



FAMILY DAY CARE AWARD 1999 WAGES SCHEDULE

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WAGE RATES

DATE OF OPERATION; Effective from the first pay period to commence on or after 27 June 2003

	Old Rate \$ per annum	May 2003 Safety Net Review \$ per annum	New Rate\$ per annum
Category 1			
Grade 1	25,154	887	26,041
Grade 2	26,245	887	27,132
Grade 3	27,449	887	28,336
Grade 4	28,625	887	29,512
Category 2			
Grade 1	29,645	887	30,532
Grade 2	30,845	887	31,732
Grade 3	32,045	887	32,932
Grade 4	33,245	887	34,132
Category 3			
Grade 1	34,545	887	35,432
Grade 2	35,845	887	36,732
Grade 3	37,145	887	38,032
Grade 4	38,445	783	39,228
Category 4			
Grade 1	39,745	783	40,528
Grade 2	40,240	783	41,023
Grade 3	41,328	783	42,111
Grade 4	42,132	783	42,915
Category 5			
Grade 1	45,600	783	46,383
Grade 2	47,054	783	47,837
Grade 3	48,508	783	49,291
Grade 4	49,962	783	50,745

CATEGORY 1

An employee engaged under this category will undertake work that:

- (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).
- (b) develops knowledge and skills, through experience about the organization's procedures.

CATEGORY 2

An employee engaged under this category, in addition to Category 1 responsibilities:

- (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.
- (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.
- (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).

CATEGORY 3

An employee engaged in this category, in addition to Category 2 responsibilities:

- (a) shall be engaged in:
 - (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, liason with parents, placement of children, liason with government departments; and/or

- (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;
- (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.
- (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;
- (d) may have involvement in service planning, policy development and implementation, responsibility for service delivery and ensuring statutory requirements are met;
- (e) may be responsible for the overall administration and/or co-ordination of a unit/program of a service;
- (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;
- (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;
- (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.

CATEGORY 4

An employee engaged under this category shall, in addition to Category 3 responsibilities:

- (a) be responsible for the administration and/or co-ordination of a service;
- (b) have a broad understanding of childcare, community development and welfare issues, support services liason and community education and service administration;

- (c) have substantial involvement in service planning, policy development, implementation and administration, responsibility for service delivery and ensuring statutory requirements are met.
- (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.
- (e) undertake significant projects requiring the use of analytical skills and subsequent preparation of reports and/or recommendations.
- (f) have substantial human services management skills.
- (g) Qualifications

Relevant qualifications as required under State Regulations.

CATEGORY 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 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 organization;
 - The influence exercised by an employee in this category would have a critical role in the performance of the organization as a whole;
 - The employee shall manage and be responsible for multiple services or exercise skills and responsibility equivalent to managing a multiple service;
- (b) Multiple service shall mean, for example, one or more Family Day Care Schemes or one Family Day Care Scheme and a Long Day Care Centre and/or Outside School Hours Care and/or Vacation Care.

- (c) This provision shall operate for an interim period of 6 months. The operation of the provision shall be reviewed no later than 6 months from its operative date or on application by either party.

SUPPORTED WAGE RATE

Minimum amount payable shall not be less than \$56 per week.

ALLOWANCES

First-Aid Allowance \$7.62 per week

Meal Allowance \$10.53 per meal