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TASMANIAN INDUSTRIAL COMMISSION

Industrial Relations Act 1984
s.23 application for award or variation of award

Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union
(T8611 of 1999)

PRINTING AUTHORITY OF TASMANIA AWARD

COMMISSIONER P A IMLACH

Award variation - salaries - Printing Authority of Tasmania Industrial Agreement - Principle 3 - Enterprise Bargaining - Commission satisfied - award varied - operative ffpp 4 October 1999

PRINTING AUTHORITY OF TASMANIA AWARD

ORDER BY CONSENT -

No. 1 of 1999

AMEND THE **PRINTING AUTHORITY OF TASMANIA AWARD** IN THE FOLLOWING MANNER:

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Delete Clause 8 - Salaries and insert in lieu thereof the following:

"8. SALARIES

An employee, on appointment or promotion to a position classified under this Award, is to be paid the minimum salary for that position unless, in the opinion of the Authority, the qualifications and practical experience of the employee justify a higher salary being paid.

(a) Clerical Stream

Level 7	\$45924 \$44987
Level 6	\$44053 \$42357 \$40656
Level 5	\$39972 \$39110 \$38416
Level 4	\$37558 \$36701 \$35835
Level 3	\$33080 \$32360
Level 2	\$30133 \$29333
Level 1	\$25995 \$24794 \$23636 \$22525
20 Years	\$20948
19 Years	\$18921
18 Years	\$16444

Classification standards

Level 1

Routine work generally by specific direction undertaken under direct and/or routine supervision. Choices made based on established guidelines and instructions, written or verbal. Ability to acquire the required knowledge and skills to effectively undertake the work.

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Level 2

Experienced clerical level - to achieve set outcomes, undertaken under routine supervision. Choices made based on established guidelines and instructions, written or verbal. Directly responsible for completion of tasks. A knowledge of established work practices is required. Experienced clerical level requiring good communication skills.

Level 3

Specialist functions undertaken under general direction and general supervision based on established procedures and practices. Exercise of limited discretion is required. Supervision of a small number of employees may be a feature. Experienced clerical level requiring a comprehensive understanding of relevant procedures and high-level communication skills.

Level 4

Clerical and administrative work of a value having an effect on the efficient operation of the work unit or Agency. A supervisory level. Work undertaken under general direction and general supervision, requiring initiative and the exercise of discretion. The exercise of a formal delegation may be required. Extensive knowledge of the specific discipline with well-developed communication and problem-solving skills. Ability and experience in staff supervision.

Level 5

Administrative work which may require the management of human and material resources in carrying out a variety of complex functions under a broad range of conditions under general supervision. The exercise of judgement and initiative consistent with the possession of sound knowledge in the field of work within which the position operates. Guidelines and procedures are generally well recognised but there may be some interpretation required in order to establish and select the most appropriate approach to functions. Ability to research, evaluate and formulate information is critical. Experience in resource management is essential.

Level 6

Positions require a high degree of proficiency in the use of established administrative or managerial skills such as human resource management or accounting. Positions usually have responsibility for resource allocation and management and supervision of lower level employees in the achievement of divisional or organisational goals. Interpretation of policy and guidelines is a feature and functions are undertaken with general or limited supervision. A high level of experience in management practices is paramount.

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Level 7

Positions at this level work with limited supervision, usually manage the operations of an organisational element, undertake a management function or provide consultative or administrative support and advice to a particular program or activity. The tasks may be either complex or specific in nature but directed to the organisation's goals.

Immediate subordinate positions may include staff in technical or professional structures, in which case supervision is for administrative purposes only. In other circumstances supervision may involve the exercise of technical or professional skill and judgement. Independence of action including the use and allocation of resources within laid down restraints may be a feature. Decisions taken or responsibilities exercised may have a major effect on the operation of the work area. General management skills and the ability to contribute to the development of policy initiatives are required as is a high level of interpersonal and communications skills.

(b) Production Stream

Level	15	Printing Manager	\$41159
Level	14	Printing Manager	\$39851
Level	13	Printing Manager	\$38512
Level	12	Printing Manager	\$37185
Level	11	Printing Officer	\$35856
Level	10	Printing Officer	\$34528
Level	9	Printing Tradesperson/Officer	\$33200
Level	8	Printing Tradesperson/Officer	\$31872
Level	7	Printing Tradesperson/Worker	\$30548
Level	6	Printing Tradesperson/Worker	\$29239
Level	5	Printing Tradesperson/Worker	\$27932
Level	4	Printing Tradesperson/Worker	\$26622
Level	3B	Printing Worker	\$25314
Level	3A	Printing Worker	\$24006
Level	2	Printing Worker	\$22697
Level	1	Printing Worker	\$21388
20 Years			\$20428
19 Years			\$18157
18 Years			\$15888
17 Years			\$13619
16 Years			\$11349

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(c) Apprentices

Adult Apprentices		Apprentices	
1st Year	\$21830	1st Year	\$13178
2nd Year	\$23161	2nd Year	\$16505
3rd Year	\$24492	3rd Year	\$19568
4th Year	\$26622	4th Year	\$23293

Classification standards

Level 1

An employee at this level works under direct supervision either individually or in a team environment; understands and undertakes procedures including the ability to recognise basic quality deviations/faults.

Indicative of the tasks which an employee at this level may perform are the following:

- repetitive production work of a basic nature such as maintaining simple records and single purpose functions as in manual folding, paging, numbering, perforating, gathering, collating, inserting, insetting, interleaving, gumming, stacking, checking, assembling;
- operating an automatic, semi-automatic or single purpose machine such as a shredder machine.

Level 2

An employee who has completed not less than six months structured training so as to enable the employee to perform work within the scope of this level.

An employee at this level performs work above and beyond the skills on an employee at Level 1 and to the level of their training is responsible for the quality of their own work subject to routine supervision.

Indicative of the tasks which an employee at this level may perform are the following:

- general housekeeping and cleaning;
- storing and packing of goods and materials in accordance with appropriate procedures and/or regulations; preparation and receipt of appropriate documentation including liaison with suppliers.

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Level 3A

An employee who has completed not less than 12 months structured training or who has an appropriate certificate of competency issued by a recognised authority so as to enable the employee to perform work within the scope of this level.

An employee at this level performs work above and beyond the skills of an employee at Level 2 and to the level of their training, is responsible for the quality of their own work subject to routine supervision.

Indicative of the tasks which an employee at this level may perform are the following:

- assistant on a printing machine under the direct supervision of a printing machinist who performs basic duties such as cleaning, washing-up of ink ducts, blankets and impression cylinders, stacking and removing delivery stack on sheet fed press;
- inventory and store/warehouse control including licensed operation of all appropriate materials handling equipment; use of tools and equipment within the warehouse (basic non-trade maintenance); stationery store and art-room store;
- works under general supervision performing clerical duties which require the exercise of some initiative and minor decision-making within a regular work routine;
- van driver used in receiving and despatching of goods;
- basic operation of multi-function binding equipment.

Level 3B

An employee who has completed not less than 12 months structured training or who has an appropriate certificate of competency issued by a recognised authority so as to enable the employee to perform work within the scope of this level.

An employee at this level performs work above and beyond the skills of an employee at Level 3A and to the level of their training, is responsible for the quality of their own work subject to routine supervision.

Indicative of the tasks which an employee at this level may perform are the following:

- basic keyboard skills;
- basic VDU operation;
- senior dispatch officer;

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- operates any single unit small offset duplicating machine;
- assists in proof reading and works as a copy holder.

Level 4

An employee who holds a trade certificate, indenture or who has equivalent training, experience and skills of a tradesperson to this level and has acquired certificate of competency issued by a recognised authority.

An employee at this level works above and beyond an employee at Level 3 and to the level of their training, and:

- (a) understands and applies quality control standards;
- (b) exercises discretion within the scope of this level;
- (c) performs work under general supervision either individually or in a team environment;
- (d) operates all lifting equipment incidental to their work;
- (e) performs tasks incidental to their work.

Indicative of the tasks which an employee at this level may perform are one of the following:

- compositor engaged in limited paste-up, rule work, imposition, camera and plate-making for use within the industry;
- a printing machinist on a basic single unit press including letterpress printing; lithographic printing etc.

Under minimal supervision either individually or in a team environment, competent to perform one or more of the following tasks/duties, or a combination

- use of a VDU for the purposes such as the maintenance of a deposit storage system, information input/retrieval, etc.
- operation of all materials handling equipment under licence;
- development and refinement of a sort layout including proper location of goods and their receipt and dispatch.

Level 5

An employee who holds a trade certificate, has completed formal training and has acquired an appropriate certificate of competency issued by a recognised authority or who has equivalent training, experience and skills as a tradesperson to this level.

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An employee at this level works above and beyond an employee at Level 4 and to the level of their training, and:

- (a) exercises discretion within the scope of this level;
- (b) works under general supervision either individually or in a team environment;
- (c) understands and implements quality control standards;
- (d) provides trade or equivalent skill guidance and assistance as part of a work team;
- (e) exercises trade or equivalent skills relevant to the specific requirements of the enterprise at a level higher than Level 4.

Indicative of the tasks which an employee at this level may perform are one of the following;

- printing machinist on two-unit sheet fed letterpress, gravure, offset lithographic printing machines, sheet fed perfecter machines and multi-colour, reel-fed continuous stationery machines;
- compositor engaged in paste-up, rule work, imposition, camera, plate-making and who is engaged in electronic pagination, rearranging copy on visual display machines, set from copy using basic coding for use within the industry;
- bookbinder/finisher engaged in the production of full bound books including, cleaning, ending, repair of damaged books and documents including the restoration and preservation of cultural and historic work and archival material;
- proof reader;
- fully qualified maintenance/engineering tradesperson;
- person who creates or produces design or finished artwork for use in the industry.

Level 6

An employee who holds a trade certificate, has completed formal training and has acquired an appropriate certificate of competency issued by a recognised authority or who has equivalent training, experience and skills as a tradesperson to this level.

An employee at Level 6 works above and beyond an employee at Level 5 and to the level of their training, and:

- (a) is able to exercise the skills attained through satisfactory completion of the training prescribed for this classification;

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- (b) provides guidance and assistance as part of a work team;
- (c) assists in the provision of training in conjunction with supervisors and trainers;
- (d) understands and implements quality control standards;
- (e) works under general supervision either individually or in a team environment.

Indicative of the tasks which an employee at this level may perform are one of the following:

- bookbinder/finisher engaged in the production of full bound books including, cleaning, ending, repair of damaged books and documents including the restoration and preservation of cultural and historic work and archival material. A bookbinder at Level 6 will have added to their skills knowledge and use of fully electronically programmable guillotine; gatherer; stitcher and three-way trimmer;
- compositor engaged in paste-up, rule work, imposition, camera, plate-making and who is engaged in electronic pagination, rearranging copy on visual display machines, set from copy using basic coding for use within the industry. At Level 6 a photo compositor will be competent in the use of visual display terminals typing hard copy or information received orally or by facsimile to a computer and either through a series of codes or otherwise instruct the computer to produce copy in a final form or in a form for paste-up and assembly to final form, for use within the industry;
- printing machinist on two-unit sheet fed letterpress, gravure, offset lithographic printing machines, sheet fed perfecter machines and multi-colour, reel-fed continuous stationery machines. A printing machinist at Level 6 will have added to their skills the knowledge and use of three or four unit letterpress, offset lithographic, multi-colour reel-fed machines;
- more complex proof reading and editing;
- graphic reproducer who is an operator of electronic mono picture generating systems which are programmed by, and/or store digitised information on hard or floppy disc or tapes and engaged in processes leading to and/or including the production of process plates, transparencies, prints or films;

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Level 7

An employee who holds a trade certificate, has completed formal training and who has acquired an appropriate certificate of competency issued by a recognised authority or who has equivalent training, experience and skills as a tradesperson to this level.

An employee at Level 7 works above and beyond an employee at Level 6 and to the level of their training, and:

- (a) is able to exercise the skills attained through satisfactory completion of the training prescribed for this classification;
- (b) provides guidance and assistance as part of a work team;
- (c) assists in the provision of training in conjunction with supervisors and trainers;
- (d) understands and implements quality control standards;
- (e) works under general supervision either individually or in a team environment.

Indicative of the tasks which an employee at this level may perform are one of the following:

- exercises high precision skills using various materials and/or specialised techniques;
- tradesperson by use of visual display terminal types hard copy or information received orally or by facsimile to a computer and either through a series of codes or otherwise instructs the computer to produce a finished article in a final form or in a form for paste-up and assembly to final form for use within the industry and has added to these skills, knowledge and understanding of other forms of photo-composition including liaising with client service officers and/or customers, converting copy 'raw' or otherwise through layout and design to a stage satisfactory to customers needs, typesetting, positioning of artwork (illustrations, photos, etc.) using their creative ability in layout designing for printed material, including reports with graphs etc., brochures, invitations, covers, newsletters, newspapers etc.;
- printing machinist on two-unit sheet fed letterpress, gravure, offset lithographic printing machines, sheet fed perfecter machines and multi-colour, reel-fed continuous stationery machines. A printing machinist at Level 6 will have added to their skills the knowledge and use of three or four unit letterpress, offset lithographic, multi-colour reel-fed machines. Printing machinists at Level 7 will be fully conversant and skilled in the use of printing units with Computerised Colour Print Control, including reel-fed machines producing colour work;

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- text processing and conversion, specific to the printing industry;
- bookbinder/finisher engaged in the production of full bound books including, cleaning, ending, repair of damaged books and documents including the restoration and preservation of cultural and historic work and archival material. A bookbinder at Level 6 will have added to their skills knowledge and use of fully electronically programmable guillotine; gatherer stitcher and three-way trimmer. At Level 7 a bookbinder finisher will be fully conversant with, in charge of and responsible for the setting and adjusting of multi-unit on-line adhesive bindery equipment which converts books into finished soft or hard covered books or computer controlled sewing machine;
- provision of customer advice for the sale of print;
- planning and scheduling production workloads;
- graphic reproducer who is engaged in colour combining of artwork supplied; negatives and positives screened to percentages required for colour plates.

Level 8

An employee who holds a trade certificate, has completed formal training and has acquired an appropriate certificate of competency issued by a recognised authority or who has equivalent training, experience and skills as a tradesperson to this level.

An employee at Level 8 whose work and level of responsibility are above and beyond an employee at Level 7 and to the level of their training, and:

- (a) is able to exercise the skills attained through satisfactory completion of the training prescribed for this classification;
- (b) provides guidance and assistance as part of a work team;
- (c) assists in the provision of training in conjunction with supervisors and trainers;
- (d) understands and implements quality control standards.

Indicative of the tasks which an employee at this level may perform are one of the following:

- tradesperson by use of visual display terminal types hard copy or information received orally or by facsimile to a computer and either through a series of codes or otherwise instructs the computer to produce a finished article in a final form or in a form for paste-up and assembly to final form for use within the industry and has added to these skills, knowledge and understanding of other forms of photo-composition including liaising with client service officers and/or customers, converting copy 'raw' or otherwise through layout and design to a stage satisfactory to customers needs, typesetting, positioning of artwork (illustrations, photos, etc.) using stand alone or line-linked computer

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based typesetting systems, using their creative ability in layout designing for printed material, including reports with graphs etc, brochures, invitations, covers, newsletters, newspapers etc, a tradesperson at Level 8 will add to the forgoing skills the knowledge and use of electronic generating systems which are programmed by and/or store digitised information on hard/floppy discs or tapes and be engaged in processing leading to and/or including the production of process colour plates, colour transparencies, colour prints or film and have become competent with the use thereof;

- advanced text processing and conversion. Must be competent in the writing of search and replace tables, arrays or relevant programs for data processing and conversion units with ability to process and convert any program to specifications. Conversant and able to use Data Retrieval, daily/weekly back-up using magnetic tapes, system troubleshooting. Scanning all types of documents, including text and images using verification;
- tradesperson using computer controlled equipment which is technologically advance beyond, and requires the use of added skills above and beyond those required for use at Level 7.

Level 9

An employee who holds a trade certificate, has completed formal training and has acquired an appropriate certificate of competency issued by a recognised authority or who has equivalent training, experience and skills as a tradesperson to this level.

An employee at Level 9 whose work and level of responsibility are above and beyond an employee at Level 8 and to the level of their training, and:

- (a) is able to exercise the skills attained through satisfactory completion of the training prescribed for this classification;
- (b) provides guidance and assistance as part of a work team;
- (c) assists in the provision of training, in conjunction with supervisors and trainers;
- (d) understands and implements quality control standards;
- (e) works under general supervision either individually or in a team environment.

Indicative of the tasks which an employee at this level may perform are one of the following:

- responsible for the operation of electronic typesetting machines and generally supervising the input and the output from the computers, and postscript services.

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Level 10

An employee at Level 10 who possesses certificate(s) and qualifications working above and beyond a person at Levels 8 and 9 and to the level of their training:

- (a) is able to supervise efficiently and competently;
- (b) is able to exercise the skills through satisfactory completion of the training prescribed for this classification;
- (c) provides guidance and assistance;
- (d) assists in the provision of training;
- (e) understands and implements quality control standards.

Level 11

An employee at Level 11 who possesses certificate(s) and qualifications working above and beyond a person at Levels 8, 9 and 10 and to the level of their training:

- (a) is able to supervise efficiently and competently;
- (b) is able to exercise the skills through satisfactory completion of the training prescribed for this classification;
- (c) provides guidance and assistance;
- (d) assists in the provision of training;
- (e) understands and implements quality control standards.

Level 12

An employee who possesses certificates and qualifications in the printing trade by a recognised authority and who, working above and beyond a person at Levels 10 and 11 and to the level of their training:

- (a) is able to manage complex functions effectively and competently;
- (b) is able to exercise those management skills based upon the qualifications and training prescribed for this classification;
- (c) provides leadership, counselling and guidance;
- (d) develops and directs training;
- (e) manages quality control standards laid down for the outcomes;

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Indicative of the task which an employee of this level may perform are:

- human resource management, both planning and the placement of available hours in the production process;
- complex work flow management at a detailed level;
- management of subdivisional functions for one or more major clients, including demand printing service clients.

Level 13

An employee at Level 13 who possesses the appropriate certificates of competence in qualifications deemed necessary at this level, working above and beyond a person at Level 12, and to the level of their training:

- (a) is able to manage efficiently and competently;
- (b) exercise of skills at a high order, based on those training and mandatory qualifications;
- (c) provides high levels of leadership, guidance and assistance;
- (d) undertakes the full personnel performance and evaluation, reviews and directs resultant training requirements;
- (e) sets quality control standards and oversees their implementation.

Indicative of the tasks which an employer at this level may perform are the following:

- be totally responsible for profitability of each area of their Division;
- prepare budgets for each area, particularly human resource and technical requirement budgets, and manage those budgets after their approval;
- manage the work flow requirements of the division;
- bear responsibility for the technology, plant and equipment, insofar as operational aspects are concerned."

OPERATIVE DATE

This Order shall come into operation from the first full pay period to commence on or after 4 October 1999.

P A Imlach
COMMISSIONER

4 October 1999