community and Child Care Level 7

6.1.7(a) A Community and Child Care Worker Level 7 includes:

6.1.7(a)(i) an employee who is a Qualified Welfare Worker engaged in welfare work (as defined) who has less than twelve months experience and works without supervision (Sole qualified Welfare Worker);

6.1.7(a)(ii) a Social Worker without a degree from an Australian University and who works under direction or supervision of more experienced Social Workers and is not responsible for a major activity;

6.1.7(a)(iii) an Unqualified Community Development Worker working without direct supervision; or

6.1.7(a)(iv) a Qualified Community Development Worker with less than twelve months experience supervised by a more experienced Qualified Community Development Worker.

6.1.7(b) Indicative occupations are:

6.1.7(b)(i) Welfare Worker Class 1;

6.1.7(b)(ii) Social Worker Class 1;

6.1.7(b)(iii) Unqualified Community Development Worker (unsupervised);

6.1.7(b)(iv) Community Development Worker Class ½(a).

6.1.8 Community and Child Care Level 8

6.1.8(a) A Community and Child Care Worker Level 8 includes:

6.1.8(a)(i) an employee who is a Qualified Social Worker (as defined) who is not Sole Social Worker and is not responsible for a major activity and works under direction and supervision;

6.1.8(a)(ii) a Qualified Youth Worker who is the Sole Youth Worker employed by the agency, or who works without direct supervision;

6.1.8(a)(iii) an Indigenous Community Worker (as defined) working without direct supervision; or

6.1.8(a)(iv) a Qualified Welfare Worker performing community development work.

6.1.8(b) Indicative occupations are:

6.1.8(b)(i) Qualified Social Worker Class 1;

6.1.8(b)(ii) Qualified Youth Worker Class 2;

6.1.8(b)(iii) Indigenous Community Development Worker Class 2(a);

6.1.8(b)(iv) Qualified Welfare Worker performing community development work.

6.1.9 Community and Child Care Level 9

6.1.9(a) A Community and Child Care Worker Level 9 includes:

6.1.9(a)(i) an employee who is a Sole Community Development Worker employed in a workplace or a community development worker performing outreach; or

6.1.9(a)(ii) a Qualified Youth Worker performing community development work without direct supervision; is a financial counsellor or a tenant worker.

6.1.9(b) Indicative classifications are:

6.1.9(b)(i) Community Development Worker Class 2(a);

6.1.9(b)(ii) Financial Counsellor;

6.1.9(b)(iii) Tenant worker.

6.1.10 Community and Child Care Level 10

6.1.10(a) A Community and Child Care Worker Level 10 is an employee who is entrusted with the control or superintendence of a day care centre notwithstanding that he or she may be accountable to another person who does not devote his or her time to the management of the centre. A person appointed to a position as Director of a day child care centre would be either a:

6.1.10(a)(i) person holding a Diploma in Arts (Child Care Studies); or

6.1.10(a)(ii) person holding the Associate Diploma in Arts (Child Care), or

6.1.10(a)(iii) person holding the Associate Diploma of Social Science (Child Care Studies); or person possessing such experience or holding such qualifications deemed by the employer to be appropriate to the position and whose duties would include the following:

6.1.10(a)(iii)(A) recruit staff in consultation with management of the centre;

6.1.10(a)(iii)(B) day to day accounts and handle clerical matters;

6.1.10(a)(iii)(C) ensure that the centre or services adhere to all relevant regulations;

6.1.10(a)(iii)(D) formulate and evaluate annual budgets with relevant authorities;

6.1.10(a)(iii)(E) supervise the implementation of education and/or development programs for young children;

6.1.10(a)(iii)(F) ensure the submission for funding to the relevant authorities are made and monies received;

6.1.10(a)(iii)(G) ensure that Government guidelines on access to centres or services are adhered to;

6.1.10(a)(iii)(H) liaise with management committees or proprietors as appropriate.

6.1.10(b) Indicative occupations are:

Director of a Child Care Centre.

6.1.11 Community and Child Care Level 11

6.1.11(a) A Community and Child Care Worker Level 11 is an employee who is a Qualified Social Worker not working under direct supervision and have some administrative responsibility including:

6.1.11(a)(i) a Social Worker in charge of an agency or department of up to three social workers or other employees totalling at least six in number; or

6.1.11(a)(ii) the only Social Worker employed or is a Social Worker responsible to a major activity or group of activities within an agency or is a case work supervisor; or

6.1.11(a)(iii) a Qualified Social Worker performing community development work; or

6.1.11(a)(iv) a Qualified Community Development Worker who is required to conduct policy development and advise, community

education and community training programs.

6.1.11(b) Indicative occupations are:

6.1.11(b)(i) Qualified Social Worker in charge of an agency of up to three Social Workers or at least six staff;

6.1.11(b)(ii) Qualified Social Worker Class 2;

6.1.11(b)(iii) Community Development Worker Class 2 (b).

6.1.12 Community and Child Care Level 12

6.1.12(a) A Community and Child Care Worker Level 12 includes:

6.1.12(a)(i) an employee who is a Qualified Community Development Worker engaged in community development and supervises other Qualified Community Development Workers and other professionals or non professional staff; or

6.1.12(a)(ii) a senior Social Worker in charge of an agency of three and up to seven social workers or with a staff of more than three social workers plus other employees totalling at least thirteen in number; or

6.1.12(a)(iii) a senior Social Worker in charge of a designated training unit for social work students.

6.1.12(b) Indicative occupations are:

6.1.12(b)(i) Qualified Community Development Worker (CDW Class 3);

6.1.12(b)(ii) Social Worker Class 3.

5. MINIMUM WAGE RATES

5.2 Adult wage rates

5.2.1 Community and childcare stream

Classification	Full-time Per hour	Casual (25%) Per hour
	\$	\$
Level 1	12.93	16.16
Level 2	13.51	16.89
Level 3	13.87	17.34
Level 4	15.09	18.86
Level 5	15.71	19.64
Level 6	16.00	20.00
Level 7	16.45	20.56
Level 8	17.63	22.04
Level 9	18.88	23.60
Level 10	19.97	24.96
Level 11	20.64	25.80
Level 12	22.41	28.01

AP784047

Health and Community Services Industry Sector - Minimum Wage Order - Victoria 1997 (as at 1 August 2005)

Source: http://www.fwc.gov.au/consolidated_awards/ap/ap784047/asframe.html

4. APPLICATION

The Health and Community Services Sector which applies to any industry mainly engaged in health and community services and incorporates:

4.1 Hospitals and nursing homes

4.1.1 Hospitals (except Psychiatric Hospitals);

4.1.2 Psychiatric Hospitals;

4.1.3 Nursing Homes.

4.2 Medical and dental services

4.2.1 General practice medical services;

4.2.2 Specialist medical services;

4.2.3 Dental services.

4.3 Other health services

4.3.1 Pathology services;

4.3.2 Optometry and optical dispensing;

4.3.3 Ambulance services;

4.3.4 Community health centres;

4.3.5 Physiotherapy services,

4.3.6 Chiropractic services;

4.3.7 Health services not elsewhere classified in this sector.

4.4 Veterinary services

4.5 Child care services

4.6 Community care services

4.6.1 Accommodation for the aged;

4.6.2 Residential care services not elsewhere classified in this sector;

4.6.3 Non-residential core Services not elsewhere classified in this sector.

6. CLASSIFICATIONS

6.1 Community and child care stream

6.1.1 Community and Child Care Level 1

A Community and Child Care Worker Level 1 is:

6.1.1(a) an unqualified employee involved in the delivery of a children's services program, whose duties would include some or all

of the following:

6.1.1(a)(i) implement an early childhood program under direction;

6.1.1(a)(ii) implement daily routines;

6.1.1(a)(iii) ensure the health and safety of each child;

6.1.1(a)(iv) give each child individual attention and comfort as required;

6.1.1(a)(v) work in accordance with the licensing requirements of the Act and understand centre policy and work accordingly at all times; or

6.1.1(b) an employee who is an Unqualified Welfare Worker who has direct supervision by a Qualified Welfare or Social Worker, is not a Sole Welfare Worker and has less than 12 months experience.

6.1.1(c) Indicative occupations are:

6.1.1(c)(i) Unqualified Welfare Worker;

6.1.1(c)(ii) Unqualified Child Care Worker Level 1.

6.1.2 Community and Child Care Level 2

6.1.2(a) A Community and Child Care Worker Level 2 an employee involved in the delivery of a child care program who either has completed the TAFE Certificate in Child Care (Assistant) Course or, possesses in the opinion of the employer sufficient knowledge and experience to perform the duties at this level, and whose duties, in addition to those duties performed by a Child Care Worker Level 1, would include some or all of the following:

6.1.2(a)(i) assist in the preparation and implementation of programs suited to the needs of individual children and groups;

6.1.2(a)(ii) responsibility for reporting observations of individual children of groups for programme planning purposes;

6.1.2(a)(iii) undertake work with individual children with particular needs under direction.

6.1.2(b) Indicative occupations are:

Child Care Worker Level 2.

6.1.3 Community and Child Care Level 3

6.1.3(a) A Community and Child Care Worker Level 3 is an employee who is unqualified and performs youth work (as defined) and works under direct supervision by a Qualified Youth and Social Worker and is not a Sole Youth Worker.

6.1.3(b) Indicative occupations are:

Unqualified youth worker.

6.1.4 Community and Child Care Level 4

6.1.4(a) A Community and Child Care Worker Level 4 is one of the following:

6.1.4(a)(i) a Qualified Welfare Worker (as defined) and works under supervision and is not a Sole Welfare Worker and has less than 12 months experience;

6.1.4(a)(ii) an Unqualified Welfare Worker who is engaged in welfare work and has less than twelve months experience and does not have direct supervision by a Qualified Welfare Worker or Social Worker and is not a Sole Welfare Worker;

6.1.4(a)(iii) an employee who is either qualified (other than qualification outlined in 3(B) and 3(C) as per the Children's Service Regulations 1988, Schedule 1, or Regulation 30), (or an unqualified person in charge of a group in accordance with Regulation 28).

6.1.4(b) Indicative occupations are:

6.1.4(b)(i) Child Care Worker 3A;

6.1.4(b)(ii) Qualified Welfare Worker Class 1;

6.1.4(b)(iii) Unqualified Welfare Worker (unsupervised).

6.1.5 Community and Child Care Level 5

6.1.5(a) A Community and Child Care Worker Level 5 is one of the following:

6.1.5(a)(i) an employee who is engaged in child care and who holds an Advanced Certificate or an Associate Diploma in Child Care Studies including persons with these qualifications who are registered Mothercraft Nurses;

6.1.5(a)(ii) a Qualified Youth Worker (as defined), engaged in youth work and works under direct supervision and is not a Sole Youth Worker;

6.1.5(a)(iii) an Unqualified Youth Worker working without direct supervision of a Qualified Youth or Social Worker; or

6.1.5(a)(iv) a Sole Youth Worker.

6.1.5(b) Indicative occupations are:

6.1.5(b)(i) Child Care Worker 3B;

6.1.5(b)(ii) Registered Mothercraft Nurse;

6.1.5(b)(iii) Qualified Youth Worker Class 1;

6.1.5(b)(iv) Unqualified Youth Worker working sole or unsupervised.

6.1.6 Community and Child Care Level 6

6.1.6(a) A Community and Child Care Worker Level 6 is an employee who holds a three year Degree or Diploma in Child Care studies or an equivalent qualification and undertakes child care duties, or is an Unqualified Community Development Worker engaged in community development work with less than twelve months experience who is being supervised by a Qualified Community Development Worker.

6.1.6(b) Indicative occupations are:

6.1.6(b)(i) Child Care Worker 3C;

6.1.6(b)(ii) Unqualified Community Development Worker (CDW Class 1).

6.1.7 Community and Child Care Level 7

6.1.7(a) A Community and Child Care Worker Level 7 includes:

6.1.7(a)(i) an employee who is a Qualified Welfare Worker engaged in welfare work (as defined) who has less than twelve months experience and works without supervision (Sole qualified Welfare Worker);

6.1.7(a)(ii) a Social Worker without a degree from an Australian University and who works under direction or supervision of more experienced Social Workers and is not responsible for a major activity;

6.1.7(a)(iii) an Unqualified Community Development Worker working without direct supervision; or

6.1.7(a)(iv) a Qualified Community Development Worker with less than twelve months experience supervised by a more experienced Qualified Community Development Worker.

6.1.7(b) Indicative occupations are:

6.1.7(b)(i) Welfare Worker Class 1;

6.1.7(b)(ii) Social Worker Class 1;

6.1.7(b)(iii) Unqualified Community Development Worker (unsupervised);

6.1.7(b)(iv) Community Development Worker Class ½(a).

6.1.8 Community and Child Care Level 8

6.1.8(a) A Community and Child Care Worker Level 8 includes:

6.1.8(a)(i) an employee who is a Qualified Social Worker (as defined) who is not Sole Social Worker and is not responsible for a major activity and works under direction and supervision;

6.1.8(a)(ii) a Qualified Youth Worker who is the Sole Youth Worker employed by the agency, or who works without direct supervision;

6.1.8(a)(iii) an Indigenous Community Worker (as defined) working without direct supervision; or

6.1.8(a)(iv) a Qualified Welfare Worker performing community development work.

6.1.8(b) Indicative occupations are:

6.1.8(b)(i) Qualified Social Worker Class 1;

6.1.8(b)(ii) Qualified Youth Worker Class 2;

6.1.8(b)(iii) Indigenous Community Development Worker Class 2(a);

6.1.8(b)(iv) Qualified Welfare Worker performing community development work.

6.1.9 Community and Child Care Level 9

6.1.9(a) A Community and Child Care Worker Level 9 includes:

6.1.9(a)(i) an employee who is a Sole Community Development Worker employed in a workplace or a community development worker performing outreach; or

6.1.9(a)(ii) a Qualified Youth Worker performing community development work without direct supervision; is a financial counsellor or a tenant worker.

6.1.9(b) Indicative classifications are:

6.1.9(b)(i) Community Development Worker Class 2(a);

6.1.9(b)(ii) Financial Counsellor;

6.1.9(b)(iii) Tenant worker.

6.1.10 Community and Child Care Level 10

6.1.10(a) A Community and Child Care Worker Level 10 is an employee who is entrusted with the control or superintendence of a day care centre notwithstanding that he or she may be accountable to another person who does not devote his or her time to the management of the centre. A person appointed to a position as Director of a day child care centre would be either a:

6.1.10(a)(i) person holding a Diploma in Arts (Child Care Studies); or

6.1.10(a)(ii) person holding the Associate Diploma in Arts (Child Care), or

6.1.10(a)(iii) person holding the Associate Diploma of Social Science (Child Care Studies); or person possessing such experience or holding such qualifications deemed by the employer to be appropriate to the position and whose duties would include the following:

6.1.10(a)(iii)(A) recruit staff in consultation with management of the centre;

6.1.10(a)(iii)(B) day to day accounts and handle clerical matters;

6.1.10(a)(iii)(C) ensure that the centre or services adhere to all relevant regulations;

6.1.10(a)(iii)(D) formulate and evaluate annual budgets with relevant authorities;

6.1.10(a)(iii)(E) supervise the implementation of education and/or development programs for young children;

6.1.10(a)(iii)(F) ensure the submission for funding to the relevant authorities are made and monies received;

6.1.10(a)(iii)(G) ensure that Government guidelines on access to centres or services are adhered to;

6.1.10(a)(iii)(H) liaise with management committees or proprietors as appropriate.

6.1.10(b) Indicative occupations are:

Director of a Child Care Centre.

6.1.11 Community and Child Care Level 11

6.1.11(a) A Community and Child Care Worker Level 11 is an employee who is a Qualified Social Worker not working under direct supervision and have some administrative responsibility including:

6.1.11(a)(i) a Social Worker in charge of an agency or department of up to three social workers or other employees totalling at least six in number; or

6.1.11(a)(ii) the only Social Worker employed or is a Social Worker responsible to a major activity or group of activities within an agency or is a case work supervisor; or

6.1.11(a)(iii) a Qualified Social Worker performing community development work; or

6.1.11(a)(iv) a Qualified Community Development Worker who is required to conduct policy development and advise, community

education and community training programs.

6.1.11(b) Indicative occupations are:

6.1.11(b)(i) Qualified Social Worker in charge of an agency of up to three Social Workers or at least six staff;

6.1.11(b)(ii) Qualified Social Worker Class 2;

6.1.11(b)(iii) Community Development Worker Class 2 (b).

6.1.12 Community and Child Care Level 12

6.1.12(a) A Community and Child Care Worker Level 12 includes:

6.1.12(a)(i) an employee who is a Qualified Community Development Worker engaged in community development and supervises other Qualified Community Development Workers and other professionals or non professional staff; or

6.1.12(a)(ii) a senior Social Worker in charge of an agency of three and up to seven social workers or with a staff of more than three social workers plus other employees totalling at least thirteen in number; or

6.1.12(a)(iii) a senior Social Worker in charge of a designated training unit for social work students.

6.1.12(b) Indicative occupations are:

6.1.12(b)(i) Qualified Community Development Worker (CDW Class 3);

6.1.12(b)(ii) Social Worker Class 3.

5. MINIMUM WAGE RATES

5.2 Adult wage rates

5.2.1 Community and childcare stream

Classification	Full-time Per hour	Casual (25%) Per hour
	\$	\$
Level 1	12.93	16.16
Level 2	13.51	16.89
Level 3	13.87	17.34
Level 4	15.09	18.86
Level 5	15.71	19.64
Level 6	16.00	20.00
Level 7	16.45	20.56
Level 8	17.63	22.04
Level 9	18.88	23.60
Level 10	19.97	24.96
Level 11	20.64	25.80
Level 12	22.41	28.01

AP812580

Family Day Care Services Award, 1999 (as at 26 March 2006)

Source: Source: Forwarded by the Library & Records Team, Fair Work Commission 26/10/2017

3. SCOPE AND APPLICATION

3.1 This award shall apply to:

3.1.1 The Australian Municipal, Administrative, Clerical and Services Union (the Australian Services Union or ASU); and

3.1.2 The employers listed in Schedule A - List of respondents of this award;

3.1.2(a) who provide a service which is a family day care scheme being a network of individuals providing child care and developmental activities in their own home for other people's children, organised and supported by a central co-ordination unit. The unit supports, recruits and trains carers, arranges the placement of children according to the needs of the families and carers, monitors the care provided and undertakes the necessary administrative responsibilities. It is a flexible type of service providing child care according to family needs.

3.1.2(b) in respect of persons eligible to join the ASU (whether members or not) engaged in the provision of family day care services and related support services including those funded by the Federal Government's family day care program or any program(s) which directly replaces it.

3.2 This award shall not apply to persons employed in the industries or industrial pursuits of cleaners, security officers, clerical workers, caretakers, gardeners, laundry workers and/or domestic work/domestic workers, provided that **domestic work/domestic worker** shall not include (to the extent that it might otherwise include) persons primarily engaged in welfare as distinct from manual work.

3.3 The conditions of this award, except Part 4 - Hours of work, shall apply to employees classified at Category 5, provided that the overall terms and conditions of employment for such employees are no less favourable than the provisions of this award as a whole.

3.4 Nothing in this award shall in itself operate to reduce the conditions of employment of an employee, which were in existence immediately prior to, or at the commencement of, this award in respect of allowable matters.

SCHEDULE A - LIST OF RESPONDENTS

[Sched A varied by PR966946 ppc 28Dec05]

NEW SOUTH WALES

- Armidale Family Day Care Ltd, P.O. Box 951 ARMIDALE NSW 2350
- Australian Red Cross Society, Red Cross House 159 Clarence Street SYDNEY NSW 2000
- Ballina Byron FDC Assoc Inc, P.O. Box 807 BALLINA NSW 2478
- Bellingen Neighbourhood Centre, P.O. Box 204 BELLINGEN NSW 2454
- Barnardos Australia, 60-64 Bay Street ULTIMO NSW 2007
- Gosford Community & Information Service Ltd, Henry Wheeler Place GOSFORD NSW 2250
- Kempsey Family Day Care Inc., P.O. Box 49 WEST KEMPSEY NSW 2440
- Family Day Care Maitland, 13 Ingle Street METFORD NSW 2323
- Monaro FDC Cooma, P.O. Box 340 COOMA NORTH NSW 2630
- Narromine Preschool, P.O. Box 229 NARROMINE NSW 2821
- St Saviours Neighbourhood Centre, 130 Cowper Street GOULBURN NSW 2580
- Taree & District Pre-School, P.O. Box 270 TAREE NSW 2430

QUEENSLAND

- Atherton Children's Centre, P.O. Box 242 ATHERTON QLD 4883
- Baptist Union of Queensland, P.O. Box 2283 FORTITUDE VALLEY QLD 4006
- Bayside Community & Child Care Centre Inc, P.O. Box 170 WYNNUM QLD 4178
- Cairns & District Child Care Development Association, P.O. Box 1337 CAIRNS QLD 4870
- Central Queensland Union, Rockhampton Mail Centre ROCKHAMPTON QLD 4700
- Catholic Social Welfare, G.P.O. Box 282 BRISBANE QLD 4000 attn: Brian Kennedy
- Centre Care Catholic Family Welfare, Morgan Street FORTITUDE VALLEY QLD 4006 Attn: Fr Casey
- Churches of Christ in Qld, P.O. Box 508 KENMORE QLD 4069
- Creche & Kindergarten, 14 Edmonstone Street NEWMARKET QLD 4051

- Darra/Jindalee Catholic Parish, P.O. Box 113 DARRA QLD 4074
- East Brisbane Community Centre, 538 Vulture Street EAST BRISBANE QLD 4169
- R Buchanan & S Nunn, Board of Community Services, Griffith University NATHAN QLD 4111
- Ipswich Family Care Committee, C/- P.O. Box 111 IPSWICH QLD 4305
- 'Kath Dickson Centre', 2 Lawrence Street TOOWOOMBA QLD 4350
- Lady Gowrie Child Centre, 228 St Pauls Terrace FORTITUDE VALLEY QLD 4006
- Mackay Family Care & Community Support Assoc Inc., 60 Wellington Street MACKAY QLD 4740
- Mount Isa F.D.C., P.O. Box 1800 MOUNT ISA QLD 4825
- Committee of Management, Peninsular & Northern Suburbs Family Day Care, P.O. Box 94 MARGATE QLD 4019
- **[Deleted by PR966946]** Roma FDC Inc., P.O. Box 640 ROMA QLD 4455
- Salvation Army, P.O. Box 85 CARINA QLD 4152
- Salvation Army, P.O. Box 855 GLADSTONE QLD 4680
- South Burnett Child Care Association Inc., P.O. Box 586 KINGAROY QLD 4610
- Southern Downs F.D.C. Assoc Inc., P.O. Box 337 WARWICK QLD 4370
- Southside Support Welfare for Families of Handicapped Children Inc., P.O. Box 74 ROCHEDALE SOUTH QLD 4123
- Townsville Children's Day Care Centre, P.O. Box 775 TOWNSVILLE QLD 4810
- Uniting Church in Australia Balmoral Community Centre, 19 Rogoona Street MORNINGSIDE QLD 4170
- Uniting Church in Australia, 52 Merthyr Road NEW FARM QLD 4005
- Uniting Church in Australia Sandgate Parish, 41 Deagon Street SANDGATE QLD 4017
- Uniting Church in Australia, C/- 143 Rode Road WAVELL HEIGHTS QLD 4012
- Uniting Church in Australia, 11 Sussex Street WEST END QLD 4101
- Uniting Church in Australia, 19 Red Hill Road GYMPIE QLD 4570
- Weipa Community Care Assn, P.O. Box 481 WEIPA QLD 4874
- YMCA Brisbane Inc., P.O. Box 4 BROADWAY QLD 4006

21.2 Definitions of the categories

21.2.1 Category 1

An employee engaged under this category will undertake work that:

21.2.1(a) will initially require completion of standard work routines, have clearly defined objectives/performance outcomes or undertake tasks of an assisting or supportive nature. Such employees will receive instruction/supervision from another employee as to the performance of their duties. Position will require good communication, numeric and written skills and may require equipment skills (e.g. keyboard, switchboard etc). May include preparation for and involvement/assisting in Child Care Provider/Caregiver training, support, social and/or learning activities. (e.g. equipment maintenance, monitoring and basic cataloguing).

21.2.1(b) develops knowledge and skills, through experience about the organisation's procedures.

21.2.2 Category 2

An employee engaged under this category, in addition to Category 1 responsibilities:-

21.2.2(a) shall be expected to operate with a degree of autonomy and may receive instruction from another employee as to the performance of their duties.

21.2.2(b) may be responsible for particular functions with an agency which may include assisting in the administration and co-ordination of a unit of an agency

21.2.2(c) may require knowledge of child development, health, hygiene, welfare and safety issues relevant to their position (e.g. may select and order library equipment, maintain and distribute education (equipment) and materials and undertake cataloguing).

21.2.3 Category 3

An employee engaged under this category, in addition to Category 2 responsibilities

21.2.3(a) shall be engaged in

21.2.3(a)(i) service delivery this may include; regular fieldwork, monitoring standards of child care, support and development of childcare provider/caregivers, the recruitment, selection and training of childcare providers/caregivers, liaison with parents,

placement of children, liaison with government departments; and/or

21.2.3(a)(ii) providing administrative support of a complex nature; this may include preparation of grant applications and/or preparation of budgets and/or the development and administration of records management and/or applications of computer program knowledge or skills;

21.2.3(b) where required shall have knowledge of child development, an understanding of child care, community development and welfare issues where appropriate, and a high level of interpersonal communications skills

21.2.3(c) an employee engaged under this category would be expected to operate with a higher degree of autonomy than a Category 2 employee and may operate under minimal supervision;

21.2.3(d) may have involvement in service planning, policy development and implementation, responsibility for service delivery and ensuring statutory requirements are met;

21.2.3(e) may be responsible for the overall administration and/or co-ordination of a unit/program of a service;

21.2.3(f) may have involvement in more than one discipline within a service; including planning for recruitment, assessment, training and development and support of child care providers, early childhood education programming and health, hygiene, welfare and safety policy setting;

21.2.3(g) may undertake projects requiring the use of analytical skills (e.g. basis research, collection of data) and subsequent preparation of reports and/or recommendations;

21.2.3(h) Qualification

Where required by State or Statutes, or where such a Statute does not exist, experience in this or a related work discipline and ability to use appropriate skills and techniques.

21.2.4 Category 4

An employee engaged under this category shall, in addition to Category 3 responsibilities

21.2.4(a) be responsible for the administration and/or co-ordination of a service;

21.2.4(b) have a broad understanding of child care, community development and welfare issues, support services liaison and community education and service administration.

21.2.4(c) have substantial involvement in service planning, policy development, implementation and administration, responsibility for service delivery and ensuring statutory requirements are met.

21.2.4(d) have involvement in more than one (discipline/program) within a service, which may include planning for recruitment, assessment, training and development and support of child care providers/caregivers, early childhood education programming, health, hygiene, welfare and safety policy setting; financial management and reporting.

21.2.4(e) undertake significant projects requiring the use of analytical skills and subsequent preparation of reports and/or recommendations.

21.2.4(f) have substantial human services management skills.

21.2.4(g) Qualifications

Relevant qualifications as required under State Regulations.

21.2.5 Category 5

21.2.5(a) An employee appointed to this category shall operate at a higher level of discretion, skill and responsibility than a Category 4 employee. In addition to the duties of a Category 4 employee this employee shall:

- take a leadership role in areas of management;
- operate with a higher level of independence and be responsible for the overall management of a complex scheme;
- operate with a higher level of autonomy in the financial/human resources function of the scheme;
- provide advice to the management committee on major areas of policy and/or on key issues of significance to the

organisation;

- the influence exercised by an employee in this category would have a critical role in the performance of the organisation as a whole;
- the employee shall manage and be responsible for multiple services or exercise skills and responsibility equivalent to managing a multiple service.

21. WAGES

\$ per annum

Category 1

Grade 1	27,919
Grade 2	29,010
Grade 3	30,214
Grade 4	31,390

Category 2

Grade 1	32,410
Grade 2	33,610
Grade 3	34,810
Grade 4	36,010

Category 3

Grade 1	37,310
Grade 2	38,610
Grade 3	39,910
Grade 4	41,106

Category 4

Grade 1	42,406
Grade 2	42,901
Grade 3	43,989
Grade 4	44,793

Category 5

Grade 1	48,261
Grade 2	49,715
Grade 3	51,169
Grade 4	52,623

AP815537

Local Government (Community Services) Tasmania Award 2002 (as at 24 March 2006)

Source: Forwarded by the Library & Records Team, Fair Work Commission 26/10/2017

3. SCOPE

This award shall apply to people engaged by a respondent in functions associated with the maintenance or improvement of general social and living standards with regard to services to people involving childcare centres and who are primarily concerned with social and living standards in the community.

7. PARTIES AND PERSONS BOUND

This award shall be binding on the respondents named in the schedule to this award in respect of all employees whether members of the Australian Municipal, Administrative, Clerical and Services Union or not, whose salaries are determined by this award.

APPENDIX A - SCHEDULE OF RESPONDENTS

1.1 The Mayor, Aldermen and Citizens of the Cities of Clarence, Burnie, Glenorchy and Devonport, the Chairperson, Commissioners and Citizens of the Municipality of Zeehan.

1.2 The Warden, Councillors and Electors of the following Municipal Councils:

Beaconsfield	Latrobe
Bothwell	Longford
Brighton (Gagebrook)	Lyell (Queenstown)
Bruny (Alonnah)	New Norfolk
Campbell Town	Oatlands
Circular Head (Smithton)	Penguin
Clarence (Bellerive)	Port Cygnet (Cygnet)

Deloraine	Portland (St Helens)
Esperance (Geevston)	Richmond
Evandale	Ringarooma (Derby)
Fingal	Ross
Flinders (Whitemark, Flinders Is)	Scottdale
George Town	Sorell
Glamorgan (Swansea)	Spring Bay (Triabunna)
Green Ponds (Kempton)	Strahan
Hamilton	Tasman (Nubeena)
Hobart Central Child Care Centre Pty Limited.	Ulverstone
Hobart City Council	Waratah
Huon (Huonville)	Westbury
Kentfish (Sheffield)	Wynyard
King Island (Currie)	
Kingborough (Kingston)	

9.3 Classification of an employee

The employer will determine the classification level of employees, based upon the duties required to be performed, and qualification necessary for the applicable classification level.

Child Care Worker Level 1

Child Care Worker Level 1 (1)

This is an unqualified employee involved in the delivery of a children's services program whose duties would include some or all of the following:

- implement an early childhood program under direct supervision;
- assist in the implementation of daily routines;

- ensure the health and safety of each child;
- give each child individual attention and comfort as required;
- work in accordance with the licensing requirements under the Act;
- have an understanding of centre policy and work accordingly at all times.

Child Care Worker Level 1 (2)

- implement a early childhood program under routine supervision;
- implement daily routines;
- ensure the safety of each child, though the provision of in service training as required;
- utilisation of new and /or enhanced skills
- develop increased understanding of the individual needs of each child as required
- give each child individual attention and comfort as required;
- work in accordance with the licensing requirements under the Act;

Child Care Worker Level 1 (3)

- implement an early childhood program;
- understand and proactively implement daily routines;
- have a knowledge of the health and safety of each child;
- attend in -service training as required on issues such as first aid;
- understand the individual needs of each child, and provide care accordingly;
- give each child individual attentions and comfort as required;
- have a detailed understanding of, and act in accordance with the licensing requirements under the Act;
- understand Centre policy and work accordingly at all times.

Child Care Worker Level 2

- This is an employee involved in the delivery of a children's services program who has completed one of the following;
- A one year full time introductory child care course in an institution that provides accredited training, and who has passed the examinations prescribed for that course.
- Certificate III in Children's services;

- Completion of a Child Care Traineeship or
- A person who in the opinion of the employer possesses sufficient knowledge and experience to perform the duties at this level.

Child Care Worker Level 2 (1)

Whose duties in addition to those duties performed by a child care worker level 1, would include some or all of the following:

- Assist in the preparation and implementation of programs suited to the needs of individual children and groups;
- Responsibility for the reporting observations of individual children or groups for program planning purposes;
- Undertake work with individual children with particular needs under direction.
- Under take and complete in- service training as required

Child Care Worker Level 2 (2)

- foster children's cognitive development
- facilitate play
- assist in the preparation and implementation of programs suited to the needs of individual children and groups based on the general observation of each child;
- reporting observations of individual children or groups for program planning purposes;
- undertake work with individual children with particular needs under routine supervision.

Child Care Worker Level 2 (3)

- Provide direct assistance in the preparation and implementation of programs suited to the needs of individual children and groups;
- Responsibility for reporting observations of individual children or groups for program planning purposes;
- Undertake work with individual children;
- Support the emotional and psychological development of children in-service training as required;
- Support the social and language development of the children.

Child Care Worker Level 3

This is an employee involved in the delivery of a children's services program, who is either:

Group (1)

- The two year TAFE Childcare Certification
- Mothercraft nursing training
- Nursery Nurses Examination Board Certificate.
- Persons holding the qualifications defined for group (1) shall commence at the first level of the incremental scale

Group (2)

The two year TAFE Associate Diploma / Diploma in Child care;

or persons with qualifications and experience deemed equivalent by the employer.

Persons holding qualifications specified for group (2) shall commence at the second level of the incremental scale.

Child Care Worker Level 3 (1)

- work as a person in charge of a group of children in the range 0-12 years
- Supervise unqualified workers caring for a group of children;
- Liaise with parents
- Ensure a safe environment is provided;
- Ensure that records are maintained and are up to date concerning each child in their care;
- Develop, implement and evaluate daily routines;
- ensure the policies of the Centre or service are adhered to;
- be aware of and comply with all relevant regulations.

Child Care worker Level 3 (2)

- Assist in the development of early childhood programs in conjunction with the Director or assistant Director
- Coordinate and direct the activities of unqualified workers engaged in the implementation of programs and activities in a

group setting

- Ensure the policies of the Centre are adhered to;
- Liaise with parents.
- Ensure a safe environment is provided at all times.
- Ensure that records are maintained and are kept up to date concerning each child in their care.
- Comply with all relevant regulations.

Child Care worker Level 3 (3)

- Develop, plan, implement and evaluate developmental programs in conjunction with the Director or Assistant Director;
- Be responsible to the Director or Assistant Director for the assessment of students on placement;
- Supervise unqualified staff caring for groups of children;
- Work as a person in charge of a group of children age 0-12 years;
- Develop information packages for parents regarding centre policies and programs
- Develop, implement, evaluate and maintain daily routines
- Advise the Director of all relevant information concerning children in their care.

Child Care Worker Level 4

Child Care Worker Level 4 (1)

This is a qualified employee who in addition to the duties of a Childcare Worker level 3 performs the duties of a Child Care Worker Level 4 which includes the following:

- As required, contributes through the Director, to the development of the policies of the employing child care establishment;
- Take responsibility for being charge of a group of children;
- Supervises qualified and unqualified workers;
- Plans and implements special programs such as integrating children with disabilities or children of non- English speaking background;
- Assists the Director in the performance of any duty of a Director;

Child Care worker level 4 (2)

- Performs all the duties of Child care worker Level 4 (1) but in addition:
- Takes responsibility, in consultation with the Director for the preparation and evaluation of developmental programs for individual children and groups of children in their care;
- Assist's with administrative functions;
- Takes responsibility for assessment of students on placement.

Child Care worker level 4 (3)

- Carries out the work of an Assistant Director
- Supervising qualified and unqualified workers
- Assumes the responsibilities and duties of the Director, in the Director's absence, where such an absence does not exceed three days

Child Care Worker Level 4A

A person appointed at this level shall be a person who has completed a recognised three or four year children's services qualification in an institution that provides accredited training and who has passed the examinations prescribed for that course such a person shall hold one of the following qualifications:

Group (1)

- three year qualification in Early Child hood Development;
- three year Child care diploma or degree or the equivalent;
- three year qualification in early Childhood Education or;
- a person with qualification deemed equivalent by the employer;
- persons holding a qualification specified for Group(1) shall commence at the first level of the incremental scale

Group (2)

- Four year qualification in early Childhood Development;

- Four year Childcare Diploma or Degree or the equivalent;
- Four year qualification in Early Childhood Education;
- Qualifications deemed equivalent by the employer;
- Persons holding the qualifications specified for Group 2 shall commence at the second level of the incremental scale

A person appointed to the position of Supervisor of an Out of School Hours Care Program shall hold as a minimum the qualifications specified for children's services worker level4. Such a person shall commence at the first level of the incremental scale.

A person employed at level4A would be able to perform the same tasks as a children's services worker level4 and in addition the duties of Supervisor of an Out of School Hours program .

A Supervisor of an Out of School Hours Care Program would be able to:

- Supervise qualified and unqualified staff;
- Assume full responsibility for the centre under the direction of the Management Committee / Sponsor;
- Plan and implement an on-going program;
- As required liaise with the Management Committee / Sponsor;
- Delegate duties to other staff member's;
- Be responsible for equipment, monies collected and attendance records;
- Ensure that information is available to assist in the preparation of Government reports and submissions.

Level 4A (2)

- Required to meet performance criteria at this level as determined within staff development policy

Level 4A (3)

- Required to meet performance criteria at this level as determined within staff development policy

Children's Services Workers Level 5

A person appointed to this level shall be a person who holds at a minimum the qualification specified for level 4 Children's Services Worker and has progressed through all the incremental levels of children's services worker level 4 and has been appointed to an in charge position in a long Day Care Centre or Occasional Care Centre and who is not the Director or Assistant Director, as defined; or a person who holds early Childhood teaching qualifications and whose duties are to educate pre-school age children in an educational setting within a children's services establishment, for example the provision of kindergarten sessions within a child care centre; or

A person who has qualifications and experience deemed equivalent by the employer.

Child Care Worker Level 5 (1)

- A person at this level would be able to perform the same tasks as a children's services worker level 4 and in addition would be able to:
- Supervise qualified and unqualified staff;
- Ensure appropriate written programs are prepared, as required;
- Plan and coordinate in-service training such as integrating children from non –English speaking backgrounds.

Child Care Worker level 5 (2)

- Required to meet performance criteria as determined within the staff development policy.

Child Care Worker Level 5 (3)

- Required to meet performance criteria as determined within the staff development policy.

Child Care Worker Level 5A Assistant Director

A person appointed to this level shall be a person who holds as a minimum the qualifications for level 4 children's services worker; or a person who has been appointed to the position of Assistant director of a Long Day Care Centre.

Assistant Director Level 1 shall be a person who is second in charge of a Long day care Centre licensed for less than 30 child care

places; or a person who is second in charge of an Occasional Care Centre licensed for less the twenty children.

Assistant Director Level 1 (1)

- Assist's the Director in his / her duties;
- Takes charge of the service in the Directors absence;
- Coordinates and directs the activities of staff, students and volunteer's as required.
- Undertake counselling of parents , when required ;
- Take responsibility for administrative tasks, as directed;
- Participate in policy development and establishment of the service's program;
- Assist with the development of the service's resources;
- Coordinate in-service training and staff development programs;
- Liaise with other agencies and with the public.

Assistant Director Level 1 (2)

- Required to meet performance criteria as determined for this level within the staff development policy
- Assist's the Director in his / her duties;
- Takes charge of the service in the Directors absence;
- Coordinates and directs the activities of staff, students and volunteer's as required.
- Undertake counselling of parents , when required ;
- Take responsibility for administrative tasks, as directed;
- Participate in policy development and establishment of the service's program;
- Assist with the development of the service's resources;
- Coordinate in-service training and staff development programs;
- Liaise with other agencies and with the public.
- Coordinates and directs the activities of staff, students and volunteer's as required.
- Undertake counselling of parents , when required ;
- Take responsibility for administrative tasks, as directed;
- Participate in policy development and establishment of the service's program;
- Assist with the development of the service's resources;
- Coordinate in-service training and staff development programs;

- Liaise with other agencies and with the public.

Assistant Director Level 1 (3)

- Required to meet performance criteria as determined within staff development policy
- Coordinates and directs the activities of staff, students and volunteer's as required.
- Undertake counselling of parents , when required ;
- Take responsibility for administrative tasks, as directed;
- Participate in policy development and establishment of the service's program;
- Assist with the development of the service's resources;
- Coordinate in-service training and staff development programs;
- Liaise with other agencies and with the public.
- Takes charge of the service in the Directors absence;

Assistant Director Level 2

Shall be a person who is second in charge of a Long Day Care Centre licensed for between 30 and 49 child care places; or a person who is second in charge of an Occasional Care Centre licensed for between 20 and 39 child care places.

Assistant Director Level 2 (1)

- Coordinate in-service training and staff development programs;
- Assist's the Director in his or her duties;
- Takes charge of the service in the Directors absence;
- Coordinates and directs the activities of staff, students and volunteer's as required.
- Undertake counselling of parents , when required ;
- Take responsibility for administrative tasks, as directed;
- Participate in policy development and establishment of the service's program;
- Assist with the development of the service's resources;

Assistant Director Level 2 (2)

- In addition to the duties of an Assistant Director level 2 (1) performs the duties of a level 2 r (2)
- Liaise with Community agencies local Government and the public.
- Meet performance criteria as determined by Management/Sponsors

Assistant Director Level 2 (3)

In addition to the duties of a Assistant director level 2 (2)

- performs the duties of Assistant Director level 2 (3)
- Required to meet performance criteria as determined by Management/Sponsor

Assistant Director Level 3

Shall be a person who is second in charge of a Long Day Care Centre licensed for 50 or more child care places; or a person who is second in charge of an Occasional Care Centre licensed for 40 or more child care places.

Assistant Director Level 3 (1)

- Assist's the Director in his or her duties;
- Takes charge of the service in the Directors absence;
- Coordinates and directs the activities of staff, students and volunteer's as required.
- Undertake counselling of parents , when required ;
- Take responsibility for administrative tasks, as directed;
- Participate in policy development and establishment of the service's program;
- Assist with the development of the service's resources;
- Coordinate in-service training and staff development programs;

Assistant Director Level 3 (2)

- In addition to the duties of a level 3 (1)
- performs the duties of a level 3 (2)which include

- meeting performance criteria as determined by management /Sponsors

Assistant Director Level 3 (3)

In addition to the duties of a level 3 (2) performs the duties of a level 3 (3) which include:

- meeting performance criteria as determined by management /Sponsors

Children's Services Director Level 1

A person at this level shall be a person who holds as a minimum the qualifications as defined for a children's services worker level 4A, and who meets the requirements of the State Licensing Authority, and who is responsible for the overall administration of:

- A Long Day Care Centre licensed for less than 30 child care places; or
- an Occasional Care Centre licensed for less than 20 child care places; or
- a person who has been appointed to the position of Coordinator of 2 or more Out of School Hours Care Services.

Children's services Director Level 1 (1)

- A person at this level would be able to:
- Be responsible for the administration and supervision of the service;
- Ensure that a consistently high quality of child care is maintained, through the planning organisation and implementation of a program that will adequately meet the intellectual, physical, emotional and social needs of children catered for through the service;
- Supervise staff;
- Select and train staff, as required;
- Develop and promote the aims and policies of the service, in conjunction with the service Sponsors / Management Committee;

Children's Services Director Level 1 (2)

- Keep accounts and handle clerical matters, as required

- Assist the service sponsors with financial management planning; as required
- Ensure that a consistently high quality of child care is maintained, through the planning organisation and implementation of a program that will adequately meet the intellectual, physical, emotional and social needs of children catered for through the service;
- Supervise staff;
- Select and train staff, as required;
- Develop and promote the aims and policies of the service, in conjunction with the service Sponsors / Management Committee;

Children's Services Director Level 1 (3)

- Ensure that the service adheres to all relevant regulations and meets all accountability requirements;
- Provide parents with information relating to the service's operations;
- Provide reports to the management committee / Sponsor, as required;
- Ensure that a consistently high quality of child care is maintained, through the planning organisation and implementation of a program that will adequately meet the intellectual, physical, emotional and social needs of children catered for through the service;
- Supervise staff;
- Select and train staff, as required;
- Develop and promote the aims and policies of the service, in conjunction with the service Sponsors / Management Committee;

Children's Service's Director Level 2:

- performs the same duties as level 1 (3)
- Meets performance criteria required at this level as determined by Management and Sponsors

A Children's Services Director Level 2 (1)

- Ensure that the service adheres to all relevant regulations and meets all accountability requirements;
- ensure that adequate enrolment procedures are established;
- provide opportunities for staff development;

- liaise with other associated organisations, agencies and Government departments when required;
- Provide parents with information relating to the service's operations;
- Provide reports to the management committee / Sponsor, as required;

Children' Services Director Level 2 (2)

- Ensure that a consistently high quality of child care is maintained, through the planning organisation and implementation of a program that will adequately meet the intellectual, physical, emotional and social needs of children catered for through the service;
- Supervise staff;
- Select and train staff, as required;
- Develop and promote the aims and policies of the service, in conjunction with the service Sponsors / Management Committee;
- Coordinate and supervise the placement of students within the service.

Children's Services Director Level 2 (3)

Coordinate and supervise the placement of child care trainees with in a service

- Ensure that a consistently high quality of child care is maintained, through the planning organisation and implementation of a program that will adequately meet the intellectual, physical, emotional and social needs of children catered for through the service;
- Supervise staff;
- Select and train staff, as required;
- Develop and promote the aims and policies of the service, in conjunction with the service Sponsors / Management Committee;
- Meet performance criteria as determined by Management / Sponsors

Children's Services Director Level 3

A person at this level holds as a minimum the qualifications as defined for children's services worker level 4A and who meets the requirements of the State Licensing Authority, and who is responsible for the overall administration of:

A Long Day Care Centre licensed for 50 or more child care places; or
An Occasional Care Centre licensed for 40 or more child care places.

Children's Services Director Level 3 (1)

- A person at this level would be able to perform the same tasks as those for a Children's Services Director level 2 and in addition performs the duties of a children's services Director level 3 which includes:
- Recruitment of staff in consultation with management of a centre
- Day to day accounts and clerical matters;
- Formulate and evaluate annual budgets with relevant authorities;
- Supervise the implementation of educational programs for children in care.
- Meet performance criteria as determined by Management / Sponsors

Children's Services Director Level 3 (2)

- Ensure that submissions for funding to the relevant authorities are made and monies received;
- Ensure that government guidelines on access to centres or services are adhered to;
- Recruitment of staff in consultation with management of a centre
- Day to day accounts and clerical matters;
- Formulate and evaluate annual budgets with relevant authorities;
- Supervise the implementation of educational programs for children in care.
- Meet performance criteria as determined by Management /Sponsors

Children's Services Director Level 3 (3)

- Ensure health safety and welfare of all employees
- Meet performance criteria as determined by Management / Sponsors .
- Responsible for Centre policy

Child Care Support Worker Level 1

A person at this level shall be an untrained worker employed to perform cleaning kitchen work driving, maintenance.

Child Care Support worker Level 1 (1)

- Performs cleaning duties within the Centre or Service
- Kitchen hand duties
- Ensures that substances used are stored and transported safely

Child Care Support workers Level 1 (2)

- Has an understanding of food hygiene standards
- Assists with food preparation
- Kitchen hand duties
- Performs cleaning duties within the Centre or Service
- Driving services when required
- General non specific maintenance

Child Care Support workers Level 1 (3)

- Competent in the safe use of chemical products
- Assists with food preparation
- Kitchen hand duties
- Performs cleaning and disinfecting duties within the Centre or Service
- Driving services when required
- General Maintenance

Child Care Support Workers Level 2

A person at this level shall be an untrained worker employed to perform gardening or clerical duties; or a combination thereof who has successfully completed a relevant training course.

Child Care Support Worker Level 2 (1) to level 2 (3)

Shall progress through the incremental grades within the classification subject to meeting the following criteria;

- Competency at the existing level
- Twelve months experience at that level and in service training as required.
- Employee has demonstrated ability to acquire skills necessary for advancement to the next Grade.
- Meets performance criteria at each Grade; as determined by the Management / Sponsor at annual review.

Child Care Support Worker Level 3

A person at this level shall be an untrained worker employed to perform cooking duties;

Or; a worker employed to perform gardening or clerical duties who has successfully completed a relevant training course or equivalent; or

A worker employed to perform cleaning, driving handy person or kitchen hand duties or a combination thereof who has successfully completed a relevant course;

Or an office assistant in charge;

In-charge shall be a person who accepts responsibility for being charge of other staff.

Child Care Support worker Level 3 (1) to level 3 (3)

Shall progress through the incremental grades within the classification subject to meeting the following criteria ;

- Competency at the existing level
- Twelve months experience at that level and in service training as required.
- Employee has demonstrated the ability to acquire skills necessary for advancement to the next Grade
- Meets performance criteria at each Grade; as determined by the Management / Sponsor at annual review.

Support Worker Level 4

A person at this level shall be a person employed to perform cooking duties who holds cooking trade qualifications; or a worker

employed to perform gardening or clerical duties who has successfully completed a relevant training course or equivalent.

Support Worker Level 4 (1) to Level 4 (3)

Shall progress through the incremental grades within the classification; subject to meeting the following criteria:

- Competency at the existing level
- Twelve months experience at that level and in service training as required.
- Employee has demonstrated the ability to acquire skills necessary for advancement to the next grade.
- meets performance criteria at each grade; as determined by the management / sponsor at annual review.

10. WAGE RATES

[10 varied by [PR920729](#) [PR935086](#) [PR948883](#); [PR959860](#) ppc18Jul05]

Classification	Per week
	\$
CSW Level 1	
Grade 1	519.90
Grade 2	527.50
Grade 3	534.50
CSW Level 2	
Grade 1	531.80

Grade 2	545.90
Grade 3	560.30
CSW Level 3	
Grade 1	569.00
Grade 2	588.40
Grade 3	608.90
CSW Level 4	
Grade 1	619.20
Grade 2	627.40
Grade 3	644.80
CSW Level 4A	
Grade 1	647.90
Grade 2	668.40
Grade 3	688.90

CSW Level 5	
Grade 1	702.40
Grade 2	712.50
Grade 3	722.80
CSW Level 5A	
Assistant Director Level 1 (less than 30 places)	
Grade 1	712.50
Grade 2	722.80
Grade 3	743.10
Assistant Director Level 2 (30 to 49 places)	
Grade 1	722.80
Grade 2	733.00
Grade 3	743.30
Assistant Director Level 3 (50 places and over)	
Grade 1	733.00

Grade 2	743.30
Grade 3	753.50
Director Level 1	
Grade 1	763.80
Grade 2	774.10
Grade 3	792.30
Director Level 2	
Grade 1	813.10
Grade 2	821.30
Grade 3	831.50
Director Level 3	
Grade 1	841.80
Grade 2	852.00
Grade 3	862.30

Child Care Support Worker Level 1	
Grade 1	513.20
Grade 2	516.80
Grade 3	523.80
Child care Support Worker Level 2	
Grade 1	525.30
Grade 2	529.40
Grade 3	535.40
Child care Support Worker Level 3	
Grade 1	578.40
Grade 2	581.50
Grade 3	584.50
Child care Support Worker Level 4	
Grade 1	594.40
Grade 2	599.80
Grade 3	605.40

AP826565

Family Day Care Coordinators and Assistants' Award 2003 (as at 8 December 2008)

Source: http://www.fwc.gov.au/consolidated_awards/ap/ap826565/asframe.html

4. AREA

This award shall have effect throughout the state of Western Australia.

5. PARTIES BOUND

5.1 The award shall apply to the employers named in Schedule A - Respondents, and persons employed by them in the classifications set out in clause 19 - Classification definitions and skill descriptors; and

[5.2 varied by [PR960307](#) ppc 27Jul05]

5.2 Liquor, Hospitality and Miscellaneous Union;

5.3 Provided that this award shall not apply to Coordinators or Assistants who are directly employed by Local Government Authorities.

SCHEDULE A - RESPONDENTS

Approximately 630 Employers in Western Australia

19. CLASSIFICATION DEFINITIONS AND SKILL DESCRIPTORS

19.1 Resource employee (playgroup/toy library)

19.1.1 Definition: An employee at this level shall be an employee who holds a qualification of Associate Diploma Social Science (Child Care) or approved equivalent qualification and/or has experience to enable the employee to plan and facilitate playgroups for Family Based Child Care Givers (FBCG) and children, to support FBCG in the playgroup situation and to provide a variety of

appropriate resources for FBCG.

19.1.2 Skill descriptor: Such an employee:

- is responsible for the quality of his/her own work, subject to direct or routine supervision; and
- works within established routines, methods and procedures, ensuring appropriate feedback to the relevant supervisor.

19.1.3 Responsibilities may include the following:

19.1.3(a) Playgroups:

- program and facilitate Playgroups for FBCG and the children they have enrolled in their care taking account of children's individual needs;
- interact with, provide advice to, and model appropriate experiences for children in the FBCG playgroup environment;
- plan and facilitate play sessions in carers' homes for individual FBCG or small groups; and
- organise outings for children with FBCG.

19.1.3(b) Toy/book/equipment libraries:

- maintain and monitor resource library, and equipment, and perform stock take as required and/or directed;
- oversee FBCG use of library, including library systems; and
- recommend and purchase necessary resources subject to consultation and approval.

19.1.3(c) In service training:

- Assist in the organisation of in-service training for FBCG as required.

19.2 Special needs support employee

19.2.1 Definition: An employee at this level shall hold an Associate Diploma Social Science (Child Care), or an equivalent qualification, and/or have relevant previous experience. Such an employee shall be appointed to assist with special needs

programs.

19.2.2 Skill descriptor: Such an employee:

- provides appropriate feedback to the Scheme Coordinator;
- exercises discretion within the employee's level of skill and training;
- exercises good interpersonal and communication skills;
- has demonstrated knowledge of child development; and
- has a demonstrated knowledge and awareness of the needs of children including those with disabilities.

19.2.3 Responsibilities may include the following:

- assist FBCG to implement programs for children with special needs as appropriate;
- develop and/or implement programs for children's specific needs;
- model child management techniques to FBCG;
- provide hands-on support to FBCG in the care of the child with special needs within the group of children in care;
- liaise with, and provide support to parents as appropriate;
- maintain and update resource materials; and
- liaise with, and provide reports to, referring agencies and/or management as appropriate.

19.3 Support employee

19.3.1 Definition: An employee who provides administrative assistance to the Scheme Coordinator in matters pertaining to assessment of Child Care Assistance and payments, financial record keeping and general office duties and who is appointed to this level.

19.3.2 Skills Descriptor: Such an employee:

- is responsible for the quality of his/her own work subject to limited supervision;
- works within established routines, methods and procedures; and
- demonstrates computer skills.

19.3.3 Responsibilities may include the following:

- maintain records regarding child enrolment, Child Care Assistance percentage and fees payable by parents;
- calculate Child Care Assistance payment to FBCG;
- assist in the preparation of reports; including the creation, maintenance and generation of computer reports;
- liaise with government departments as required;
- answer enquiries from Scheme clients and potential clients as directed by the Scheme Coordinator;
- maintain accurate financial records as directed;
- prepare financial statements as required; and
- use one or more software application package(s) developed to operate and populate a database, spreadsheet/worksheet to achieve a desired result, graph previously prepared spreadsheet information, and use simple menu utilities.

19.4 Assistant Coordinator (field)

19.4.1 Definition: An employee at this level shall possess a qualification in the field of early child care or related field, or shall be able to demonstrate experience and/or skills relevant to the position.

19.4.1(a) Such an employee will demonstrate an ability to work independently with minimal supervision, providing support to children in family day care and support and assist FBCG to provide care within the *Community Services (Child Care) Regulations 1988* and Scheme policies.

19.4.2 Skill descriptor: Such an employee:

- provides guidance and assistance as part of a work team;
- has a demonstrated knowledge of child care and development issues, and community resources;
- has an awareness of the needs of children including those with disabilities;
- works largely independently; and
- demonstrates good interpersonal and communication skills.

19.4.3 Responsibilities may include:

- Visit FBCG on a regular basis as required, and report and maintain appropriate records on children and FBCG;

- monitor standards of care and advise FBCG in the development of an appropriate child care environment in their home;
- support FBCG in appropriate care of children;
- provide information relating to the schemes operations and support to parents as required;
- assist in the referral and placement of children with Scheme FBCG as required;
- assist FBCG to develop and maintain interactive play programs with children and facilitate play sessions in FBCG homes as required;
- assist in the development and planning of programs for children with special needs and/or liaise with other special needs employees;
- assist in the provision of programs such as playgroups, excursions and training sessions as required;
- assist as appropriate in administration/clerical tasks;
- assist as required in recruitment, selection and training of FBCG;
- assist in the supervision of students on practicum placement;
- liaise with agencies as appropriate;
- attend meetings as directed; and
- be able to relieve the Scheme Coordinator as required.

19.5 Scheme Coordinator

19.5.1 Definition: An employee at this level shall possess a qualification in the field of early childhood care, or related field, and shall have responsibility for the operation of a Family Day Care Scheme, and shall be appointed as such.

19.5.2 Skill Descriptor: Such an employee:

- has a broad understanding of child care, community development and welfare issues;
- has a high level of interpersonal communication skills;
- has highly developed management skills; and
- is responsible to the Committee of Management for the administration and supervision of the service on a day to day basis.

19.5.3 A person appointed as a Scheme Coordinator shall be graded as follows:

19.5.3(a) A Director Grade One: A person appointed as such and shall have responsibility for the operation of a Family Day Care Scheme provided that he/she is required to undertake only a basic role in financial management including operating within a

budget.

19.5.3(b) A Director Grade Two: A person who shall have additional responsibilities for the operation of a Family Day Care Scheme in addition to the duties of the Scheme Coordinator Grade One. The duties shall include the following:

19.5.3(b)(i) the responsibility for the administration and supervision of additional complementary programs developed within the service, (an additional complementary program is one which attracts additional funding to the service); and/or

19.5.3(b)(ii) has responsibility for the day to day financial management of the Scheme, which includes being accountable to the Committee of Management for some or all of the following:

- payroll;
- budgets;
- reconciliation;
- journal entries;
- the preparation of accounts for audit;
- purchasing;
- the preparation of financial statements; and
- maintenance of an asset register.

19.5.4 Responsibilities of the Scheme Coordinator may include the following:

- be responsible for the administration and supervision of a family day care scheme;
- develop policy in consultation with the employer;
- promote the aims and policies of the scheme in consultation with the employer;
- budget and manage finances in consultation with the employer;
- responsible for the recruitment, selection, supervision, training and ongoing support of FBCG;
- liaise with the associated organisations, agencies, community groups and government departments;
- advertise and promote the scheme in the community;
- select, supervise, train and appraise staff in consultation with the employer;
- ensure that the service adheres to all relevant regulations and meets all accountability requirements;
- provide parents with information relating to the scheme's operation and assist in making appropriate child care placements;

- provide reports to the employer as required;
- maintain personnel records and be responsible for the application of relevant industrial awards and legislation as required;
- keep FBCG informed on current government policies and decisions and other relevant information which relates specifically to family day care and, generally, children services;
- be conversant with current government policies and decisions and advise on possible outcomes;
- coordinate and provide supervision of students on practicum placements;
- be responsible for the maintenance of the building and grounds as required; and
- prepare reports and submissions to funding bodies in consultation with the employer/management committee.

18. SALARIES

18.1 Resource employee (playgroup/toy library)

[18.1 substituted by PR948606; PR960307 ppc 27Jul05]

	Per week
	\$
Step I	552.00
Step II	571.50
Step III	594.50
Step IV	601.00
Step V	619.00
Step VI	631.40
Step VII	645.60
Step VIII	660.10

18.2 Special needs support employee

[18.2 substituted by PR948606; PR960307 ppc 27Jul05]

	Per week
	\$
Step I	601.00
Step II	619.00
Step III	631.40
Step IV	645.60
Step V	660.10

18.2 Special needs support employee

[18.2 substituted by PR948606; PR960307 ppc 27Jul05]

	Per week
	\$

Step I	601.00
Step II	619.00
Step III	631.40
Step IV	645.60
Step V	660.10

18.4 Assistant Coordinator (field)

[18.4 substituted by PR948606; PR960307 ppc 27Jul05]

	Per week
	\$
Step I	631.40
Step II	653.30
Step III	674.25
Step IV	699.50
Step V	723.80
Step VI	748.15
Step VII	772.45
Step VIII	783.60
Step IX	815.00

18.4 Assistant Coordinator (field)

[18.4 substituted by PR948606; PR960307 ppc 27Jul05]

	Per week
	\$
Step I	631.40
Step II	653.30
Step III	674.25
Step IV	699.50
Step V	723.80
Step VI	748.15
Step VII	772.45
Step VIII	783.60
Step IX	815.00

AP826566

Child Care (Out of School Care - Playleaders) WA Award 2003 (as at 16 March 2006)

Source: Forwarded by the Library & Records Team, Fair Work Commission 26/10/2017

4. PARTIES BOUND

4.1 The award shall apply to the employers named in Schedule A - Respondents, who are licensed to provide Centre based care for school aged children outside the ordinary hours of their school and during the holidays observed by their school throughout Western Australia in the classifications set out in clause 24 - Salaries of this award.

[4.2 varied by PR961992 ppc 08Sep05]

4.2 Liquor, Hospitality and Miscellaneous Union.

SCHEDULE A - RESPONDENTS

Approximately 630 Employers in Western Australia

7. DEFINITIONS

7.7 Term Playleader shall mean an employee providing care for children in school term outside the ordinary hours of government schools.

24.1.1 Playleader

[24.1.1 substituted by PR948615; PR961992 ppc 08Sep05]

	Total wage
	\$

Level one (uncertificated employee)	
Step I	523.60
Step II	533.00
Step III	542.50
Level two (completed stage one)	
Step I	542.50
Step II	552.00
Level three (completed stage two)	
Step I	552.00
Step II	561.50
Level four (completed stage three or equivalent)	
Step I	561.50
Step II	571.00

Level five (completed course or equivalent)	
Step I	582.50
Step II	595.50
Step III	607.25
Step IV	619.00

24.1.2 Supervisor Playleader

[24.1.2 substituted by PR948615; PR961992 ppc 08Sep05]

Level one (uncertificated)	
Step I	600.10
Step II	611.10
Step III	622.80
Level two (completed stage one)	
Step I	622.80
Step II	632.20
Level three (completed stage two)	
Step I	632.20

Step II	643.60
Level four (completed stage three or equivalent)	
Step I	643.60
Step II	655.00
Level five (completed course or equivalent)	
Step I	666.40
Step II	682.00
Step III	696.10
Step IV	704.50

24.1.3 Completed course refers to a Playleader or Supervisor Playleader who has completed the Diploma Children's Services (5-14 years) or equivalent) or, alternatively, has completed course equivalents as referred to in 24.1.6 and 24.1.7.

24.1.4 Level two refers to a Playleader or Supervisor Playleader who has completed semester one of the Diploma Children's Services (5-14 years) or equivalent.

24.1.5 Level three refers to a Playleader or Supervisor Playleader who has completed semester two of the Diploma Children's Services (5-14 years) or equivalent).

24.1.6 Level four except as provided for in 24.1.7, refers to a Playleader or Supervisor Playleader who has completed semester three of the Diploma Children's Services (5-14 years) or equivalent) or has completed the following courses:

24.1.6(a) Associate Diploma of Social Science (Child Care); or

24.1.6(b) Child Care Certificate; or

24.1.6(c) Nursery Nurses Examination Board (NNEB); or

24.1.6(d) Mothercraft Nurse; or

24.1.6(e) a teaching qualification; or

24.1.6(f) a degree in psychology which includes study in the area of child development.

24.1.7 Level five refers to a Playleader or Supervisor Playleader who has completed the Diploma Children's Services (5-14 years) or equivalent) or has completed one of the following courses:

24.1.7(a) Bachelor of Arts (Recreation); or

24.1.7(b) Bachelor of Arts (Children's Studies);

or, alternatively, has the following combination of qualifications and experience:

24.1.7(c) a Playleader or Supervisor Playleader with any of the qualifications specified in 24.1.6 (a –f) herein; and

24.1.7(d) twelve months experience in Out of School Hours Care.

24.2 Except as provided hereunder, in 24.1.6 and 24.1.7, progression from Step to Step for a Playleader and Supervisor Playleader will be contingent upon:

24.2.1 twelve months service at each Step; and

24.2.2 satisfactory performance at each Step.

24.2.3 On completion of each stage of the Diploma in Children's Services (5-14) or equivalent course the rate of pay for a Playleader and Supervisor Playleader shall move to the next highest rate of pay within the relevant Level. For example; a Playleader or Supervisor Playleader at Level one, Step I who completes Stage one of the Playleader's course shall, upon completion of that stage, move immediately to the Level two, Step I rate, whereas a Playleader or Supervisor Playleader at the Level one, Step III rate who completes Stage one of the course shall, upon completion of that stage move to Level two, Step II rate.

24.2.4 For a Playleader or Supervisor Playleader on rates of pay between Level one, Step III and Level five, Step I, the rate of progression shall be dependent on the Stage of the course completed and the period of time since the employee's last increase. Where the employee has already received an increase in the twelve month period prior to his/her anniversary date through completion of a stage of the course then he/she will not receive an annual increment within that Level until such time as twelve months has lapsed since receiving the last increase.

[24.2.5 varied by PR948615; PR961992 ppc 08Sep05]

24.2.5 Except as provided for in 24.1.7, where a Playleader or Supervisor Playleader has not received an increment in the twelve month period prior to his/her anniversary date and there is a remaining increment in that Level then he/she will receive that increment on his/her anniversary date subject to 24.1.

	Total wage
	\$
Coordinator - Level one	
Step I	704.50
Step II	732.60
Step III	755.10
Step IV	783.60
Step V	815.00

Coordinator - Level two

Step I	783.60
Step II	815.00
Step III	840.50
Step IV	855.30

24.2.6 Coordinator Level one with two or three years training or relevant experience enters Step I and exits Step IV.

24.2.7 Coordinator Level one with four years training enters Step II and exits Step IV.

24.2.8 Coordinator Level two with two or three years training or relevant experience enters Step I and exits Step III.

24.2.9 Coordinator Level two with two or three years training or relevant experience enters Step II and exits Step IV.

24.2.10 Training in terms of a Coordinator Level one and Level two shall be considered to be in line with training as specified for Playleader and Supervisor Playleader.

24.2.11 Relevant experience in terms of a Coordinator Level one and Level two shall be considered to be in line with that specified for Playleader and Supervisor Playleader, subject to 24.2.12.

24.2.12 In addition to the grading, level of training and/or experience relevant to determining the appropriate level of pay for a Coordinator Level one and Coordinator Level two in accordance with this clause, an employer may advance a Coordinator Level one or Coordinator Level two beyond the steps or increments provided for taking into account any factor relevant to the exercise of increased skill and responsibility.

24.2.13 Progression from Step to Step for a Coordinator Level one and Coordinator Level two will be contingent upon:

24.2.13(a) twelve months service at each Step; and

24.2.13(b) satisfactory performance at each Step.

AP840806CRA

Children's Services (Australian Capital Territory) Award 2005 (as at 28 February 2006)

Source: Forwarded by the Library & Records Team, Fair Work Commission 26/10/2017

1.5 WHO IS BOUND BY THE AWARD

This award shall be binding upon:

[1.5.1 varied by PR959278 from 24Jun05]

1.5.1 The Liquor, Hospitality and Miscellaneous Union, its officers and its members; and

1.5.1(a) All employers whose names are set out in the Schedules of Respondents hereto in respect of their employees whether members of the union or not.

1.6 WHERE AND WHO DOES THE AWARD COVER

This award shall govern the wages and conditions of employment of all persons engaged in the performance of all work in or in connection with, or incidental to, the industries or industrial pursuits of child care, day nurseries and preschool kindergartens.

SCHEDULE A - RESPONDENTS

Approximately 170 employers in the Australian Capital Territory

CLASSIFICATION STRUCTURE

5.1.1(c) Children's Services Employee Level 1

This is an employee who has no formal qualifications but is able to perform work within the scope of this level. This employee will work under direct supervision in a team environment, and will receive guidance and direction at all times. This employee will receive structures and regular on-the-job training to perform the duties expected at this level. Normally, an employee at this level

shall not be left alone with a group of children.

An employee at this level is being introduced to the working environment and is undertaking the following indicative duties:

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

The employee will progress to Level 2 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.

5.1.1(d) Children's Services Employee Level 2

This is an employee who has completed 12 months in Level 1, or an 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. A Level 2 employee undertakes the following 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;
- responsible for food preparation, cleaning, gardening or general maintenance under the guidance of the Assistant Director/Director; and
- demonstrate knowledge of hygienic handling of food and equipment.

5.1.1(e) Children's Services Employee Level 3

5.1.1(e)(i) This is an employee who has completed AQF Certificate III in Children's Services or an equivalent qualification or alternatively this employee shall 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 undertake the same duties and perform the same tasks as a CSE Level 2 employee, and will undertake the following additional indicative duties:

- assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups;
- responsible for recording 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; and
- work in accordance with food safety regulations.

5.1.1(e)(ii) Subject to this award, an employee at this level is entitled to incremental progression to pay Level 3.3. However:

- 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 on-going performance of their work, must be paid no less than the rate prescribed for pay Level 3.4. Any dispute concerning an employee's entitlement to be paid at pay Level 3.4 may be referred to a Board of Reference appointed under clause 5.1.6(g)(ii). A Board of Reference may require an employee to demonstrate to its satisfaction that the employee utilises skills and knowledge above those prescribed for Level 3 but below those prescribed for Level 4.

5.1.1(f) Children's Services Employee Level 4

This is an employee who has completed a Diploma in Children's Services or equivalent and who, in accordance with licensing requirements, is appointed as the person in charge of a group of children in the age range from birth to 12 years (Team Leader).

An employee appointed at this level will take on the same duties and perform the same tasks as a CSE Level 3 and undertake the following additional 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 of children in care;

- responsible for the direction and general supervision of other employees up to CSE Level 3;
- responsible to the Assistant Director/Director for the supervision of students on placement;
- ensure a safe environment is maintained for both staff and children;
- ensure that records are maintained accurately for each child in their care;
- develop, implement and evaluate daily care routines;
- ensure the centre or service's policies and procedures are adhered to; and
- liaise with families.

5.1.1(g) Children's Services Employee Level 5

This is an employee who has completed an [AQF 5] Diploma in Children's Services or equivalent, and/or is appointed as an Assistant Director of a service, or is appointed as:

- Family Day Care Coordinator;
- School Age Care Coordinator;
- Family Day Care Trainee Supervisor; or
- Playgroup Leader.

An **Assistant Director** appointed at this level will take on the same duties and perform the same tasks as a CSE Level 4 and be responsible for the following additional 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;
- coordinate centre operations including Occupational Health and Safety, program planning, staff training;
- take responsibility 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; and
- generally supervise all employees within the service.

A **Family Day Care Trainee Supervisor** is an employee who has completed a Diploma in Children's Services or equivalent, Workplace Assessor/training qualifications and/or an experienced employee who is undertaking the following indicative duties to

the level of their skills, competence and training:

- provides support and guidance to Family Based Child Care Workers undertaking the AQF Certificate III Traineeship;
- undertakes supervision visits for the purpose of on-the-job workplace assessment;
- organises training assistance such as additional resources, in-service sessions and study groups as required; and
- contributes to the development of the scheme policies.

A **Family Day Care Co-ordinator** is an employee who has completed a Diploma in Children's Services or equivalent and/or an experienced employee who is undertaking the following indicative duties to the level of their skills, competence and training:

- arranges, administers and monitors a number of Family Day Care placements;
- responsible for the direction, training and supervision of a number of Family Based Child Care Workers;
- implements licensing regulations and accreditation requirements for family day care;
- assists in recruiting and approving the registration of Family Based Child Care Workers in accordance with the scheme's policies and license regulations;
- documents, interprets and uses information about children;
- assists Family Based Child Care Workers to develop care routines for children in their charge;
- communicates effectively with Family Based Child Care Workers, children, parents and families;
- applies well-developed theoretical knowledge to the care situations with respect to cultural diversity, gender issues and scheme philosophy;
- responsible for the quality of their own work and the work of others; and
- ensures that records are maintained and up-to-date.

A **School Age Care Coordinator** is an employee who has completed a Diploma in Children's Services or Out of Hours School Care or equivalent and/or is appointed as the School Age Care Coordinator to manage an Out of School Hours Care service with no more than 39 children. The duties of the School Age Care Coordinator are limited to the following:

- develops, plans, implements and evaluates a program of activities under the supervision of the Director and in consultation with other employees and children as appropriate; and
- responsible for the direction and supervision of other employees.

5.1.1(h) Children's Services Employee Level 6

5.1.1(h)(i) Level 6: Director

A **Director** is an employee who holds:

- a relevant Degree; or
- an AQF Advanced Diploma; or
- a Diploma in Children's Services; or
- a Diploma in Out of Hours Care; or
- is a person possessing such experience, or holding such qualifications deemed by the employer to be appropriate to the position;

and/or

- is appointed as the Director of a Service and is responsible for the overall management and administration of the service with the following additional indicative duties:
- supervise the implementation of developmentally appropriate programs for children;
- recruit staff/home-based child carers 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 or proprietors as appropriate;
- provide professional leadership and development to staff; and
- develop and maintain policies and practices for the centre or service.

5.1.1(h)(ii) Director Level 1

A **Director Level 1** is an employee appointed as the Director of:

- a service licensed for up to 39 child care places; or
- a Family Day Care Service of no more than 30 Family Based Child Carers,

and paid at the Level 6.1 to 6.3 salary range.

5.1.1(h)(iii) Director Level 2

A **Director Level 2** is an employee appointed as the Director of:

- a child care centre or service or Out of School Hours Service with between 40 and 59 places; or
- a family day care service with between 31 and 60 Family Based Child Carers,

and paid at the Director Level 6.4 to 6.6 salary range.

5.1.1(h)(iv) Director Level 3

A **Director Level 3** is an employee appointed as the Director of:

- a child care centre or service or Out of School Hours Service with 60 or more places; or
- a number of child care services provided by a single sponsor; or
- a family day care scheme or service with more than 61 Family Based Child Carers,

and paid at the Director Level 6.7 to 6.9 salary range.

SCHEDULE A - WAGE RATES

Classification	Pay level	Relativity to C10	Weekly Rate (\$)
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Children's Services Employee Level 1

on commencement	1.1	83.1%	497.60
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Children's Services Employee Level 2

on commencement	2.1	87.9%	519.90
after 1 year	2.2	92.4%	540.80

Children's Services Employee Level 3

on commencement	3.1	100%	578.20
after 1 year in the industry	3.2	105%	601.40
after 2 years in the industry	3.3	110%	622.70

An employee who has completed a Diploma and who applies the skills and knowledge acquired in the on-going performance of their work	3.4	Note 1	662.05
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Note 1: Pay Level 3.4 is fixed at the mid-point between the Level 3.3 rate and the Level 4.1 rate.

**Relativity
to C5**

Children's Services Employee Level 4

on commencement	4.1	100%	701.40
after 1 year in the industry	4.2	102%	713.20
after 2 years in the industry	4.3	104%	724.90

Children's Services Employee Level 5

on commencement	5.1	106.1%	737.30
after 1 year in the industry	5.2	108.1%	749.10
after 2 years in the industry	5.3	110.1%	760.80

Note: An Assistant Director who holds an Advanced Diploma (AQF 6) must be paid no less than	5.4	Note 2	763.90
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Note 2: Pay Level 5.4 has a 145% relativity to the Pay Level 3.1 [C10] rate and is equivalent to the Metals C3 rate.

Children's Services Employee Level 6

Director Level 1

on commencement	6.1	128.6%	867.70
after 1 year in the industry	6.2	130.6%	879.45
after 2 years in the industry	6.3	132.6%	891.20

Director Level 2

on commencement	6.4	138.7%	927.10
after 1 year in the industry	6.5	140.3%	936.50
after 2 years in the industry	6.6	142.3%	948.30

Director Level 3

on commencement	6.7	144.4%	960.60
after 1 year in the industry	6.8	146.4%	972.40
after 2 years in the industry	6.9	148.4%	984.20

Note 3: A Director or Assistant Director who holds a Graduate Certificate in Child Care Management or equivalent will be paid an all-purposes allowance, calculated at 5 % of the weekly rate for Assistant Director (Pay Level 5.3), ie. \$38.00

AP840807CRV

Children's Services (Victoria) Award 2005 (as at 15 February 2006)

Source: Forwarded by the Library & Records Team, Fair Work Commission 26/10/2017

8. PARTIES BOUND

This award shall be binding upon:

[8.1 varied by PR959281 from 24Jun05]

8.1 The Liquor, Hospitality and Miscellaneous Workers Union, its officers and its members; and

8.2 All employers whose names are set out in the Schedules of Respondents hereto in respect of their employees whether members of the union or not.

SCHEDULE A - RESPONDENTS

Approximately 1250 employers in Victoria

CLASSIFICATION STRUCTURE

15.1 Definitions

15.1.1 Children's Services Employee Level 1

This is an employee who has no formal qualifications but is able to perform work within the scope of this level. This employee will work under direct supervision in a team environment, and will receive guidance and direction at all times. This 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.

An employee at this level is being introduced to the working environment and is undertaking the following indicative duties:

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

A Level 1 employee shall 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.

15.1.2 Children's Services Employee Level 2

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. A Level 2 employee undertakes the following 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;
- responsible for food preparation, cleaning, gardening or general maintenance under the guidance of the Assistant Director/Director; and
- demonstrate knowledge of hygienic handling of food and equipment.

15.1.3 Children's Services Employee Level 3

15.1.3(a) This is an employee who has completed AQF Certificate III in Children's Services or an equivalent qualification or, alternatively, this employee shall 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 undertake the same duties and perform the same tasks as a CSE Level 2 employee, and will undertake the following additional indicative duties:

- assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups;
- responsible for recording 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; and
- work in accordance with food safety regulations.

15.1.3(b) Subject to this award, an employee at this level is entitled to incremental progression to pay Level 3.3. However:

- 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 on-going performance of their work, must be paid no less than the rate prescribed for pay Level 3.4. Any dispute concerning an employee's entitlement to be paid at pay Level 3.4 may be referred to a Board of Reference appointed under clause 16.5.7 (b). A Board of Reference may require an employee to demonstrate to its satisfaction that the employee utilises skills and knowledge above those prescribed for Level 3 but below those prescribed for Level 4.

15.1.4 Children's Services Employee Level 4

This is an employee who has completed a Diploma in Children's Services or equivalent 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.

An employee appointed at this level will take on the same duties and perform the same tasks as a CSE Level 3 and undertake the following additional 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 of children in care;
- responsible for the direction and general supervision of other employees up to CSE Level 3;
- responsible to the Assistant Director/Director for the supervision of students on placement;
- ensure a safe environment is maintained for both staff and children;
- ensure that records are maintained accurately for each child in their care;
- develop, implement and evaluate daily care routines;
- ensure the centre or service's policies and procedures are adhered to; and
- liaise with families.

15.1.5 Children's Services Employee Level 5

This is an employee who has completed an [AQF 5] Diploma in Children's Services or equivalent and is appointed as either an Assistant Director of a service, or a Children's Services Coordinator.

An **Assistant Director** will take on the same duties and perform the same tasks as a CSE Level 4 and be responsible for the following additional 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;
- coordinate centre or service operations including Occupational Health and Safety, program planning, staff training;
- take responsibility 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 QIAS issues; and

- generally supervise all employees within the service.

A **Children's Services Coordinator** undertakes additional responsibilities including coordinating the activities of more than one group, supervising staff, trainees and students on placement, and assisting in administrative functions.

15.1.6 Children's Services Employee Level 6 - Director

A **Director** is an employee who holds:

- a relevant Degree; or
- an AQF Advanced Diploma; or
- a Diploma in Children's Services; or
- a Diploma in Out of Hours Care, or
- is a person possessing such experience, or holding such qualifications deemed by the employer to be appropriate to the position;

and

- is appointed as the Director of a Service and is responsible for the overall management and administration of the service with the following additional indicative duties:
 - 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 or proprietors as appropriate;
 - provide professional leadership and development to staff; and
 - develop and maintain policies and practices for the centre or service.

15.1.6(a) Director Level 1

A **Director Level 1** is an employee appointed as the Director of a service licensed for up to 39 children and is paid at the Level 6.1 to 6.3 salary range.

15.1.6(b) Director Level 2

A **Director Level 2** is an employee appointed as the Director of a service licensed for between 40 and 59 children and is paid at the Director Level 6.4 to 6.6 salary range.

15.1.6(c) Director Level 3

A **Director Level 3** is an employee appointed as the Director of a service licensed for 60 or more children and is paid at the Level 6.7 to 6.9 salary range.

15.2 Preparation Time

A qualified full-time employee at Level 4 or above who is appointed by the employer to be responsible for the planning and implementation of the planned programme for the children in the Centre shall be entitled to two hours per week preparation time. Such time shall be taken at a time agreed by the employer and shall be free from other duties.

15.3 Examination leave

Employees shall be granted leave with full pay in order to travel to an attend child care examinations relevant to this clause and approved by the education institution. Provided that when an afternoon examination is scheduled an employee shall be allowed the morning for the examination study if so required by the employee.

APPENDIX A - NEW WAGES AND CLASSIFICATION STRUCTURE, CHILDREN'S SERVICES (VICTORIA) AWARD 2005 - 1 JULY 2005

[Appx A inserted by PR959281 ppc 24Jun05; corrected by PR960275 ppc 24Jun05]

Current Award Level	Current rate	Rate 2005 \$17 SNA	New level	Total New end rate	Total Increase	Rate at 1/7/05	Rate at 1/1/06	Rate at 1/7/06
1(a) [Unqualified]	474.60	491.60	1.1 [1 st year]	497.60	6.00	497.60	497.60	497.60
1(b)	490.00	507.00	2.1	519.90	12.90	519.90	519.90	519.90
1(c)	495.10	512.10	2.2	540.80	28.70	532.10	540.80	540.80
2(a)	496.70	513.70	2.1	519.90	6.20	519.90	519.90	519.90
2(b)	506.90	523.90	2.2	540.80	16.90	540.80	540.80	540.80
2(c)	517.20	534.20	2.2	540.80	6.60	540.80	540.80	540.80
2(a) [Certificate III]	496.70	513.70	3.1 [Certificate III]	578.20	64.50	533.70	553.70	573.80
2(b)	506.90	523.90	3.2	601.20	77.30	543.90	563.90	583.90
2(c)	517.20	534.20	3.3	622.70	88.50	554.20	574.20	594.20
2(a) [Diploma]	496.70	513.90	3.4 [Diploma]	662.05	148.35	533.70	553.70	573.70

2(b)	506.90	523.90	3.4	662.05	138.15	543.90	563.90	583.90	662.05
2(c)	517.20	534.20	3.4	662.05	127.85	554.20	574.20	594.20	662.05
3.1(A) [Reg 56 qual]	556.40	573.40	4.1 [Reg 56 Qual I/C Group]	701.40	128.00	593.40	613.40	633.40	701.40
3.2(A)	565.70	582.70	4.2	713.20	130.50	602.70	622.70	642.70	713.20
3.3(A)	573.00	590.00	4.3	724.90	134.90	610.00	630.00	650.00	724.90
3.4(A)	580.30	597.30	4.3	724.90	127.60	617.30	637.30	657.30	724.90
3.4(B) (A) [Diploma]	580.30	597.30	4.1 [Diploma I/C Group]	701.40	104.10	617.30	637.30	657.30	701.40
3.5(B) (A)	587.50	604.50	4.2	713.20	108.70	624.50	644.50	664.50	713.20
3.6(B) (A)	591.20	608.20	4.3	724.90	116.70	628.20	648.20	668.20	724.90
3.7(B)	602.20	619.20	4.3	724.90	105.70	639.20	659.20	679.20	724.90
3.8(B)	610.40	627.40	4.3	724.90	97.50	647.40	667.40	687.40	724.90
3.9(B)	620.10	637.10	4.3	724.90	87.80	657.10	677.10	697.10	724.90
3.6(C) [Adv Diploma 3yr Qualification]	591.20	608.20	5.4 [Asst Dir 3yr Qual]	763.90	155.70	628.20	648.20	668.20	763.90
3.7(C)	602.20	619.20	5.4	763.90	144.70	639.20	659.20	679.20	763.90
3.8(C)	610.40	627.40	5.4	763.90	136.50	647.40	667.40	687.40	763.90

N/A					+ \$38.00 GCM*					
DIR 3.1 45+	809.90	826.70	6.7 (60 or more places)		960.60	133.70	846.90	866.90	886.90	960.60
DIR 3.2	826.60	843.70	6.8		972.40	128.80	863.60	883.60	903.60	972.40
DIR 3.3	826.60	843.70	6.9		984.20	140.60	863.60	883.60	903.60	984.20
N/A					+ \$38.00 GCM*					

NOTE: New Rates to be phased-in commencing 1 July 2005:

1 July 2005 – up to \$20.00 per week

1 January 2006 – up to a further \$20.00 per week

1 July 2006 – up to a further \$20.00 per week

1 January 2007 – the full balance of any increase to achieve the total rate

** GCM – Graduate Certificate of Management*

AP845542CRN

Children's Services (Northern Territory) Award 2005 (as at 24 May 2007)

Source: Forwarded by the Library & Records Team, Fair Work Commission 26/10/2017

4. INDUSTRY AND SCOPE OF AWARD

4.1 This award shall govern the wages and conditions of employment of all persons, whether permanent or casual, employed in the performance of all work in or in connection with, or incidental to, the industries or industrial pursuits of Child Care, Day Nursery and Pre School Kindergartens other than persons employed as clerks. This shall include employees in family day care schemes.

4.2 Provided further that this award shall not apply to employees who are in holy orders or who are members of a recognised religious teaching order.

7. PARTIES BOUND

[7 substituted by PR959883 ppc 07Jul05]

This award is binding on the employers referred to in Appendix A - Schedule of respondents, in respect of all employees, whether members or not of the Liquor, Hospitality and Miscellaneous Union and the Australian Nursing Federation.

SCHEDULE A - SCHEDULE OF RESPONDENTS

Alice Springs Aboriginal Child Care Agency, 9 Park Crescent, ALICE SPRINGS N.T. 5750.
Alice Springs Child Care Centre Inc., 53 Bath Street, ALICE SPRINGS N.T. 5750
Alice Springs Family Day Care Inc., 21 Hartley Street, ALICE SPRINGS N.T. 5750
Alyangula Child Minding Centre, 45 Aywarra Crescent, ALYANGULA N.T. 5798
Baptist Church Day Nursery, 11 Hudson Fysh Avenue, DARWIN N.T. 5790
Casuarina Family Centre Inc., Bradshaw Terrace, CASUARINA N.T. 5792
City Child Minding Centre, 39 Smith Street, DARWIN, N.T. 5790
Darwin After School Care, 61 Moil Crescent, MOIL N.T. 5792
Darwin Family Day Care Inc., P.O. Box 2260, DARWIN N.T. 5794

Darwin Family Centres Inc., 53 Ross Smith Avenue, DARWIN, N.T. 5792
Humpty Doo Community and Child Care Centre Inc., Challoner Circuit, Humpty Doo, NOONAMAH N.T. 5791
Jabiru Child Care Centre, Town Plaza, JABIRU N.T. 5796
Jingili Child Care Centre, 14 Winton Road, JINGILI N.T. 5792
Katherine Family Centre & Creche, O'Shea Terrace, KATHERINE N.T. 5780
Kiddie Kare, Asia Street, NHULUNBUY N.T. 5797
La Casita Child Care, 1 Baroalba Street, LEANYAER N.T. 5793
Little Lions Nursery, 32 Sabine Road, MILLNER N.T. 5792
Marrara Family Centre Inc., McMillans Road, MARRARA N.T. 5793
Nanou's Centre, 78 Borella Circuit JINGILI N.T. 5792
Nightcliff Family Centre, 26 Oleander Drive, NIGHTCLIFF N.T. 5792
Noah's Ark Child Care Centre, 11 Tietkins Avenue, ALICE SPRINGS N.T. 5750
Palmerston Parent's Association Inc., 36 Charles Street, STUART PARK N.T. 5790
Parap Family Centre Inc., 2 Charlotte Street, DARWIN N.T. 5790
Raintree Nursery and Child Care Centre, 12 Schultze Street, LARRAKEYAH N.T. 5790
Sommerville Community Services, 31 Cummins Street, DARWIN N.T. 5790
Sommerville Community Services, Victoria Drive, GRAY N.T. 5787
Tennant Creek Community Creche, Schmidt Street, TENNANT CREEK N.T. 5760
Three Year Old Kindy, Aralia Street, NIGHTCLIFF N.T. 5792
Wanguri Family Centre, Inc., Tracy Village, WANGURI N.T. 5792
Westlane Creche, 18 West Lane, DARWIN N.T. 5790
Y.W.C.A. Child Care Centre, 119 Mitchell Street, DARWIN N.T. 5790

PART 5 - WAGES AND RELATED MATTERS

17. CLASSIFICATION STRUCTURE

[17 substituted by [PR966522](#) ppc 15Dec05]

In this clause:

- **the Act** means the *Northern Territory of Australia Community Welfare Act (1983)*, as amended from time to time) and related regulations and licensing conditions and/or Standards.

- **Out of School Hours Care Service** means a program providing child care and recreation before and/or after school hours and/or during school vacation periods.

17.1 Children's Services Employee Level 1

17.1.1 This is an employee who has no formal qualifications but is able to perform work within the scope of this level. This employee will work under direct supervision in a team environment, and will receive guidance and direction at all times. This 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.

17.1.2 An employee at this level is being introduced to the working environment and is undertaking the following indicative duties:

- Learning and implementing the policies, procedures and routines of the service.
- Learning how to establish relationships and interacting with the 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, or gardening.

17.1.3 A Level 1 employee shall 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.

17.2 Children's Services Employee Level 2

17.2.1 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.

17.2.2 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. A Level 2 employee undertakes the following 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
- Responsible for food preparation, cleaning, gardening or general maintenance under the guidance of the Assistant Director/Director.
- Demonstrate knowledge of hygienic handling of food and equipment.

17.3 Children's Services Employee Level 3

17.3.1 This is an employee who has completed AQF Certificate III in Children's Services or an equivalent qualification or alternatively this employee shall 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 undertake the same duties and perform the same tasks as a CSE Level 2 employee, and will undertake the following additional indicative duties:

- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups;
- Responsible for recording 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

17.3.2 Subject to this Award, an employee at this Level is entitled to incremental progression to pay level 3.3. However:

- an employee at this level who has completed an AQF Diploma in Children's Services or equivalent, and who applies skills and knowledge acquired beyond the competencies required for AQF Certificate III in the on-going performance of their work, must be paid no less than the rate prescribed for pay Level 3.4. Any dispute concerning an employee's entitlement to be paid at pay Level 3.4 may be referred to a Board of Reference appointed under clause 18.4.7. A Board of Reference may require an employee to demonstrate to its satisfaction that the employee utilises skills and knowledge above those prescribed for Level 3 but below those prescribed for Level 4.

17.3.3 An employee at this level who holds a relevant AQF Certificate IV in Children's Services or equivalent and who exercises skills and competencies beyond those required for AQF Certificate III in the ongoing performance of their work must be paid no

less than the rate prescribed for pay Level 3.5.

17.4 Children's Services Employee Level 4

17.4.1 This is an employee who has completed a Diploma in Children's Services or equivalent 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 (Team Leader).

17.4.2 An employee appointed at this level will take on the same duties and perform the same tasks as a CSE Level 3 and undertake the following additional 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 of children in care.
- Responsible for the direction and general supervision of other employees up to CSE Level 3.
- Responsible to the Assistant Director/Director for the supervision of students on placement.
- Ensure a safe environment is maintained for both staff and children.
- Ensure that records are maintained accurately for each child in their care.
- Develop, implement and evaluate daily care routines.
- Ensure the centre or service's policies and procedures are adhered to.
- Liaise with families.

17.5 Children's Services Employee Level 5

17.5.1 This is an employee who has completed an [AQF 5] Diploma in Children's Services or equivalent, and/or is appointed as an Assistant Director of a service, or is appointed as:

- Family Day Care Coordinator;
- School Age Care Coordinator;
- Family Day Care Trainee Supervisor; or
- Playgroup Leader.

17.5.2 An **Assistant Director** appointed at this level will take on the same duties and perform the same tasks as a CSE Level 4

and be responsible for the following additional 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;
- coordinate centre operations including Occupational Health and Safety, program planning, staff training;
- take responsibility 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; and
- generally supervise all employees within the service.

17.5.3 A Family Day Care Trainee Supervisor is an employee who has completed a Diploma in Children's Services or equivalent, Workplace Assessor/training qualifications and/or an experienced employee who is undertaking the following indicative duties to the level of their skills, competence and training:

- provides support and guidance to Family Based Child Care Workers undertaking the AQF Certificate III Traineeship;
- undertakes supervision visits for the purpose of on-the-job workplace assessment;
- organises training assistance such as additional resources, in-service sessions and study groups as required; and
- contributes to the development of the scheme policies.

17.5.4 A Family Day Care Co-ordinator is an employee who has completed a Diploma in Children's Services or equivalent and/or an experienced employee who is undertaking the following indicative duties to the level of their skills, competence and training:

- arranges, administers and monitors a number of Family Day Care placements;
- responsible for the direction, training and supervision of a number of Family Based Child Care Workers;
- implements licensing regulations and accreditation requirements for family day care;
- assists in recruiting and approving the registration of Family Based Child Care Workers in accordance with the scheme's policies and license regulations;
- documents, interprets and uses information about children;
- assists Family Based Child Care Workers to develop care routines for children in their charge;
- communicates effectively with Family Based Child Care Workers, children, parents and families;
- applies well-developed theoretical knowledge to the care situations with respect to cultural diversity, gender issues and scheme philosophy;

- responsible for the quality of their own work and the work of others; and
- ensures that records are maintained and up-to-date.

17.5.5 A School Age Care Coordinator is an employee who has completed a Diploma in Children's Services or Out of Hours School Care or equivalent and/or is appointed as the School Age Care Coordinator to manage an Out of School Hours Care service with no more than 39 children. The duties of the School Age Care Coordinator are limited to the following:

- develops, plans, implements and evaluates a program of activities under the supervision of the Director and in consultation with other employees and children as appropriate; and
- responsible for the direction and supervision of other employees

17.5.6 A Children's Services Coordinator undertakes additional responsibilities including coordinating the activities or more than one group, supervising staff, trainees and students on placement, and assisting in administrative functions.

17.5.7 Qualification Allowance: An Assistant Director who holds a graduate qualification in management or other relevant qualification is entitled to an all purpose allowance equivalent to 5 per cent of the rate of pay for specified for Level 5.3 (see Note 3 after sub-paragraph 18.1.6(c)).

17.6 Children's Services Employee Level 6 - Director

17.6.1 A Director is an employee who holds:

- a relevant Degree, or
- an AQF Advanced Diploma, or
- a Diploma in Children's Services, or
- a Diploma in Out of Hours Care, or
- is a person possessing such experience, or holding such qualifications deemed by the employer to be appropriate to the position,

and is appointed as the Director of a Service and is responsible for the overall management and administration of the service with the following additional indicative duties:

- 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 or proprietors as appropriate
- provide professional leadership and development to staff
- develop and maintain policies and practices for the centre or service.

17.6.2 Director Level 1

A **Director Level 1** is an employee appointed as the Director of:

- a service licensed for up to 39 child care places; or
- a Family Day Care Service of no more than 30 Family Based Child Carers,

and paid at the Level 6.1 to 6.3 salary range.

17.6.3 Director Level 2

A **Director Level 2** is an employee appointed as the Director of:

- a child care centre or service or Out of School Hours Service with between 40 and 59 places; or
- a family day care service with between 31 and 60 Family Based Child Carers,

and paid at the Director Level 6.4 to 6.6 salary range.

17.6.4 Director Level 3

A **Director Level 3** is an employee appointed as the Director of:

- a child care centre or service or Out of School Hours Service with 60 or more places; or
- a number of child care services provided by a single sponsor; or
- a family day care scheme or service with more than 61 Family Based Child Carers,

and paid at the Director Level 6.7 to 6.9 salary range.

18. WAGE RATES

[18.1 varied by [PR935258](#) [PR934571](#) [PR948179](#) [PR959883](#); varied by [PR935258](#); substituted by [PR966522](#) ppc 15Dec05]

18.1 Adult employees

[18.1 varied by [PR970085](#) ppc 15Jan06]

Subject to clause 18.5 of this Award and to Schedules D and E, an adult employee shall be paid according to the classification in which that employee is employed under this award, not less than the following weekly wage:

Classification	Pay level	Relativity to C10	Weekly rate \$
18.1.1 Children's Services Employee Level 1 on commencement	1.1	83.1%	497.60
18.1.2 Children's Services Employee Level 2 on commencement	2.1	87.9%	519.90
after 1 year	2.2	92.4%	540.80

18.1.3	Children's Services Employee Level 3			
	on commencement	3.1	100%	578.20
	after 1 year in the industry	3.2	105%	601.40
	after 2 years in the industry	3.3	110%	622.70
		3.4	Note 1	662.05
		3.5	115%	640.80

Note 1: Pay Level 3.4 is fixed at the mid-point between the Level 3.3 rate and the Level 4.1 rate.

Classification	Pay level	Relativity to C5	Weekly rate \$	
18.1.4	Children's Services Employee Level 4			
	on commencement	4.1	100%	701.40
	after 1 year in the industry	4.2	102%	713.20
	after 2 years in the industry	4.3	104%	724.90
18.1.5	Children's Services Employee Level 5			
	on commencement	5.1	106.1%	737.30
	after 1 year in the industry	5.2	108.1%	749.10
	after 2 years in the industry	5.3	110.1%	760.80

Note: An Assistant Director who has completed an Advanced Diploma (AQF 6) must be paid no less than

5.4 Note 2 763.90

Note 2: Pay Level 5.4 has a 145% relativity to the Pay Level 3.1 [C10] rate.

18.1.6 Children's Services Employee Level 6

18.1.6(a) Director Level 1

on commencement	6.1	128.6%	867.70
after 1 year in the industry	6.2	130.6%	879.45
after 2 years in the industry	6.3	132.6%	891.20

18.1.6(b) Director Level 2

on commencement	6.4	138.7%	927.10
after 1 year in the industry	6.5	140.3%	936.50
after 2 years in the industry	6.6	142.3%	948.30

18.1.6(c) Director Level 3

on commencement	6.7	144.4%	960.60
after 1 year in the industry	6.8	146.4%	972.40
after 2 years in the industry	6.9	148.4%	984.20

Note 3: A Director or Assistant Director who holds a Graduate 38.00

Certificate in Child Care Management or equivalent will be paid an all-purposes allowance, calculated at 5 per cent of the weekly rate for Pay Level 5.3, i.e

AP846963

Child Care (Long Day Care) WA Award 2005 (as at 17 March 2006)

Source: Forwarded by the Library & Records Team, Fair Work Commission 26/10/2017

4. PARTIES BOUND

[4 substituted by PR969192 ppc 09Feb06 (except as detailed in clause 4.3)]

4.1 This award shall apply to:

4.1.1 the employers named in Schedule B—Respondents, who are licensed to provide long day care and occasional care (including those occasional care services not licensed) in nurseries, child care or day care facilities and persons employed by them to work in the provision of such long day care in the classifications set out in clause 18—Wages; and

4.1.2 the Liquor, Hospitality and Miscellaneous Union.

4.2 This award shall not apply to Directors/Administrators who are directly employed by local government authorities.

4.3 The variations to this award made on 6 March 2006 in AW826564 PR969192 do not apply to employers identified as members of the Australian Child Care Association (ACCA) and contained in a confidential document attached to the file in matter C2005/1249.

SCHEDULE B - RESPONDENTS

Approximately 630 employers in Western Australia

SCHEDULE A - CLASSIFICATION DEFINITIONS AND SKILL DESCRIPTORS

All employees shall be classified by the employer into one of the levels contained in this clause in accordance with the employee's skills, responsibilities, qualifications and duties. Where an employee believes they have been wrongly classified the matter shall be dealt with in accordance with the dispute settling procedure set out in clause 25 (or clause 18.6.7 as appropriate).

1. CHILDREN'S SERVICES EMPLOYEE LEVEL 1**1.1 Grade one****1.1.1 Definition**

An untrained ancillary employee employed to clean or work as a kitchen hand.

1.1.2 Skill descriptors

Such an employee:

- Is responsible for the quality of the employee's own work subject to direct supervision;
- Works under direct supervision either individually or in a team environment; and
- Exercises discretion within the level of the employee's skills in the performance of tasks.

1.2 Grade two**1.2.1 Definition**

An untrained ancillary employee who is employed to undertake cooking or gardening duties.

1.2.2 Skill descriptors

Such an employee:

- Works under routine supervision either individually or in a team environment;
- Is responsible for assuring the quality of the employee's own work subject to routine supervision;
- Is required to exercise discretion during the course of his/her own work.
-

2. CHILDREN'S SERVICES EMPLOYEE LEVEL 2

2.1 This is an employee working under routine supervision, engaged to assist in the supervision and care of children and generally to assist in the functioning of the centre.

2.2 This is also an employee who is appointed as an **E Worker** that does not meet the requirements of 3.1.1 and 3.1.2.

2.3 Responsibilities of an employee at this level may include the following:

- Maintain a clean, hygienic environment;
- Maintain and attend to personal hygiene of children;
- Maintain and attend to own personal hygiene;
- Attend to nutritional needs of children;
- Respond to child's apparent ill-health;
- Respond to accident, emergency or threat;
- Implement routines which enhance well being;
- Interact positively and appropriately with children;
- Participate in the planning and preparation of programmes;
- Assist to prepare an environment based on programme requirements;
- Assist in the implementation of programmes;
- Contribute to team approach;
- Seek to further professional development;
- Liaise effectively with parents;
- Uphold the Centre's philosophy;
- Participate in appropriate administrative processes;
- Contribute to maintenance and care of buildings and equipment; and

- Implement Centre policies and procedures.

2.4 Additional duties of an employee at this level with more than 2 years experience in the industry may include the following:

- Assist in the facilitation of programmes suited to the needs of individual children and groups;
- Provide input to trained staff by observations of individual children and groups;
- Work under direction with individual children with special needs.

2.5 An **E Worker** at this level will take on the same duties and perform the same tasks as a CSE Level 2 and:

- Is able to display various methods and techniques of child management;
- Is able to direct other staff members when exercising responsibility in their allocated area;
- Possesses observational skills in excess of CSE;
- Participates in a team approach to the delivery of care.

2.6 Subject to this Award, an employee at this Level is entitled to incremental progression to pay level 2.3. However, an employee at this level who is an **E Worker** must be paid no less than the rate prescribed for pay Level 2.5, and may progress to level 2.6.

3. CHILDREN'S SERVICES EMPLOYEE LEVEL 3

3.1 This is an employee who:

3.1.1 has completed AQF Certificate III in Children's Services or an equivalent qualification; or

3.1.2 possesses, in the opinion of the employer, sufficient knowledge or experience to perform the duties at this level.

3.2 This is also an employee who is appointed as an **E Worker** that meets the requirements of 3.1.1 and 3.1.2.

3.3 An employee appointed at this level will undertake the same duties and perform the same tasks as a CSE Level 2 employee, and will undertake the following additional indicative duties:

- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or

groups;

- Responsible for recording 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; and
- Work in accordance with food safety regulations.

3.4 An E Worker will take on the same duties and perform the same tasks as a CSE Level 3 and:

- Is able to display various methods and techniques of child management;
- Is able to direct other staff members when exercising responsibility in their allocated area;
- Possesses observational skills in excess of CSE;
- Participates in a team approach to the delivery of care.

3.5 Subject to this Award, an employee at this Level is entitled to incremental progression to pay level 3.3. However:

- An employee at this level who holds a relevant AQF Certificate IV or equivalent and who exercises skills and competencies beyond those required for AQF Certificate III in the ongoing performance of their work must be paid no less than the rate prescribed for pay Level 3.4;
- An employee at this level who has completed an AQF Diploma in Children's Services or equivalent, and who applies skills and knowledge acquired beyond the competencies required for AQF Certificate III in the on-going performance of their work, must be paid no less than the rate prescribed for pay Level 3.5;
- An employee at this level who is an **E Worker** must be paid no less than the rate prescribed for pay Level 3.5; and
- Any dispute concerning an employee's entitlement to be paid at pay Level 3.5 may be referred to a Board of Reference appointed under clause 18.6.7(b). A Board of Reference may require an employee to demonstrate to its satisfaction that the employee utilises skills and knowledge above those prescribed for Level 3 but below those prescribed for Level 4.

4. CHILDREN'S SERVICES EMPLOYEE LEVEL 4

4.1 This is an employee who has completed a Diploma in Children's Services or equivalent 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 6 years. It shall also include persons employed as supplementary service grants (SUPS) employees and persons who do not hold approved qualifications but who have

obtained an exemption from the Child Care Licensing Unit to work at this level and who are so appointed.

4.2 An employee appointed at this level will take on the same duties and perform the same tasks as a CSE Level 3 and undertake the following additional 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 of children in care;
- Responsible for the direction and general supervision of other employees up to CSE Level 3;
- Responsible to the Assistant Director/Director for the supervision of students on placement;
- Ensure a safe environment is maintained for both staff and children;
- Ensure that records are maintained accurately for each child in their care;
- Develop, implement and evaluate daily care routines;
- Ensure the centre or service's policies and procedures are adhered to; and
- Liaise with families.

5. CHILDREN'S SERVICES EMPLOYEE LEVEL 5

5.1 This is an employee who has completed an [AQF 5] Diploma in Children's Services or equivalent, and/or is appointed as either an Assistant Director of a service, or a Children's Services Coordinator:

5.2 An **Assistant Director** appointed at this level will take on the same duties and perform the same tasks as a CSE Level 4 and be responsible for the following additional 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;
- coordinate centre operations including Occupational Health and Safety, program planning, staff training;
- take responsibility 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; and
- generally supervise all employees within the service.

5.3 A **Children's Services Coordinator** undertakes additional responsibilities including coordinating the activities of more than

one group, supervising staff, trainees and students on placement, and assisting in administrative functions.

5.4 An Assistant Director who holds an Advanced Diploma (AQF 6) must be paid no less than CSE Level 5.4. Pay Level 5.4 has a relativity of 145% to the Pay level 3.1 [C10] rate.

5.5 Qualification Allowance: An Assistant Director who holds a graduate qualification in child care management or other relevant qualification is entitled to an all purpose allowance equivalent to 5 per cent of the rate of pay for specified for Level 5.3 (see Note 3 after sub-paragraph 18.1.6).

6. CHILDREN'S SERVICES EMPLOYEE LEVEL 6 - DIRECTOR

6.1 A Director is an employee:

6.1.1 who holds:

- a relevant Degree, or
- an AQF Advanced Diploma, or
- a Diploma in Children's Services, or
- a Diploma in Out of Hours Care, or
- is a person possessing such experience, or holding such qualifications deemed by the employer to be appropriate to the position, and

6.1.2 is appointed as the Director of a Service and is responsible for the overall management and administration of the service with the following additional indicative duties:

- 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 or proprietors as appropriate;
- provide professional leadership and development to staff;
- develop and maintain policies and practices for the centre or service, or

6.1.3 is appointed to act as the Supervising Officer pursuant to the Community Services (Child Care) Regulations 1988 as amended.

6.2 Director Level 1

A **Director Level 1** is an employee appointed as the Director of a service licensed for up to 39 children and paid at the Level 6.1 to 6.3 salary range.

6.3 Director Level 2

A **Director Level 2** is an employee appointed as the Director of a service licensed for between 40 and 59 children and is paid at the Level 6.4 to 6.6 salary range.

6.4 Director Level 3

A **Director Level 3** is an employee appointed as the Director of a service licensed for 60 or more children and paid at the Level 6.7 to 6.9 salary range

6.5 Qualification Allowance: A Director who holds a graduate qualification in management or other relevant qualification is entitled to an all purpose allowance equivalent to 5 per cent of the rate of pay for specified for Level 5.3 (see Note 3 after subparagraph 18.1.6).

7. PRE-SCHOOL TEACHERS

7.1 Definition

7.1.1 Three year trained teacher holding a Diploma of Teaching, or equivalent, or a teacher holding a University degree (other than

a Bachelor of Education) and paid at the Pre-School Teacher Level 7.1 to 7.7 range.

7.1.2 Teacher holding: University degree and Diploma of Education, or University degree and Teacher's certificate, or a Bachelor of Education Degree and paid at the Pre-School Teacher Level 7.3 to 7.11 range.

7.1.3 Teacher holding the qualifications outlined in 7.1.2 plus a second degree or higher degree such as a graduate diploma or a degree at honours level and paid at the Pre-School Teacher Level 7.4 to 7.11 range.

18. WAGES

[18 varied by PR948595 PR961991 PR967855; substituted by PR969192 ppc 09Feb06 (except as detailed in clause 4.3); varied by PR979253 ppc 01Oct07]

18.1 The total minimum weekly rate of wages payable to persons employed pursuant to this award shall be as follows:

Classification	Pay level	Relativity to C10	Per week \$
18.1.1 Children Services Employee Level 1			
18.1.1(a) Grade One			
Cleaner	1.1	90.6%	523.60
Kitchen Hand	1.2	91.7%	530.30
18.1.1(b) Grade Two (Cook/Gardener)			

On commencement	1.3	92.5%	534.50
After 1 year in the industry	1.4	93.9%	542.80

18.1.2 Children Services Employee Level 2

On commencement	2.1	90.6%	523.60
After 1 year in the industry	2.2	92.2%	533.00
After 2 years in the industry	2.3	93.9%	542.50
After 3 years in the industry	2.4	95.5%	552.00

18.1.2(a) E Worker

On commencement	2.5	98.3%	568.20
After 1 year in the industry	2.6	99.6%	576.20

18.1.3 Children Services Employee Level 3

On commencement	3.1	100.0%	578.20
After 1 year in the industry	3.2	105.0%	601.20
After 2 years in the industry	3.3	110.0%	622.70

CSE Level 3 holding AQF Certificate IV	3.4	115.0%	640.80
CSE Level 3 holding AQF Diploma in Children's Services	3.5	Note 1	662.05

Note 1: Pay Level 3.5 is fixed at the mid-point between the Level 3.3 rate and the Level 4.1 rate.

Classification	Pay level	Relativity to C5	Per week \$
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18.1.4 Children Services Employee Level 4

On commencement	4.1	100.0%	701.40
After 1 year in the industry	4.2	102.0%	713.20
After 2 years in the industry	4.3	104.0%	724.90

18.1.4(a) Qualified Occasional Care/Limited Time (State Government Subsidy/Funding)

Per hour \$

On commencement	4.1(a)	100.0%	22.44
After 1 year in the industry	4.2(a)	102.0%	22.82
After 2 years in the industry	4.3(a)	104.0%	23.20

18.1.5 Children Services Employee Level 5

Per week

\$

On commencement	5.1	106.1%	737.30
After 1 year in the industry	5.2	108.1%	749.10
After 2 years in the industry	5.3	110.1%	760.80

Note: An Assistant Director who holds an Advanced Diploma (AQF 6) must be paid no less than 5.4 Note 2 763.90

Note 2: Pay Level 5.4 has a 145% relativity to the Pay Level 3.1 [C10] rate.

18.1.6 Children Services Employee Level 6

18.1.6(a) Grade 1

On commencement	6.1	128.6%	867.70
After 1 year in the industry	6.2	130.6%	879.45
After 2 years in the industry	6.3	132.6%	891.20

18.1.6(b) Grade 2

On commencement	6.4	138.7%	927.10
After 1 year in the industry	6.5	140.3%	936.50
After 2 years in the industry	6.6	142.3%	948.30

18.1.6(c) Grade 3

On commencement	6.7	144.4%	960.60
After 1 year in the industry	6.8	146.4%	972.40
After 2 years in the industry	6.9	148.4%	984.20
Note 3: A Director or Assistant Director who holds a Graduate Certificate in Child Care Management or equivalent will be paid an all-purpose allowance, calculated at 5% of the weekly rate for Assistant Director (Pay Level 5.3) i.e.			38.00
18.1.7 Pre-School Teachers			
Step I	7.1	94.1%	669.50
Step II	7.2	100.0%	701.40
Step III	7.3	105.5%	733.20
Step IV	7.4	110.2%	758.60
Step V	7.5	114.9%	782.20
Step VI	7.6	120.8%	814.10
Step VII	7.7	127.2%	849.20
Step VIII	7.8	132.5%	877.80
Step IX	7.9	137.2%	903.40
Step X	7.10	143.1%	935.30
Step XI	7.11	149.0%	967.10

ANNEXURE B - THE MODEL PHASING SCHEDULE

A.2 Minimum wages – existing minimum wage lower

A.2.1 The following transitional arrangements apply to an employer which, immediately prior to 1 January 2010:

- (a) was obliged,*
- (b) but for the operation of an agreement-based transitional instrument would have been obliged, or*
- (c) if it had been an employer in the industry or of the occupations covered by this award would have been obliged*

by a transitional minimum wage instrument and/or an award-based transitional instrument to pay a minimum wage lower than that in this award for any classification of employee.

A.2.2 In this clause minimum wage includes:

- (a) a minimum wage for a junior employee, an employee to whom training arrangements apply and an employee with a disability;*
- (b) a piecework rate; and*
- (c) any applicable industry allowance.*

A.2.3 Prior to the first full pay period on or after 1 July 2010 the employer must pay no less than the minimum wage in the relevant transitional minimum wage instrument and/or award-based transitional instrument for the classification concerned.

A.2.4 The difference between the minimum wage for the classification in this award and the minimum wage in clause A.2.3 is referred to as the transitional amount.

A.2.5 From the following dates the employer must pay no less than the minimum wage for the classification in this award minus the specified proportion of the transitional amount:

*First full pay period on
or after*

1 July 2010 80%

1 July 2011 60%

1 July 2012 40%

1 July 2013 20%

A.2.6 The employer must apply any increase in minimum wages in this award resulting from an annual wage review.

A.2.7 These provisions cease to operate from the beginning of the first full pay period on or after 1 July 2014.

A.3 Minimum wages – existing minimum wage higher

A.3.1 The following transitional arrangements apply to an employer which, immediately prior to 1 January 2010:

- (a) was obliged,*
- (b) but for the operation of an agreement-based transitional instrument would have been obliged, or*
- (c) if it had been an employer in the industry or of the occupations covered by this award would have been obliged*

by a transitional minimum wage instrument and/or an award-based transitional instrument to pay a minimum wage higher than that provided in this award for any classification of employee.

A.3.2 In this clause minimum wage includes:

a minimum wage for a junior employee, an employee to whom training arrangements apply and an employee with a disability;

- (d) a piecework rate; and
- (e) any applicable industry allowance.

A.3.3 Prior to the first full pay period on or after 1 July 2010 the employer must pay no less than the minimum wage in the relevant transitional minimum wage instrument and/or award-based transitional instrument for the classification concerned.

A.3.4 The difference between the minimum wage for the classification in this award and the minimum wage in clause A.3.3 is referred to as the transitional amount.

A.3.5 From the following dates the employer must pay no less than the minimum wage for the classification in this award plus the specified proportion of the transitional amount:

<i>First full pay period on or after</i>	
1 July 2010	80%
1 July 2011	60%
1 July 2012	40%
1 July 2013	20%

A.3.6 The employer must apply any increase in minimum wages in this award resulting from an annual wage review. If the transitional amount is equal to or less than any increase in minimum wages resulting from the 2010 annual review the transitional amount is to be set off against the increase and the other provisions of this clause will not apply.

A.3.7 *These provisions cease to operate from the beginning of the first full pay period on or after 1 July 2014.*

Annexure C

Pre-modern Metal Awards

Modern award title	Modern award code	Current instrument title	Instrument code
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Adhesives Industry and Gelatine Manufacturing Award 2001	AP808495
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Artificial Fertilizers and Chemical Industry Award 2001	AP805513
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Australian Paint Industry Award 2000	AP765560
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Australian Paint Industry Superannuation Award 1995	AP766456
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Bag, Sack and Textile Award	AN160021
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Brass, Copper and Non-Ferrous Metals Industry Award 1998	AP769405
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Breweries, Maintenance Employees (State) Award	AN120086
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Brewing Industry Award - State 2003	AN140035
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Brick and Paver Industry (State) Award	AN120087
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Brick Manufacturing Award 1979	AN160031
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Brick Manufacturing Employees' Award - Sand-Lime Brick Manufacturing - Southern Division (Eastern District) 2003	AN140037
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Broken Hill Commerce and Industry Agreement Consent Award 2001	AN120088
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Brush and Broom Making Industry - Brushmaking - Award 2000	AP811456
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Brushmaking Award	AN150019
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Building Materials and Quarrying Industries (Northern Territory) Award 2002	AP812949
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Building Products, Manufacture and Minor Maintenance Award - State 2003	AN140045
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Case and Box Makers' Award, 1952	AN160047
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Chemical Industry - Scientific and Technical Officers Award, 1998	AP775101
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Chemical Workers (State) Award	AN120119
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Clay and Ceramics Industry - Brick and Terra Cotta Tile Manufacture - Victoria - Award 2000	AP772585
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Clay and Ceramics Industry - Pottery Manufacture - Victoria - Award 2001	AP807649
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Clay and Mud Products Award	AN170016
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Clay Brick & Roofing Tile Award	AN150036
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Clay Products Industry Award - State 2003	AN140062
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Coachmakers, &c., Rail (State) Award	AN120139
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Coachmakers, &c., Road Perambulator Manufacturers (State) Award	AN120140
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Draughting and Technical Employees (Private Industry) Award	AN170027
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Draughting Employees, Planners, Technical Employees, &c (State) Award	AN120185
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Draughting, Production Planners and Technical Workers Award 1998	AP778735
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Draughtsmen's, Tracers', Planners' and Technical Officers' Award 1979	AN160100
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Draughtspersons Planners Technical Officers (Consolidated) Award	AN150047
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Draughtspersons, Planners and Technical Officers (Australian Capital Territory) Award 2000	AP778701
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Drum Reclaiming Award	AN160102
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Dulux Australia and Selleys Chemical Company Superannuation Award 1992	AP778714
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Eastern Creek Entertainment Products Establishment Award 1999	AP780076
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Engine Drivers' (General) Award	AN160115

Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Engine Drivers and Firemen - General - Award 1998	AP780049
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Engine Drivers' and Firemen's (ACT) Award 2000	AP805250
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Engine Drivers General (State) Award	AN120196
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Engine Packing Manufacture (State) Award	AN120197
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Engineering Award - State 2002	AN140107
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Farriers (State) Award	AN120206
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Federal Explosives Manufacturing and Distribution (AWU) Award 2000, The	AP781149
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Fertiliser Industry Award	AN170033
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Fertilizer Industry Award - State 2003	AN140115
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Fibreglass and Plastics Award	AN170034
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Floral Bouquets, Novelties Etc. Making Award - State 2003	AN140117
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Food and Drug Store Employees' Award - Southern Division (Eastern District) 2003	AN140118
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Friction Materials, &c., Manufacture (State) Award	AN120218
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Furnishing Industry National Award 2003	AP825280
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Furnishing Trades Award	AN170038
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Furnishing Trades Award	AN150056
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Furniture and Allied Trades Award - State 2003	AN140128
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Furniture and Furnishing Trades (State) Award	AN120222
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Furniture Trades Industry Award	AN160137
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Gate, Fence and Frames Manufacturing Award	AN160140
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Gelatine and Glue Industry (State) Award	AN120227
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	General Stores, Warehousing and Distribution Award - State 2002	AN140131
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Glass Industry - Bottle Merchants - General Award 1998	AP782603
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Glass Industry - Glass Merchants and Glazing Contractors - South Australia Award 1998	AP782094
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Glass Industry - Glass Merchants and Glazing Contractors (Tasmania) Award 1997	AP782093
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Glass Industry - Glass Production - Award 1998	AP782190
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Glass Industry Award (Qld) 1998	AP782248
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Glass Industry Maintenance Employees (Hours of Work) Award 1981	AP782194
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Glass Makers (State) Award	AN120231
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Glass Merchants and Glazing Contractors General (Victoria) Award 1997	AP782192
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Glass Workers (State) Award	AN120232
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Glassworkers & Glazing (South Australia) Award	AN150058
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Grain Handling Maintenance Workers Award	AN160150
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Gypsum Industry Award	AN150061
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Gypsum, Plasterboard and Plaster of Paris Manufacturing Industry - Gypsum Products Industry Award - 1999	AP782212
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Jewellers and Watchmakers Award - State 2003	AN140152
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Jewellers and Watchmakers, &c. (State) Award	AN120271
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Leather, Canvas & Sheet Plastic Fabrication Award	AN170055
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Lift Industry (Electrical and Metal Trades) Award, 1973	AN160193
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Manufacturing and Associated Industries - Skills Development - Wages and Conditions Award 2004	AP837606
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Manufacturing Industry Sector Minimum Wage Order - Victoria 1997	AP789236
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Manufacturing Jewellers, Watchmakers, Badge Makers & Precious Metals Industry Award	AN150075

Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Marine Stores Award	AN160196
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Marine Stores and Bottle-Washing Establishments Award - South-Eastern District 2003	AN140161
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Marine Vessels Builder and Repairer Award - State 2003	AN140162
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Maritime Union of Australia (Ship Services) Award 2002	AP816677
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Materials Testing Employees' Award, 1984	AN160200
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Meat Industry (Private Export Companies) Mechanical Etc. Award - State 2002	AN140167
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Mechanical Opticians (State) Award	AN120332
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Metal and Engineering Industry Award	AN170120
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Metal Industry (Northern Territory) Award 2003	AP825130
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Metal Industry (SA) Award	AN150082
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Metal Industry (Victorian Public Hospitals) Award 2002	AP829982
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Metal Trades (Australian Capital Territory) Award 2000	AP787983
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Metal Trades (General) Award 1966	AN160206
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Metal Trades (Training Wage) (State) Award	AN120333
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Metal Trades Grades (Tramways Victoria) Award 2002	AP818843
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Metal, Engineering and Associated Industries (Accident Pay, Victoria) Award 1998, The	AP789881
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Metal, Engineering and Associated Industries (Professional Engineers and Scientists) Award 1998	AP787948
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Metal, Engineering and Associated Industries (State) Award	AN120334
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Metal, Engineering and Associated Industries (Superannuation) Award 2000	AP805076
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Metal, Engineering and Associated Industries Award 1998	AP789529
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Metals and Engineering Workers' Union (ACT) Superannuation Award 1988	AP804588
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Optical Employees Award	AN150100
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Optical Industries Award	AN170074
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Optical Manufacturing Industry Employees' Award - State 2003	AN140198
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Optical Mechanics' Award, 1971	AN160237
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Paint and Varnish Makers' Award No. 22 of 1957	AN160238
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Paint and Varnish Makers, &c. (State) Award	AN120404
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Paint Etc. Manufacturing Award	AN150101
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Paint Industry Award - State 2003	AN140199
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Paint Industry Sites Demarcation Order 1990	AP792470
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Photographic Industry - General - Award 2002	AP815942
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Photographic Industry (State) Award	AN120417
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Photographic Industry Award, 1980	AN160246
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Pipe, Tile and Pottery Manufacturing Industry Award	AN160247
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Plaster, Plasterglass and Cement Workers' Award No. A 29 of 1989	AN160248
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Plasterers & Terrazzo Workers (Factory & Mixed Enterprise) Award	AN150109
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Plasterers, Shop Hands and Casters (State) Consolidated Award	AN120420
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Plastic Manufacturing Award 1977	AN160249
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Plastic Moulding, &c. (State) Award	AN120421
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Plastics, Resins, Synthetic Rubbers and Rubbers (Plastic Sheet Fabrication) Award 1999	AP792347
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Porcelain Workers' Award, 1970	AN160253
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Pottery Industry (State) Award	AN120425
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Professional Engineers and Scientists (Metal Industry, Superannuation) Award 2000	AP792459

Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Pulp and Paper Industry (Maintenance & Services) Award 2003	AP822169
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Pyrotechnics &c. (State) Award	AN120443
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Railways Metal Trades Grades Award 2002	AP817167
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Refractory Industry (State) Award	AN120464
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Returned Materials Processing Award 2000	AP804688
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Rope, Cordage, Thread Etc. Industry Award 1999	AP806366
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Rubber and Plastic Industry Award - State 2003	AN140262
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Rubber Trades Award	AN170090
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Rubber Workers (State) Award	AN120483
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Rubber, Plastic and Cable Making Industry - General - Award 1998	AP794720
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Rubber, Plastic and Cable Making Industry - Rubber, Plastic, Adhesive Tape, Abrasive and Coated Materials Award 2000	AP794708
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Rubber, Plastic and Cable Making Industry - Technical and Supervisory Award 2000	AP807603
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Saddlers and Leatherworkers' Award	AN160280
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Saddlery, Leather, Canvas & Plastic Material Workers' Award	AN150134
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Saddlery, Leather, Canvas and Plastic Material Workers' (State) Award	AN120484
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Saddlery, Leather, Canvas and Plastic Material Workers' Award - State 2003	AN140263
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Saddlery, Leather, Canvas and Plastic Material Workers' Award 1999	AP795956
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Saw Servicing Establishments Award No. 17 of 1977	AN160284
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Shark Bay Salt and Gypsum (Production and Processing) Useless Loop Award 1989	AN160288
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Sheet Metal Workers' Award No. 10 of 1973	AN160290
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Ship Painters' and Dockers' Award No. 29 of 1960	AN160291
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Shipbuilders Award	AN170094
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Soap and Allied Products Manufacturing Award	AN160294
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Soap and Candle Makers (State) Consolidated Award	AN120504
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Soap and Washing Soda Crystal Manufacturers' Award - Southern Division (Eastern District) 2003	AN140275
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Soft Furnishings Award	AN160297
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	South Australian Government Departments and Instrumentalities (Metal Trades) Award 1999	AP798297
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Space Tracking Industry Award 1998	AP795978
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Storeworkers and Packers' Award - Northern and Mackay Division 2003	AN140278
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Tanning Industry (State) Award	AN120535
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Tanning Industry Award - State 2004	AN140293
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Tanning Industry Award 1999	AP799020
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Tennis Strings and Sutures Industry (State) Award	AN120548
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	The Draftpersons, Production Planners and Engineering Assistants Award - State 2002	AN140289
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Toymakers Employees (State) Award	AN120587
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	UCIW Christmas Island Building and Construction Award 2004	AP834773
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	WA Government Health Services Engineering and Building Services Award 2004	AN160329
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Watchmakers' and Jewellers' Award, 1970	AN160331
Manufacturing and Associated Industries and Occupations Award 2010	MA000010	Wireworking Award	AN170115