



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 2004

	Old Rate \$ per annum	May 2004 Safety Net Review \$ per annum	New Rate\$ per annum
Category 1			
Grade 1	26,041	991	27,032
Grade 2	27,132	991	28,123
Grade 3	28,336	991	29,327
Grade 4	29,512	991	30,503
Category 2			
Grade 1	30,532	991	31,523
Grade 2	31,732	991	32,723
Grade 3	32,932	991	33,923
Grade 4	34,132	991	35,123
Category 3			
Grade 1	35,432	991	36,423
Grade 2	36,732	991	37,723
Grade 3	38,032	991	39,023
Grade 4	39,228	991	40,219
Category 4			
Grade 1	40,528	991	41,519
Grade 2	41,023	991	42,014
Grade 3	42,111	991	43,102
Grade 4	42,915	991	43,906
Category 5			
Grade 1	46,383	991	47,374
Grade 2	47,837	991	48,828
Grade 3	49,291	991	50,282
Grade 4	50,745	991	51,736

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 \$60 per week.

ALLOWANCES

First-Aid Allowance \$7.90 per week

Meal Allowance \$10.93 per meal