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TASMANIAN INDUSTRIAL COMMISSION

Industrial Relations Act 1984
s23 application for an award or variation of an award

Tasmanian Trades and Labor Council
(T5985 of 1995)

GOVERNMENT PRINTING OFFICE PRODUCTION STAFF AWARD

FULL BENCH:

PRESIDENT F D WESTWOOD
DEPUTY PRESIDENT A ROBINSON
COMMISSIONER P A IMLACH

13 May 1996

Award variation - nominated private and public sector awards - "Supported Wage System" application approved - orders to issue - operative from 23 February 96

ORDER BY CONSENT:

**No.1 of 1996
(Consolidated)**

A NEW CLAUSE IS SUBSTITUTED FOR CLAUSE 8 OF THIS AWARD AND THE AWARD IS AMENDED.

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1. TITLE

This award shall be known as the "Government Printing Office Production Staff Award".

2. SCOPE

Subject to the exceptions and conditions contained herein, this award shall apply to all persons permanently or temporarily employed in the Government Printing Office under the provisions of the Tasmanian State Service Act 1984 and who occupy a position covered by this award.

3. ARRANGEMENT

<u>SUBJECT MATTER</u>	<u>CLAUSE NO.</u>
Title	1
Scope	2
Arrangement	3
Date of Operation	4
Supersession and Savings	5
Parties and Persons Bound	6
Definitions	7
Salaries	8
Accreditation Committee	9
Apprentices	10
Arrangements for Implementing New Technology	11
Conditions of Service	12
Hours of Work	13
Management Functions and Disputes Settlement Agreement	14
Mixed Functions	15
New Appointments and Promotion	16
Overtime	17
Payment of Wages	18
Protective Clothing	19
Testing New Structure	20
Training	21
Work on Saturdays, Sundays and Public Holidays	22

4. DATE OF OPERATION

This award shall come into operation as from 23 February 1996.

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5. SUPERSESION AND SAVINGS

No right, obligation or liability incurred or accrued under any of the provisions of the Printing Staff, Government Printing Office Award and the Supervisory and Technical Staff Government Printing Office Award shall be affected by this award.

The provisions of the Tasmanian State Service Act 1984 and the Regulations made thereunder, shall continue to apply to the employees or classes of employee covered by this award as and where such Act and Regulations are applicable, save insofar as the salary to be received by and the conditions of service of such employees or classes of employee are inconsistent with the provisions of this award.

6. PARTIES AND PERSONS BOUND

This award shall apply to, and be binding upon:-

- (a) all employees (whether members of a Registered Organisation or not) for whom classifications appear in this award;
- (b) the following organisation of employees:
 - (i) the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union and the Officers of that organisation and their members for whom classifications appear in this award;
- (c) the Controlling Authority having an interest in this award is the Minister responsible for the administration of the Tasmanian State Service Act 1984, in relation to all employees (as defined).

7. DEFINITIONS

In this award unless the contrary intention appears:

'Casual Employee' means a person engaged to work on an irregular basis as and when required but does not include any person employed on a part-time, full-time or permanent basis.

'Controlling Authority' means the Minister administering the Tasmanian State Service Act 1984.

'Employee' means a person employed under the provisions of the Tasmanian State Service Act 1984.

'Full-time Employee' means a person engaged to work for the full ordinary hours prescribed.

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'Part-time Employee' means a person other than a full-time or casual employee, engaged to work regularly in each pay period for less hours than an equivalently classified full-time employee.

'Printing Tradesperson' shall mean a person who has the appropriate qualifications recognised by the Training Authority Tasmania and/or the National Printing Industry Training Board and employed at a level in accordance with Clause 8 - SALARIES.

'Printing Worker' shall mean a person employed in a level, exercising such skills and performing such tasks or duties in accordance with Clause 8 - SALARIES.

'Temporary Employee' means a person engaged by the controlling authority who:

- (i) is engaged to relieve a full-time or part-time employee for specific periods of leave; or
- (ii) is engaged temporarily for specific duties over a fixed time period determined by the controlling authority.

PROVIDED that such temporary employment shall be specified as to number of hours, days or weeks to be worked; with the further proviso that where the period of engagement is specified as 5 consecutive working days or less the terms of employment shall be the same as those defined for casual employees.

8. SALARIES

An employee appointed or promoted to a position within a level prescribed by this award shall, subject to satisfying the prescribed requirements, be paid at the salary rate determined for the relevant level, as hereinafter set forth:

PROVIDED that an employee paid in accordance with the rates established for persons under 21 years of age in Level 2 of this award shall on being promoted to a classification above Level 2 be paid at the salary rate prescribed for the position to which they have been appointed.

PROVIDED FURTHER that an employee under 21 years of age with dependants may, on the determination of the controlling authority, be paid the salary he/she would normally receive on attaining the age of 21 years.

For the purposes of this proviso, a 'dependant' in relation to an employee means:

- (i) in the case of a relative of that employee, a person who normally resides with the employee; and
- (ii) in any other case, a person who has resided with that employee for a period of at least 12 months, and who is wholly or substantially dependent on that employee for financial support;

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(iii) 'relative' as referred to in paragraph (i) above means spouse, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant, adopted child and foster child of the employee's spouse.

1. RATES OF WAGES

Level	Base Trade Rate %	Salary per Annum \$
1 Printing Worker	80	19165
2 Printing Worker	85	20364
3A Printing Worker	90	21562
3B Printing Worker	95	22759
4 Printing Tradesperson/Worker	100	23957
5 Printing Tradesperson/Worker	105	25156
6 Printing Tradesperson/Worker	110	26353
7 Printing Tradesperson/Worker	115	27551
8 Printing Tradesperson/Officer	120	28749
9 Printing Tradesperson/Officer	125	29946
10 Printing Officer	130	31145
11 Printing Officer	135	32343
12	140	33540
13	145	34738
14	150	35937
15	155	37134

2. CAREER PATH STRUCTURE

DEFINITIONS

The following definitions shall apply to workers of this award in the classifications mentioned in Part 1 - Rates of Wages of this clause.

'Level 1 - Printing Worker' 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.

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'Level 2 - Printing Worker' 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 of 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.

'Level 3A - Printing Worker' 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 artroom 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 - Printing Worker' 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.

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

'Level 4 - Printing Tradesperson/Worker' 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 an appropriate 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:

1. understands and applies quality control standards;
2. exercises discretion within the scope of this level;
3. performs work under general supervision either individually or in a team environment;
4. operates all lifting equipment incidental to their work;
5. 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;
- . printing machinist on a basic single unit press including letterpress printing; lithographic printing &c;
- . bookbinder and finisher engaged on non electronically programmable machines including case making machines &c.

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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, &c;
- . 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 - Printing Tradesperson/Worker' 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 this level works above and beyond an employee at Level 4 and to the level of their training, and:

1. exercises discretion within the scope of this level;
2. works under general supervision either individually or in a team environment;
3. understands and implements quality control standards;
4. provides trade or equivalent skill guidance and assistance as a part of a work team;
5. 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;

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- . fully qualified maintenance/engineering tradesperson;
- . person who creates or produces design or finished artwork for use in the industry

'Level 6 - Printing Tradesperson/Worker' 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:

1. is able to exercise the skills attained through satisfactory completion of the training prescribed for this classification;
2. provides guidance and assistance as part of a work team;
3. assists in the provision of training in conjunction with supervisors and trainers;
4. understands and implements quality control standards;
5. 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.

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- . 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 of floppy disc or tapes and engaged in processes leading to and/or including the production of process plates, transparencies, prints or films;

'Level 7 - Printing Tradesperson/Worker' 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:

1. is able to exercise the skills attained through satisfactory completion of the training prescribed for this classification;
2. provides guidance and assistance as part of a work team;
3. assists in the provision of training in conjunction with supervisors and trainers;
4. understands and implements quality control standards;
5. 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 stand alone or line-linked computer based typesetting systems, using their creative ability in layout designing for

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printed material, including reports with graphs &c., brochures, invitations, covers, newsletters, newspapers &c.;

- . 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;
- . 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 online 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 - Printing Tradesperson/Officer' 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:

1. is able to exercise the skills attained through satisfactory completion of the training prescribed for this classification;
2. provides guidance and assistance as part of a work team;
3. assists in the provision of training in conjunction with supervisors and trainers;
4. understands and implements quality control standards.

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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 based typesetting systems, using their creative ability in layout designing for printed material, including reports with graphs &c, brochures, invitations, covers, newsletters, newspapers &c, 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 programmes for data processing and conversion units with ability to process and convert any programme 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 advanced beyond, and requires the use of added skills above and beyond those required for use at Level 7.

'Level 9 - Printing Tradesperson/Officer' 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:

1. is able to exercise the skills attained through satisfactory completion of the training prescribed for this classification;
2. provides guidance and assistance as part of a work team;
3. assists in the provision of training, in conjunction with supervisors and trainers;
4. understands and implements quality control standards;

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5. 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.

'Level 10 - Printing Officer' 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:

1. is able to supervise efficiently and competently;
2. is able to exercise the skills through satisfactory completion of the training prescribed for this classification;
3. provides guidance and assistance;
4. assists in the provision of training;
5. understands and implements quality control standards.

'Level 11 - Printing Officer' 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:

1. is able to supervise efficiently and competently;
2. is able to exercise the skills through satisfactory completion of the training prescribed for this classification;
3. provides guidance and assistance;
4. assists in the provision of training;
5. understands and implements quality control standards.

'Level 12'

'Level 13'

'Level 14'

'Level 15'

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3. APPRENTICES

			Salary per annum
			\$
First Year 49.5%)) From 13.8.91	22916
Second Year 62%) Calculated at) From 30.8.91	23189
Third Year 73.50%) the rate of) From 30.8.92	23633
Fourth Year 87.5%))	

PROVIDED that as from 30.8.93, apprentices will be paid the appropriate percentage of the rate prescribed for a Level 4 tradesperson.

4. ADULT APPRENTICES

1st year of service 82% of Level 4	19645
2nd year of service 87% of Level 4	20843
3rd year of service 92% of Level 4	22040
4th year of service 100% of Level 4	23957

5. JUNIORS

16 years of age 50% of Level 2	10182
17 years of age 60% of Level 2	12218
18 years of age 70% of Level 2	14255
19 years of age 80% of Level 2	16291
20 years of age 90% of Level 2	18328

6. PART-TIME AND CASUAL EMPLOYEES

Employees engaged on a part-time or casual basis shall have their salaries determined in the following manner:

- (a) part-time employees shall be paid in the proportion that the hours worked bear to the normal weekly rate prescribed for the equivalent full-time employee;
- (b) casual employees shall be paid in the proportion that the hours worked bear to the normal weekly rate prescribed for the equivalent full-time employee plus a 20 per centum loading to compensate for annual leave, sick leave and public holidays; and
- (c) the normal weekly salary rate means 1/52nd of a full-time employee's annual salary exclusive of allowances and overtime.

PROVIDED that a casual employee's terms of engagement shall be by the hour with a minimum payment of 3 hours for each day worked; however, where work practices are such that it is considered inappropriate to apply the conditions stipulated by this proviso, such conditions may be varied by agreement between the relevant employee organisation and the controlling authority.

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PROVIDED ALWAYS that employees engaged as temporary, part-time and casual employees prior to 15 April 1988 shall not suffer any loss of entitlement through the implementation of this award.

7. SUPPORTED WAGE SYSTEM

(a) Eligibility criteria

Subject to this section an employer may engage employees at a supported wage rate (as set out in subclause (c) of this section) who meet the impairment criteria for receipt of a Disability Support Pension and who, because of their disability, are unable to perform the range of duties to the competence level normally required for the class of work for which they are engaged.

PROVIDED that this section does not apply to any existing employee who has a claim against the employer which is subject to the provisions of workers' compensation legislation or any provision of this award relating to the rehabilitation of employees who are injured in the course of their current employment.

PROVIDED FURTHER that this section does not apply to employers in respect of their facility, programme, undertaking, service or the like which receives funding under the Disability Services Act 1986 and fulfils the dual role of service provider and sheltered employer to people with disabilities who are in receipt of or are eligible for a disability support pension, except with respect to an organisation which has received recognition under s.10 or under s.12A of the above Act, or if a part only has received recognition, that part.

(b) For the purposes of this section:

- (i) **"Supported Wage System"** means the Commonwealth Government System to promote employment for people who cannot work at full award wages because of a disability.
- (ii) **"Accredited Assessor"** means a person accredited by the management unit established by the Commonwealth under the Supported Wage System to perform assessments of an individual's productive capacity within the Supported Wage System.
- (iii) **"Disability Support Pension"** means the pension available under the Commonwealth pension scheme to provide income security for persons with a disability as provided under the Social Security Act 1991, as amended from time to time, or any successor to that scheme.
- (iv) **"Assessment instrument"** means the form provided for under the Supported Wage System that records the assessment of the productive capacity of the person to be employed under the Supported Wage System.

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(c) Supported wage rates

Employees to whom this section applies shall be paid the applicable percentage of the minimum rate of pay prescribed by this award for the class of work which the person is performing according to the following schedule:

Assessed capacity (subclause (d))	% of prescribed award rate
10%	10%
20%	20%
30%	30%
40%	40%
50%	50%
60%	60%
70%	70%
80%	80%
90%	90%

(Provided that the minimum amount payable shall be not less than \$45 per week.)

(d) Assessment of capacity

For the purpose of establishing the percentage of the award rate to be paid to a supported wage employee under this award, the productive capacity of the employee will be assessed in accordance with the Supported Wage System and documented in an assessment instrument by either:

- (i) the employer and a union party to the award, in consultation with the employee or, if desired by any of these;
- (ii) the employer and an accredited Assessor from a panel agreed by the parties to the award and the employee.

(e) Lodgment of assessment instrument

- (i) All assessment instruments under the conditions of this section, including the appropriate percentage of the award wage to be paid to the employee, shall be lodged by the employer with the Registrar of the Tasmanian Industrial Commission.
- (ii) All assessment instruments shall be agreed and signed by the parties to the assessment, provided that where a union which is party to the award, is not a party to the assessment, it shall be referred by the Registrar of the Tasmanian Industrial Commission to the union by certified mail and shall take effect unless an objection is notified to the Registrar of the Tasmanian Industrial Commission within 10 working days.

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(f) Review of assessment

The assessment of the applicable percentage shall be subject to annual review or earlier on the basis of a reasonable request for such a review. The process of review shall be in accordance with the procedures for assessing capacity under the Supported Wage System.

(g) Other terms and conditions of employment

Where an assessment has been made, the applicable percentage shall apply to the wage rate only. Employees covered by the supported wage provisions of this section shall be entitled to the same terms and conditions of employment as all other workers covered by this award who are paid on a pro rata basis.

(h) Workplace adjustment

An employer wishing to employ a person under the provisions of this section shall take reasonable steps to make changes in the workplace to enhance the employee's capacity to do the job. Changes may involve re-design of job duties, working time arrangements and work organisation in consultation with other workers in the area.

(i) Trial Period

- (i) In order for an adequate assessment of the employee's capacity to be made, an employer may employ a person under the provisions of this section for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding 4 weeks) may be needed.
- (ii) During that trial period the assessment of capacity shall be undertaken and the proposed wage rate for a continuing employment relationship shall be determined in accordance with subclauses (d) and (e).
- (iii) The minimum amount payable to the employee during the trial period shall be no less than \$45 per week or such greater amount as is agreed from time to time between the parties.
- (iv) Work trials should include induction or training as appropriate to the job being trialed.
- (v) Where the employer and employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment shall be entered into based on the outcome of assessment under subclause (c) hereof.

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9. ACCREDITATION COMMITTEE

- (a) A Tripartite Accreditation Committee shall be formed to resolve all matters pertaining to accreditation of an employee with Government Printing Office classification structure.
- (b) The Accreditation Committee shall consist of the Government Printer, the Secretary of the Union or their nominated representative and a third party agreeable to both.
- (c) Employees will be accredited according to established guidelines and criteria.
- (d) The Accreditation Committee shall meet as and when the need arises having regard for new employees and their skills within the Government Printing Office classification structure and for existing employees having regard for any training they may have undertaken.

In any case the Accreditation Committee shall meet at least one in a year.

10. APPRENTICES

The provisions of the Industrial and Commercial Training Act 1985 and the Regulations made thereunder shall be observed in respect of the employment and training of apprentices employed in the Government Printing Office.

PROVIDED that where an apprentice is being trained in a branch of the printing industry at the Government Printing Office he/she shall, so far as the plant and facilities permit, be taught and instructed in all phases of the branch and all things incidental thereto.

11. ARRANGEMENTS FOR IMPLEMENTING NEW TECHNOLOGY

The introduction of new technology is seen as essential for the future vitality and competitiveness of the Government Printing Office, and for the job security, satisfaction and job enrichment of its employees.

With this in mind, the following comments document the arrangements and general approach to be adopted when considering new technology in the future.

- (a) Administrative Provisions
 - (i) A technology sub-committee will be established to research and make recommendations to the Government Printer on the acquisition and implementation of new technology. This sub-committee shall be called the Technology Sub-committee and shall be composed of management, and PKIU representatives with the authority to co-opt relevant technical personnel as required.

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(ii) The decision on what to buy would be made by the Government Printer on the basis of recommendations submitted by the Technology Sub-committee and subject to any guidelines or Government approval required.

(b) Development of Recommendation by the Technology Sub-Committee

The Technology Sub-committee, in developing any recommendation involving new technology, must consider the anticipated impact of the proposed changes and must examine matters in relation to the full range, taking into account reporting and documenting both advances and disadvantages likely to arise for the required new technology.

(c) The sub-committee's recommendations should be based on the following aspects where relevant.

(i) Policies and directions of the Government.

(ii) Efficiency and effectiveness of the Government Printing Office particularly as regards the cost and operations envisaged as a result of the continued introduction of new technology.

(iii) Effect on staffing situation, particularly in relation to the number and type of staff required, training/retraining/career opportunities, job satisfaction, occupational safety and health aspects.

(iv) Service to clients.

(v) Changes in organisational structure and/or work method arrangements.

Obviously, each situation may contain features in addition to those listed above which will warrant consideration and comment in the particular proposal.

(d) The Technology Sub-committee will document and make available to all employee representatives the following as it becomes available.

(i) A statement of the objectives of the proposed action, with a technology explanation of the nature and scope of the technological change to be introduced, sufficient to permit an assessment of the impact on the workforce of the proposed action.

(ii) A statement of the need for the proposed action indicating:

(A) reasons for choice of proposed action;

(B) any alternative proposals considered;

(C) consequences of not taking action.

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- (iii) An outline of the resultant work pattern within the particular work area indicating any effect beyond the particular work area.
 - (iv) A comparison of the designations, number of levels of staff expected to be required for the operation of equipment, with comment on the effect on staffing in other work areas and advice of proposals for training or retraining staff or of any possible redeployment.
 - (v) Consideration, if any, of the technological change for the occupational health and safety, and physical work environment, of staff employed in its use, and for any other aspect of the quality of working life.
 - (vi) The proposed rate and timing of introducing the change recognising that, in the interest of early advice and consultation, it may not be possible initially to cover all aspects of the proposal in detail.
- (e) New Technology Trial Period

In some instances a trial period of the new technology at an appropriate stage may be helpful to enable identification of problems, disadvantages and advantages and in the interest of enabling all concerned to obtain a more complete understanding of what is involved. Such a trial would only be considered where there has been no prior experience with the particular technology elsewhere within the Printing Industry and it could be shown to be consistent with economy and efficiency tests.

12. CONDITIONS OF SERVICE

Unless otherwise prescribed in this award, conditions of service shall be as prescribed in the General Conditions of Service Award, provided that where conditions are not prescribed therein, the Tasmanian State Service Act 1984 and Regulations thereof shall apply.

13. HOURS OF WORK

- (a) The ordinary hours of work shall be an average of 38 hours per week to be worked on the following basis:

152 hours within a work cycle not exceeding 28 consecutive days.
- (b) The ordinary hours of work prescribed herein may be worked on any one day or all of the days of the week, Monday to Friday.
- (c) The ordinary hours of work prescribed herein shall be worked continuously each day except for a meal break, between 7.30 am and 4.30 pm.

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PROVIDED that the spread of hours may be altered with the agreement of the majority of the employees in the Government Printing Office or a section/department as the case may be, to be worked within the period 7.00 am to 7.00 pm.

The meal break shall be taken, commencing no earlier than 11.30 am and finishing no later than 2.00 pm, providing always that the amount of time to be observed by each employee as a meal break between these times shall be not less than 30 minutes and not more than 60 minutes.

- (d) Work done prior to the spread of hours fixed in accordance with this clause for which overtime rates are payable shall be deemed for the purposes of this clause to be part of the ordinary hours of work.
- (e) An employee's starting and finishing time shall not be altered without 7 days notice unless the Government Printer and the employee/s agree.
- (f) The 38 hour week shall be worked by fixing one week-day on which a group of employees will be off during a particular work cycle. In the circumstances of the Government Printer, this method shall be in the form of a 19 day month.
- (g) Notice of Days Off

Except as provided in subclause (h) of this clause, in cases where, by virtue of the arrangement of his/her ordinary working hours, an employee, in accordance with this clause, is entitled to a day off during his/her work cycle, such employee shall be advised by the employer at least four weeks in advance of the week-day he/she is to take off.

- (h) Substitute Days Off
 - (i) The employer with the agreement of the union, may substitute the day an employee is to take off in accordance with subclause (a) of this clause, for another day in the case of a breakdown in machinery or a failure or shortage of electric power or to meet the requirements of the business in the event of rush orders or some other emergency.
 - (ii) An individual employee, with the agreement of his/her employer, may substitute the day he/she is to take off for another day.
- (i) The salary of employees shall be paid according to the weekly average of ordinary hours worked even though more or less than 38 ordinary hours may be worked in any particular week.
- (j) An employee who has not taken the day off due to him/her during the work cycle in which his/her employment is terminated shall have included in his/her salary entitlement on termination an amount representing the total credits accrued during the work cycle in which the termination takes effect.

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(k) Rostered days off may be banked by agreement but must be taken within 90 days.

PROVIDED that where the employee has taken a day off during the work cycle in which his/her employment is terminated, the salaries payment due to the employee on termination shall be reduced by an amount representing the total credits which have not accrued during the work cycle.

14. MANAGEMENT FUNCTIONS AND DISPUTES SETTLEMENT AGREEMENT

The Government Printer and the Printing and Kindred Industries Union, Tasmanian Branch agree to the following definition for the proper managerial function and procedures to be adopted for the settlement of disputes in respect of the Government Printing Office.

(a) Management Function

Subject to the provisions of the Tasmanian State Service Act 1984 and Regulations, it is acknowledged the Government Printer has, and will continue to assume the right to carry out, the proper managerial function of the Government Printing Office. It is understood the union, its officers, and members will respect that right and not seek to wilfully intrude into the rightful domain of job management.

Subject to the Act but without limiting the foregoing, such management function includes the right to select, transfer, promote, discipline or dismiss staff and to generally administer the Government Printing Office in such manner as it considered reflects the best interests of the Crown, the employees and the public.

(b) Chapel Functions

Nothing herein shall be construed so as to prevent any member of the Government Printing Office Chapel who considers that he or she has a grievance, from consulting the Chapel officials before approaching management in respect of such grievance.

(c) Settlement of Disputes

Where a dispute arises, not then being the subject of an application to the Tasmanian Industrial Commission, it is agreed the following procedure shall be observed:

- (i) should any matter arise which given cause for concern to an employee, he/she shall, subject to subclause (a) of this clause, raise such matter with his/her immediate supervisor (foreman);
- (ii) if the matter is not then settled it shall be referred to the union delegate (Father of Chapel) who shall consult with the appropriate representative of management;

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- (iii) if the matter remains unresolved it shall be referred to the branch secretary of the union (or his representative). This official will discuss the problem with senior representatives of the employer;
- (iv) should the matter be capable of being determined by the Tasmanian Industrial Commission, the matter will be so determined with recourse to the Commission should such be necessary;
- (v) the parties shall at all times confer in good faith and without undue delay;
- (vi) while the above procedure is being followed work shall continue normally in accordance with the award; and
- (vii) nothing in this agreement should be construed to prejudice any existing rights or of any party.

15. MIXED FUNCTIONS

Where during any day, an employee is employed on work requiring the performance of functions involving different rates of pay prescribed by this award, the minimum rate of wage to be paid to the employee for that day shall be calculated as if the employee performs such only of the said functions as involve the highest rate of wage.

16. NEW APPOINTMENTS AND PROMOTIONS

The commencing salary of an employee either on first appointment or on promotion to a classified position in respect of which a salary scale is prescribed by this award shall be as determined by the controlling authority, having regard to the qualifications and the practical experience in the printing or associated industry of such employee.

17. OVERTIME

- (a) (i) All time of duty required to be performed in excess of or outside of ordinary working hours shall be regarded as overtime, and shall be paid for at the rate of time and one half of the ordinary salary rate for the first three hours so worked and at the rate of double time thereafter.
- (ii) Where an employee is required to work overtime directly preceding or following his/her normal working hours, and such overtime exceeds thirty minutes but is less than one hour, he/she shall be paid as though he/she had worked one hour's overtime.
- (iii) Where an employee is required to work overtime in excess of one hour after the finishing time of his/her ordinary working hours, he/she shall be paid for a minimum of three hours, exclusive of a meal break of thirty minutes.

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- (iv) Notice to work overtime will be given as soon as possible and in any case not later than 3.30 p.m. on the day overtime is required, provided that if notification to work overtime is given later, the double rate will be paid in lieu of the appropriate overtime rate applicable and the meal allowance applicable under this award.
 - (v) When an employee is called back to perform work at a time when he/she would not ordinarily be at work and the employee has not been notified prior to his/her last finishing work that he/she would be so called back, such call back shall be a 'call' for all purposes of this award.
 - (vi) Except as otherwise provided in paragraph (ix) of this clause an employee called back shall be paid one hour's ordinary pay for such 'call' and, in addition, shall be paid as provided in paragraph (viii) of this clause.
 - (vii) All time worked on a 'call' shall be paid for at double ordinary hourly rates of pay with a minimum of three hours work or payment at such rate in lieu thereof.
 - (viii) In the event of an employee receiving a 'call' and then, prior to commencing work in accordance therewith, being informed by the employer that his/her services on such 'call' are not required, the employee shall, if he/she has:
 - (1) left his/her place of residence, be paid as if he/she had in fact started work;
 - (2) not left his/her place of residence, be paid one hour's ordinary pay.
 - (ix) The provisions of this subclause shall not apply where the employee is notified during the course of a weekend that he/she is required to report for overtime work prior to his/her normal commencing time on the first working day after that weekend and such overtime work:
 - (1) does not exceed thirty minutes; and
 - (2) is continuous with the commencement of his/her ordinary working time.
 - (x) The maximum rate of overtime payment and qualification for payment shall be in accordance with the General Conditions of Service Award.
- (b) Meal Period and Meal Money
- (i) Where a period of overtime in continuation of the ordinary hours of work is estimated by the employer to take one and a half hours or more, the employee shall, before the expiration of five hours from the completion of his/her last meal period, be required to take a meal period of at least half an hour.

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- (ii) An employee shall not work overtime for longer than five hours without a meal period of half an hour.
 - (iii) Notwithstanding any other provision of this award, where an employee working overtime can complete his/her work within three-quarters of an hour after his/her ordinary finishing time, he/she may continue to work for that period without a break for a meal provided that he/she does not work for more than five and a half hours from his/her previous meal break.
 - (iv) Where overtime is worked before the ordinary hour of commencing work and such overtime is of one and a half hours or more, the employee shall, within five hours of the commencement of such overtime, be required to take a meal period of half an hour without deduction of pay. Nothing in this paragraph shall in any way affect the taking by the employee of his/her ordinary meal period prescribed by this award.
 - (v) An employee who is required to work overtime for more than one and a half hours shall be paid a meal allowance in accordance with the General Conditions of Service Award rates. A similar amount shall be paid for each subsequent meal period taken in accordance with this subclause.
 - (vi) Where work on a Saturday, Sunday or a public holiday exceeds five hours, meal money shall not be paid in respect of the first meal period taken. In the event of such work continuing to an extent that requires a subsequent meal period or meal periods to be observed as prescribed by this award, a meal allowance for each such meal period occurring shall be paid in accordance with the General Conditions of Service Award rates.
- (c) Employee Missing Conveyance
- (i) When the finishing time of an employee working overtime or work on any temporary night work or any temporary work at unusual hours is such as to cause him/her to miss the usual means of conveyance home and there is no reasonable alternative transport available, he/she shall be conveyed home in a suitable manner, without delay at the expense of the Government Printer.
 - (ii) In the event of transport as required by paragraph (i) above not being provided by the Government Printer, the appropriate overtime rates shall be paid for all time necessarily occupied by the employee in reaching his/her home.
 - (iii) If any employee is required to work overtime on the sixth day or shift and the normal conveyance and/or any reasonable alternative is not available, the employee shall be conveyed to and from the place of employment at the expense of the Government Printer.

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(d) Employer May Require Overtime

- (i) Subject to subclause (e) - Employee may be Excused from Overtime, of this clause, the Government Printer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirements.
- (ii) No service organisation party to this award shall in any way, whether directly or indirectly, be a party to or concerned in any ban, limitation or restriction upon the working of overtime in accordance with this subclause.
- (iii) The provisions of this subclause shall remain in operation until otherwise determined by the Tasmanian Industrial Commission.

(e) Employee May be Excused From Overtime

The Government Printer shall not insist upon an employee working overtime where the employee declares he/she is not free to work and discloses a good reason to the Government Printer to support his/her declaration. No employee shall be dismissed or in any way whatsoever prejudiced in his/her employment by reason of his/her refusal to work overtime where he/she has satisfactorily disclosed he/she is not free to work. Any dispute under this subclause shall be heard and decided by the Tasmanian Industrial Commission.

18. PAYMENT OF WAGES

- (a) Payment of wages shall be made fortnightly in cash, or by cheque or electronic funds transfer as determined by the employer, provided that wages made by electronic funds transfer shall be credited to an employee' account without cost to the employee at the time of transfer.
- (b) An employee shall nominate accounts into which wages can be electronically transferred.
- (c) Where payment by electronic funds transfer or cheque is not available to an employee on pay day, arrangements where practicable may be made for payment on that day in cash.
- (d) Time and one half shall be paid for all non-working time during which an employee is kept waiting for his/her wages except when the delay is for a reason beyond the control of the controlling authority.

19. PROTECTIVE CLOTHING

The controlling authority shall provide suitable protective clothing, including safety footwear, goggles and gloves in accordance with the agreed Occupational Health and Safety Programme.

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The cost of laundry shall be the responsibility of the employees concerned.

Protective clothing shall be replaced on a fair wear and tear basis, but at least annually.

In addition, the parties shall make every endeavour to ensure there is a safe and healthy working environment.

A Health and Safety Committee shall be established to liaise with the Government Printer and make recommendations on matters affecting the health and safety of employees.

20. TESTING NEW STRUCTURE

In relation to testing the proposed structure the parties accept:

- (a) Employees in the broadbanded group are to perform a wider range of duties within the new broadbanded classification including work which is incidental or peripheral to their main tasks or functions consistent with appropriate training.
- (b) Subject to agreement at enterprise level, employees are to undertake training for the wider range of duties and for access to higher classifications.
- (c) The parties will not create barriers to advancement of employees within the award structure or through access to training.
- (d) The parties will cooperate in the transition from the old structure to the new structure in an orderly manner without creating false expectations or disputation.

Objective

The principle objective shall be to identify and resolve as many of the difficulties and anomalies that may arise in the implementation of the new classification structure.

21. TRAINING

- (a) The parties to this award recognise that in order to increase the efficiency, productivity and international competitiveness, a greater commitment to training and skill development is required. Accordingly, the parties commit themselves to:
 - (i) developing a more highly skilled and flexible workforce;
 - (ii) providing employees with career opportunities through appropriate training to acquire additional skills; and
 - (iii) removing barriers to the utilisation of skills acquired.

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- (b) Following proper consultation in accordance with the principles of structural efficiency, or through the establishment of a training committee, the employer shall develop a training programme consistent with:
 - (i) the current and future skill needs of the enterprise;
 - (ii) the size, structure and nature of the operations of the enterprise;
 - (iii) the need to develop vocational skills relevant to the enterprise and the Printing Industry through courses conducted by accredited educational institutions and providers.
- (c) Where it is agreed a training committee be established that training committee should be constituted by equal numbers of employer and employee representatives and have a charter which clearly states its role and responsibilities, for example:
 - (i) formulation of a training programme and availability of training courses and career opportunities to employees;
 - (ii) dissemination of information on the training programme and availability of training courses and career opportunities to employees;
 - (iii) the recommending of individual employees for training and reclassification;
 - (iv) monitoring and advising management and employees on the ongoing effectiveness of the training.
- (d) (i) Where, as a result of consultation or through a training committee and with the employee concerned, it is agreed that additional training in accordance with the programme developed pursuant to subclause (b) herein should be undertaken by an employee, that training may be undertaken either on or off the job.

PROVIDED that if the training is undertaken during ordinary working hours the employee concerned shall not suffer any loss of pay. The employer shall not unreasonably withhold such paid training leave.

- (ii) Any costs associated with standard fees for prescribed courses and prescribed textbooks (excluding those textbooks which are available in the employer's technical library) incurred in connection with the undertaking of training shall be reimbursed by the employer upon production of evidence of such expenditure.

PROVIDED that reimbursement shall also be on an annual basis subject to the presentation of reports of satisfactory progress;

- (iii) Travel costs incurred by an employee undertaking training in accordance with this clause which exceed those normally incurred in travelling to and from work shall be reimbursed by the employer.

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- (e) Subclauses (b), (c) and (d) herein shall operate as interim provisions and shall be reviewed after nine months operation. In the meantime, the parties shall monitor the effectiveness of those interim provisions in encouraging the attainment of the objectives detailed in subclause (a) herein.

22. WORK ON SATURDAYS, SUNDAYS AND PUBLIC HOLIDAYS

An employee required to work on Saturdays, Sundays and public holidays shall for all time so worked be paid for work on:

- (a) Saturdays and Sundays at double his/her ordinary salary rate; and
- (b) public holidays at double and one-half of his/her ordinary salary rate, with a minimum payment of four hours worked.

P A Imlach
COMMISSIONER

13 May 1996