



Wages and Salaries

PURPOSE AND SCOPE:

- To establish and maintain a process for the timely payment of wages to those full-time, part-time and casual staff on the payroll.
- To establish a process for annual pay increases and review.

AWARD RATES

The Centre follows the Children's Services Award 2010.

Pay rates change from 1 July each year, the rates in this guide apply from 01 July 2019.

Information about the definition and operation of allowances, penalties and overtime can be found in the award and the Pay and Conditions Tool.

ANNUAL PAY INCREASES

These will be granted in line with the Children's Services Award 2010 increases, or inflation, whichever is greater.

We anticipate this to be between 2-4% per annum.

DISCLAIMER

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained in this guide is general in nature.

If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional.

OVERVIEW

- The Centre pays competitive wages and salaries with those businesses in our community and industry.
- Wages and salaries are classified by position based on experience, responsibility, and physical and mental demands.
- Management reviews salary ranges once per year and makes any adjustment deemed necessary.



CASUAL AWARD SCALE

Classification	Hourly pay rate
Support worker level 1.1 on commencement	\$24.93
Support worker level 2.1 on commencement	\$25.88
Support worker level 2.2 after 1 year	\$26.78
Support worker level 3.1 on commencement	\$28.38
Children's services employee level 1.1 on commencement	\$24.93
Children's services employee level 2.1 on commencement	\$25.88
Children's services employee level 2.2 after 1 year	\$26.78
Children's services employee level 3A.1 on commencement	\$27.94
Children's services employee level 3A.2 after 1 year	\$28.38
Children's services employee level 3.1 on commencement	\$28.38
Children's services employee level 3.2 after 1 year	\$29.35
Children's services employee level 3.3 after 2 years	\$30.28

NORMAL HOURS OF WORK

- As a casual staff member there is no standard number of hours per week or fortnight.
- Casual staff will be rostered by the Centre Coordinator to meet the requirements of the Centre. Such shifts will fall within agreed shift availability times.

SALARY

- The hourly rate for this position is \$24.93 per hour as per the Children's Services Award 2010 - Casual Rate of Pay for Child Care Worker, Level 1.1.
- Staff will be paid weekly by way of direct credit into a nominated bank account.

Assistant Coordinator Award Scale:

Classification	Weekly Pay Rate	Hourly pay rate
Children's services employee level 5A.1 on commencement	\$1,062.40	\$27.96
Children's services employee level 5A.2 after 1 year	\$1,077.80	\$28.36
Children's services employee level 5A.3 after 2 years	\$1,093.10	\$28.77
Children's services employee level 5.1 on commencement	\$1,062.40	\$27.96
Children's services employee level 5.2 after 1 year	\$1,077.80	\$28.36
Children's services employee level 5.3 after 2 years	\$1,093.10	\$28.77
Children's services employee level 5.4	\$1,097.00	\$28.87



Hours of Work

- An ordinary week shall consist of 31 working hours, to be worked on a split shift basis as follows:
 - Morning Shift: 7.00am to 9.00am Monday to Friday
 - Afternoon Shift: 2.00pm to 6.00pm Monday to Friday
- Staff may be required to work additional hours to meet the operational requirements from time to time e.g. attendance at staff meetings, fundraisers etc.
- The Coordinator will provide reasonable notice where possible of required additional hours.
- Staff will provide reasonable notice of any personal circumstance or obligation that the Coordinator should consider in planning additional hours.

Out of Term Work Hours

There will be additional hours required to be worked out of the normal hours of the school term, when vacation care is in operation, i.e. during the NSW school holiday period.

Any such hours would be in agreement with the Coordinator.



Classification	Weekly Pay Rate	Hourly Pay Rate
Children's services employee - Director - level 6.1 on commencement	\$1,225.10	\$32.24
Children's services employee - Director - level 6.2 after 1 year	\$1,240.30	\$32.64
Children's services employee - Director - level 6.3 after 2 years	\$1,255.60	\$33.04
Children's services employee - Director - level 6.4 on commencement	\$1,302.50	\$34.28
Children's services employee - Director - level 6.5 after 1 year	\$1,314.40	\$34.59
Children's services employee - Director - level 6.6 after 2 years	\$1,330.20	\$35.01
Children's services employee - Director - level 6.7 on commencement	\$1,346.00	\$35.42
Children's services employee - Director - level 6.8 after 1 year	\$1,361.40	\$35.83
Children's services employee - Director - level 6.9 after 2 years	\$1,376.70	\$36.23

Hours of Work

38 hours per week (comprising 25 hours per week with children).

During NSW School Term

Monday to Friday 7:00am to 9:00am
2:00pm to 6:00pm

During NSW School Holidays

38 hours per week (shifts will be allocated according to staff: children ratios)
Vacation Care 8:00am to 6:00pm



ALLOWANCES

Allowances	Rate
Apprentice training fees and textbook costs reimbursement	reimbursement of training fees for prescribed courses and the cost of prescribed textbooks
Apprentice travel to block release training reimbursement	reimbursement for the excess reasonable travel costs incurred in the course of travelling to and from the training
Broken shift allowance	\$16.47 for each day on which a broken shift is worked
Excess fares allowance - working away from usual workplace	\$13.38 per day
First aid allowance - Level 1 or Level 2 classification not employed in out-of-school hours care	\$9.75 per day
First aid allowance - Level 1 or Level 2 classification employed in out-of-school hours care	\$1.29 per hour
Meal allowance	\$12.38 per occasion
Laundry allowance & ironing allowance - full-time employees	\$9.49 per week
Laundry allowance & ironing allowance - part-time or casual employees	\$1.90 per day up to a maximum of \$9.49 per week
Laundry allowance (no ironing) - full-time employees	\$5.98 per week
Laundry allowance (no ironing) - part-time or casual employees	\$1.20 per day up to a maximum of \$5.98 per week

VERSION CONTROL AND ENDORSEMENT

ENDORSEMENT BY THE SERVICE:

Version	Date completed	Date endorsed	Review Date
2	26.5.20	3.6.20	3.6.21