

C-2 Conditions of Employment

National Quality Standards (NQS)

4.1	Staffing arrangements enhance children's learning and development.
4.1.1	The organisation of educators across the service supports children's learning and development.
4.2	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional standards guide practice, interactions and relationships.
7.1.1	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
7.2.3	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

Education and Care Services National Regulations

Reg. 120	Educators who are under 18 to be supervised
Reg. 168	Education and care service must have policies and procedures

Policy Statement

We will provide a flexible, harmonious working environment that ensures the rights of employees are met at all times. All staff will be employed under the appropriate awards and conditions, taking into consideration all legal requirements including Equal Employment Act, Income Tax Assessment Act, Superannuation Act, Fair Work Act, and Health, Safety and Welfare Act.

Related Policies

- Communication Policy
- Complaints and Feedback Policy
- Determining Responsible Person on Duty Policy
- Disciplinary Action Policy
- Grievance Procedures Policy
- Privacy and Confidentiality Policy
- Professional Development Policy
- Relief Staff Policy
- Role of Management Committee Policy

- Staff Orientation and Induction Policy
- Staff Professionalism and Code of Conduct
- Staff Recruitment and Selection Policy
- Staff Review and appraisal Policy
- Supervision
- WHS – Work Health and Safety Policy

Procedure

All relevant conditions set down by the award (currently Children’s Services Award 2010) will apply to all employees, both casual and permanent. This includes; sick leave, annual leave, rostered days off, overtime, jury duty, study leave and carers leave, etc.

Management will ensure they are aware of the appropriate conditions and keep up to date in relation to any changes in the Award. Staff will also be encouraged to remain up to date with their appropriate conditions and inform management of any changes.

Any educator employed at the Centre who is under 18 years of age will always be adequately supervised and will never be left to work alone (Regulation 120).

Staff appraisals will take place after a period of one month and three months in the position. Appraisals will then be conducted on an annual basis.

All staff will maintain professional behaviour at all times.

All grievance issues are to follow the appropriate procedures as outlined in the Grievance and Disciplinary Action Policies.

Staff will be paid weekly via bank transfer as advised by Management.

Educators will receive the Superannuation Guarantee

Applications for annual leave must have 4 weeks prior notice and be approved by the Management Committee. Appropriate staffing levels will be maintained during periods of leave to ensure the continual smooth running of the Centre. All leave must be requested using the Leave Form.

The Management Committee, based on each individual’s request, will determine applications for leave without pay

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children’s Services Award 2010



- Equal Employment Opportunity (Commonwealth Authorities) Act 1987
- Income Tax Assessment 1997
- Work Health and Safety Act 2011
- Superannuation Act 1990
- Fair Work Act 2009
- Network of Community Activities Policy – “Staffing”- Section B: Conditions of Employment

Date Endorsed: 10/8/2022

Date of Review: 10/8/2024

Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.1.202208	- Policy created in new format	Staff	