

NOTE: The Queensland industrial relations system covers most unincorporated businesses in Queensland (e.g. sole traders and partnerships) as well as some incorporated businesses operating in Queensland (e.g. some charities and not-for-profit organisations). Businesses may need to seek legal advice to determine whether Queensland industrial relations laws apply to them.

This is a summary of the major provisions of the award.

In a workplace where this award has application the Employer is required by the *Industrial Relations Act 1999* to display an up-to-date copy of the full award in a conspicuous place where it is easily read by the employees in the workplace.

Award Summary Sheet

Update Number: 6

Change/s – New rates as from 1 September 2009

Children's Services Award - State 2006 (Southern Division Western District)

Application 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 or Outside School Hours Care, adjunct care, wherein employees are charged with the care of children, and/or the delivery of child care services within Queensland, for whom classifications and rates of pay are herein prescribed, and to their respective employers. No other Award shall apply.

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.

Partial Exemption *Other Than Outside School Hours Care only* - 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, and 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, shall be exempt from the provisions of Part 6 and clause 4.2 of this Award.

Effective from **September 1, 2009**

These wage rates are to be read in conjunction with the Classification Structure as prescribed by the Award.

OTHER THAN OUTSIDE SCHOOL HOURS AND VACATION CARE

Director	2 yr Qualified	3 yr Qualified
year 1	\$939.85	\$969.85
year 2	\$952.35	\$984.85
year 3	\$969.85	\$1,002.35
year 4	\$984.85	\$1,019.85
year 5		\$1,037.35
year 6		\$1,054.85
year 7		\$1,067.35
year 8		\$1,079.85
year 9		\$1,089.85

Director	2 yr Qualified		3 yr Qualified	
	P/time	Casual	P/time	Casual
year 1	24.7329	30.4215	25.5224	31.3925
year 2	25.0618	30.8261	25.9171	31.8780
year 3	25.5224	31.3925	26.3776	32.4445
year 4	25.9171	31.8780	26.8382	33.0109
year 5			27.2987	33.5774
year 6			27.7592	34.1438
year 7			28.0882	34.5484
year 8			28.4171	34.9530
year 9			28.6803	35.2767

Effective from 1 September 2009

Assistant Director	2 yr Qualified			3 yr Qualified		
	Weekly	P/time	Casual	Weekly	P/time	Casual
year 1	\$859.85	22.6276	27.8320	\$889.85	23.4171	28.8030
year 2	\$869.85	22.8908	28.1557	\$899.85	23.6803	29.1267
year 3	\$879.85	23.1539	28.4794	n/a	n/a	n/a

Group Leader	1 yr Qualified	2 yr Qualified	3 yr Qualified
year 1	\$759.85	\$824.85	\$849.85
year 2	\$772.35	\$837.35	\$849.85
year 3	\$784.85	\$849.85	n/a

Group Leader	1yr Qualified		2 yr Qualified		3 yr Qualified	
	P/time	Casual	P/time	Casual	P/time	Casual
year 1	19.9961	24.5951	21.7066	26.6991	22.3645	27.5083
year 2	20.3250	24.9998	22.0355	27.1037	22.3645	27.5083
year 3	20.6539	25.4044	22.3645	27.5083	n/a	n/a

Assistant Children's Services Worker	Unqualified		
	Weekly	P/time	Casual
year 1	\$609.85	16.0487	19.7399
year 2	\$632.35	16.6408	20.4682
year 3	\$654.85	17.2329	21.1965

Children's Services Worker	1 yr Qualified		
	Weekly	P/time	Casual
year 1	\$694.85	18.2855	22.4912
year 2	\$709.85	18.6803	22.9767
year 3	\$724.85	19.0750	23.4623

Teacher Rates - Effective 1 September 2009

Teachers	Band 1	Part-time	Casual	Band 2	Part-time	Casual	Band 3	Part-time	Casual
Step 1	\$711.45	18.7224	23.0285	\$774.35	20.3776	25.0645	\$912.70	24.0184	29.5427
Step 2	\$725.15	19.0829	23.4720	\$803.80	21.1526	26.0177	\$937.30	24.6658	30.3389
Step 3	\$741.85	19.5224	24.0125	\$833.20	21.9263	26.9694	n/a		
Step 4	\$759.55	19.9882	24.5854	\$862.65	22.7013	27.9226			
Step 5	n/a	n/a	n/a	\$890.15	23.4250	28.8128			

OUTSIDE SCHOOL HOURS AND VACATION CARE

Effective from 1 September 2009

Co-ordinator	Qualified - small service			Qualified - large service		
	Weekly	P/time	Casual	Weekly	P/time	Casual
year 1	\$899.85	23.6803	29.1267	\$939.85	24.7329	30.4215
year 2	\$919.85	24.2066	29.7741	\$952.35	25.0618	30.8261
year 3	n/a	n/a	n/a	\$969.85	25.5224	31.3925
year 4	n/a	n/a	n/a	\$984.85	25.9171	31.8780

Co-ordinator	Unqualified		
	Weekly	P/time	Casual
year 1	\$859.85	22.6276	27.8320
year 2	\$869.85	22.8908	28.1557
year 3	\$884.85	23.2855	28.6412

Assist Co-ordinator	Qualified - large service		
	Weekly	P/time	Casual
year 1	\$859.85	22.6276	27.8320
year 2	\$869.85	22.8908	28.1557

Effective from 1 September 2009

Assistant Children's Services Worker	Unqualified		
	Weekly	P/time	Casual
year 1	\$609.85	16.0487	19.7399
year 2	\$632.35	16.6408	20.4682
year 3	\$654.85	17.2329	21.1965

Children's Services Worker	1 yr Qualified		
	Weekly	P/time	Casual
year 1	\$694.85	18.2855	22.4912
year 2	\$709.85	18.6803	22.9767
year 3	\$724.85	19.0750	23.4623

Small Service is an appropriately licensed Service accommodating up to 59 children at any time of the day.

Large Service is an appropriately licensed larger Service accommodating 60 or more children at any time of the day

Juniors

Cl. 5.1.5. The following junior rates will apply to the positions of Assistant Children's Services Worker - Unqualified and Children's Services Worker - I year qualified:

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

Junior rates will be calculated in multiples of 10 cents with results of 5 cents or more being adjusted up to the next highest 10 cent multiple. See clause 5.3(b) for Divisional & District parities.

Trainees & Apprentices

Refer to Part 9 of Award

Ordinary hours

Other than Outside School Hours and Vacation Care

Average of 38 hours per week, to be worked on either 7, 14, 21 or 28 consecutive day work cycles
6.00 am to 7.00 pm Monday to Friday
Scope to work up to 10 ordinary hours per day, by agreement

Teachers

38 hours per week, 6.00 am to 7.00 pm Monday to Friday
No more than 27.5 teaching hours per week, refer to clause 6.1.1(f)

Outside School Hours Care

38 hours per week, 6.00 am to 7.00 pm Monday to Friday
Scope for broken shifts to be worked – see also 5.2.1

Vacation Care

38 hours per week, 6.00 am to 7.00 pm Monday to Friday
Scope to work up to 10 ordinary hours per day, by agreement

Overtime

Time worked outside or in excess of the ordinary hours of work, or outside the employee's usual commencing and ceasing times will be paid at the rate of time and a half for the first three hours and then double time. All overtime worked on Sunday is paid at the rate of double time. All overtime worked on a Saturday or Sunday will be paid for with a minimum of 2 hours. Scope for time off in lieu of payment of overtime. See clause 6.2.

Part-time

An employee engaged to work a constant number of hours per week less than 38 on not more than 5 days of the week. Entitled to paid leave on a *pro rata* basis. Minimum single period of daily attendance of 2 hours (NB. See also cl. 6.1.2(a)). See clause 4.5.

Casual

An employee engaged and paid as a casual. Does not include a person who works 38 hours per week or who works regular pre-determined ordinary hours in excess of 33 per week. 23% loading. Minimum - 2 hours work per engagement or payment therefore. (NB. See also cl. 6.1.2(a)). See clause 4.6.

Superannuation An employer is required to meet the minimum requirements set out in both the Federal Superannuation Guarantee legislation and this award. Employers and employees should telephone 13 10 20 to determine an employer's possible obligation under the federal legislation and should read the superannuation clause (cl. 5.5) contained within the award to determine award entitlements/obligations.
The approved funds named in the award are: HESTA, QIEC, National Mutual Tailored Superannuation Fund, Sunsuper.

Notice by Employer	<i>Period of continuous service</i>	<i>Period of notice</i>
	Not more than 1 year	1 week
	More than 1 year but not more than 3 years	2 weeks
	More than 3 years but not more than 5 years	3 weeks
	More than 5 years	4 weeks

Where the employee is over 45 years of age and has had more than two years service, an additional week's notice is due.

Notice shall not be counted as annual leave.

Casual employees 1 hour

Notice by Employee	Weekly and part time	1 week
	Casual employees	1 hour

Notice shall not be counted as annual leave.

Redundancy Refer to clause 4.11. New provisions operative as from 1/12/03.

Classifications (Refer clause 1.3)

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.

Children's Services 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.

Assistant Children's Services Worker - Unqualified means 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 years of age 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:

- (i) assist in the implementation of the early childhood program under supervision;
- (ii) implement daily routine;
- (iii) ensure the health and safety of the children in their care;
- (iv) give each child individual attention and comfort as required;
- (v) work in accordance with the licensing requirements of Child Care Legislation;
- (vi) understand and work according to the Centre or Service's policy;
- (vii) 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).

Children's Services Worker - 1 Year Qualified means an employee who has completed an AQF Certificate 3 or 4 in Children's Services.

- (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 Children's Services 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.
 - (ix) assist the Director in the assessment of students on placement to the level of their competency;
 - (x) under direction, work with individual children with particular needs;
 - (xi) undertake and implement the requirements of quality assurance;
 - (xii) administer first aid to the level of their competency when appropriate.

Group Leader - 1 Year Qualified means an employee who has completed a Certificate 3 or 4 in Children's Services.

- (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 Children's Services Worker - I 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;
 - (viii) to maintain effective communication with a parent of each child in the group that the person leads;
 - (ix) administer first aid to the level of their competency when appropriate.

Group Leader - 2 Year Qualified means an employee who has completed an AQF Diploma in Children's Services.

- (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 Service's policies;
 - (vi) ensure that the policies and practices of the Centre are maintained;
 - (vii) administer first aid to the level of their competency when appropriate.

Group Leader - 3 Year Qualified means an employee who has completed an AQF Advanced Diploma or higher qualification in the field of Children's Services or Education.

- (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 Service's policies;
 - (vi) ensure that the policies and practices of the Centre are maintained;
 - (vii) administer first aid to the level of their competency when appropriate.

Assistant Director - 2 Year Qualified means an employee who has completed an AQF Diploma in Children's Services.

Assistant Director - 3 Year Qualified means an employee who has completed an AQF Advanced Diploma or higher qualification in the field of Children's Services or Education.

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;
- (i) take responsibility for the day-to-day management of the centre or service in the temporary absence of the Director;
- (j) administer first aid to the level of their competency when appropriate.

Director 2 Year Qualified means an employee who has completed an AQF Diploma in Children's Services.

Director - 3 Year Qualified means an employee who has completed a AQF Advanced Diploma or higher qualification in the field of Children's Services or Education.

Duties of Directors (2 Year and Minimum 3 Year Qualified) include, but are not 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;
- (l) formulate and evaluate annual budgets in liaison with relevant authorities where necessary;
- (m) all of the duties of an Assistant Director;
- (n) administer first aid to the level of their competency when appropriate.

Outside School Hours Care and Vacation Care

Assistant Children's Services Worker - Unqualified 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) supervise sports activities;
 - (v) routine communication with parents to the level of the employee's competence;
 - (vi) assist in developing and implementing programs/activities;
 - (vii) understand and work according to the Centre's policies.

Children's Services Worker - 1 Year Qualified means an employee who has completed an AQF Certificate 3 or 4 in Children's Services.

- (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 Children's Services 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.
 - (ix) assist the Director in the assessment of students on placement to the level of their competency;
 - (x) under direction, work with individual children with particular needs;
 - (xi) undertake and implement the requirements of quality assurance;
 - (xii) administer first aid to the level of their competency when appropriate.

Assistant Co-ordinator - Qualified - Large Service means an employee who is required to assist a Co-ordinator of After School Hours Care as prescribed by the Child Care Legislation to manage a licensed Outside School Hours Care service licensed to accommodate 60 or more children at any time of the day. Their duties include, but are not limited to, some or all of the following:

- (a) all of the duties of an Assistant Children's Services Worker - 1 Year Qualified;
- (b) in consultation with the Coordinator prepare, implement and evaluate developmentally appropriate programmes for individual children or groups of children in care;
- (c) supervise staff and ensure staff members fulfill their various duties and responsibilities;
- (d) ensure a safe environment is maintained for both children and staff;
- (e) ensure records are maintained accurately for each child in care;
- (f) ensure a service's policies and procedures are adhered to;
- (g) liaise as need be with members of a child's family;
- (h) administer first aid to the level of their competency when appropriate.

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 to the level of their competency;
- (e) to work positively in working with parents and/or Committees;
- (f) understanding and working in accordance with the Service's policies.

Co-ordinator - Qualified means an employee who has completed a AQF Diploma in Children's Services.

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

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 Legislation; 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.

DISCLAIMER

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