



GRAPHIC ARTS, PRINTING AND PUBLISHING AWARD (2020)

2023/24 WAGE GUIDE



IMPORTANT TO NOTE:

The wage rates listed in this guide are effective from the first full pay period commencing on or after 1 July 2023. Use this wage guide only if you are a NATIONAL SYSTEM EMPLOYER which includes ALL businesses in Australia, except those that are UNINCORPORATED in Western Australia.

Employers have a legal obligation to ensure that employees are not paid below these minimum rates of pay and allowances.

Click this link to view the full version of the [Graphic Arts, Printing and Publishing Award 2020](#).

Classification	Weekly (38 hours)	Hourly	Casual (25% loading)
(Over 21 years of age)			
Level 1	\$859.30	\$22.61	\$28.26
Level 2	\$882.80	\$23.23	\$29.04
Level 3	\$914.90	\$24.08	\$30.10
Level 4	\$945.00	\$24.87	\$31.09
Level 5	\$995.00	\$26.18	\$32.73
Level 6	\$1,026.20	\$27.01	\$33.76
Level 7	\$1,057.40	\$27.83	\$34.79
Level 8	\$1,085.60	\$28.57	\$35.71
Saturday & Sunday	Afternoon or morning shift is 220%. For night shift rates refer to the award.		
Overtime	All hours worked outside ordinary hours on any day pay time and half for first 3 hours and double time thereafter. Double time will be paid for all overtime work done on a Saturday or on a Sunday.		
Public Holiday	Pay double time and half for all time worked on a public holiday.		



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JUNIOR EMPLOYEES, NOT BEING AN APPRENTICE/TRAINEE:

Age	Minimum Weekly Rate	Hourly Equivalent	Casual Hourly Equivalent
Under 16 years of age	\$264.84	\$6.97	\$8.71
Between 16 & 17 years of age	\$353.12	\$9.29	\$11.61
Between 17 & 18 years of age	\$441.40	\$11.62	\$14.53
Between 18 & 19 years of age	\$529.68	\$13.94	\$17.43
Between 19 & 20 years of age	\$662.10	\$17.42	\$21.78
Between 20 & 21 years of age	\$794.52	\$20.91	\$26.14

JUNIOR ARTIST AND/OR DESIGNER: (INCLUDING JUNIOR COMMERCIAL ARTIST):

Under 17 years of age	\$354.38	\$9.33	\$11.66
Between 17 & 18 years of age	\$448.88	\$11.81	\$14.76
Between 18 & 19 years of age	\$567.00	\$14.92	\$18.65
Between 19 & 20 years of age	\$685.13	\$18.03	\$22.54
Between 20 & 21 years of age	\$826.88	\$21.76	\$27.20

JUNIOR KEYBOARD OPERATOR/ASSEMBLER:

Minimum Weekly Rate	Hourly Equivalent	Casual Hourly Equivalent
\$945.00	\$24.87	\$31.09

JUNIOR APPRENTICES:

Junior apprentices continuing apprenticeship that commenced prior to 1 January 2014	Minimum Weekly Rate	Hourly Equivalent
First Stage/Year	\$472.63	\$12.44
Second Stage/Year	\$597.00	\$15.71
Third Stage/Year	\$721.38	\$18.98
Fourth Stage/Year	\$870.63	\$22.91



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JUNIOR APPRENTICES:				
Junior apprentices continuing apprenticeship that commenced on or after 1 January 2014	Has not completed year 12		Has completed year 12	
	Weekly	Hourly	Weekly	Hourly
First Stage/Year	\$497.50	\$13.09	\$547.25	\$14.40
Second Stage/Year	\$597.00	\$15.71	\$646.75	\$17.02
Third Stage/Year	\$721.38	\$18.98	\$721.38	\$18.98
Fourth Stage/Year	\$870.63	\$22.91	\$870.63	\$22.91

ADULT APPRENTICES: Percentage based on Adult level 5		
	Minimum Weekly Rate	Hourly Equivalent
First Stage/Year	\$859.30	\$22.61
Second Stage/Year	\$865.65	\$22.78
Third Stage/Year	\$915.40	\$24.09
Fourth Stage/Year	\$995.00	\$26.18

Allowances		
Term	Description	Amount
Visual Display Terminal Allowance (Clause 26.2(b))	To be paid the allowance, an employee will be trained and/or have been engaged on a visual display terminal in production on a fully integrated online front end system for advertising and/or editorial input. Apprentices will only be paid the allowance from the commencement of the third year of apprenticeship where the apprentice is engaged in production.	\$49.75 per week
Inserting Allowance (Clause 26.2(c))	Employees in a newspaper office engaged in manual inserting work and classified at classification level 2.	\$29.85 per week
First Aid Allowance (Clause 26.2(d))	An allowance of \$20.20 per week is payable to an employee who is the current holder of appropriate workplace first aid qualifications, if appointed by their employer to perform first aid duty.	\$20.20 per week



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<p>Meal Allowances (Clause 26.3(a))</p>	<p>(i) an employee or an adult apprentice (other than a junior or an apprentice) is required to work overtime for more than one and a half hours without being notified on the previous day or earlier that the employee will be required to so work; (ii) an employee or an adult apprentice (other than a junior or an apprentice) has been notified of overtime and then is not required to work overtime; (iii) a junior or an apprentice (other than an adult apprentice) is required to work overtime for more than one and a half hours;</p> <p>(iv) an employee works overtime for 3 hours after the employee's ordinary finishing time and does not take a meal break in accordance with clause 28.6—Meal period during overtime; or (v) an employee takes a subsequent meal break in accordance with clause 28.6—Meal period during overtime when working overtime. Clause 26.3(a) does not entitle an employee to more than one meal allowance per day or shift.</p>	<p>A meal allowance of \$17.39 is payable on each occasion</p>
<p>Protective Clothing and Equipment (Clause 26.3(b))</p>	<p>Where an employee is required to wear protective clothing and equipment as stipulated by the relevant law operating in a State or Territory.</p>	<p>Employer must reimburse employee for the cost of purchasing special clothing and equipment unless the clothing and equipment is paid for by the employer.</p>
<p>Uniform or Clothing Allowance (Clause 26.3(c))</p>	<p>Where an employer requires an employee to wear any uniform or clothing (other than that specified in clause 26.3(b)).</p>	<p>Employer will reimburse the employee for the cost of purchasing and/or maintaining the uniform/clothing. Alternatively, employer may provide, maintain, and clean such uniform in good repair without cost to the employee.</p>



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Transport of Employees (Clause 26.3(d))	When an employee, after having worked overtime, or a shift for which they have not been regularly rostered, finishes work at a time when reasonable means of transport are not available.	Employer must provide the employee with transport home or pay the employee at the overtime rate for the time reasonably occupied in reaching home.
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Classifications—definitions

Graphic Arts, Print and Publishing employees.

Graphic Arts, Printing and Publishing employee —level 1

An employee at this level is undertaking up to 38 hours of induction training. This does not restrict or limit the employment of new employees at a higher level should they be accepted as possessing experience or skills appropriate to a higher level.

An employee at this level:

- > performs elementary routine duties of a repetitive nature.
- > works under direct supervision;
- > is aware of the tasks required at level 2;
- > observes safe work practices;
- > undertakes literacy and numeracy training (if required) to perform tasks functionally; and
- > undertakes training so as to enable them to work at level 2.

On the completion of the required training, the employee will be reclassified to level 2.

Graphic Arts, Printing and Publishing employee —level 2

Employees at this level perform work above the skills of an employee at level 1 to the level of their competence, skill, and training.

An employee at this level will be capable of:

- > having an orientation to machinery and equipment;
- > assisting with preparation of basic machines;
- > operating materials handling equipment;
- > undertaking housekeeping and routine maintenance cleaning;
- > having a basic knowledge of computer-controlled systems as it relates to their work;
- > understanding and applying occupational health and safety (OH&S) practices and existing procedures applying in their work area at their level of training;
- > understanding and applying existing work procedures applying in their work area to their level of training;
- > following instructions;
- > understanding quality standards of the enterprise applying in their work area;
- > working under direct supervision to the level of training or skills held;





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- > being a member of and understanding operating guidelines of their workgroup/team; and
- > potentially assisting in on-the-job training of others in their area by way of explanation and demonstration.

Indicative tasks at this level may include:

- > assisting with make ready of basic machines;
- > repetition work on automatic, semi-automatic or single purpose machines or equipment;
- > repetitive work of a basic nature such as maintaining simple records and single purpose functions as in manual folding, perforating, stacking, inserting and paging;
- > housekeeping and routine maintenance cleaning.

Graphic Arts, Printing and Publishing employee –level 3

Employees at this level perform work above the skills of an employee at level 2 to the level of their competence, skill, and training.

An employee at this level will be capable of:

- > following written or verbal instructions;
- > having knowledge of computer-controlled systems as it relates to their work area;
- > understanding and applying existing work procedures applying in their area;
- > performing housekeeping functions within immediate area; this may include lubricating equipment under direction;
- > assisting in forward planning materials and equipment for next job;
- > identifying quality variations;
- > recognising when problems arise and referring appropriately in own work area;
- > being a member of and understanding the operating guidelines of their work group/team;
- > undertaking work prescribed on a task basis through written and verbal instructions and with continuous presence of a skilled operative;
- > working under direct supervision; and
- > assisting in the on-the-job training of others up to this level by way of explanation and demonstration in conjunction with skilled operators and supervisor.

Indicative tasks at this level may include:

- > routine setting, adjustment, and operation of basic similar pieces of equipment such as plastic laminating machine;





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- > assisting with basic duties on a printing machine under direct supervision by cleaning, washing up of ink ducts, blankets, and impression cylinders, stacking and removing delivery, stack on sheet fed press;
- > applying OH&S practices and environmental protection procedures;
- > operating computer-controlled systems using basic keyboard skills as it relates to their work area;
- > operating of non-licensed materials handling equipment;
- > matching of product against quality standards within own work area;
- > operating an envelope cutter and/or die cutter, marking and laying out;
- > storing and packing of goods and materials in accordance with appropriate procedures and/or regulations, preparation, and receipt of appropriate documentation, allocating and retrieving goods from specific warehouse areas, basic visual display unit operation, periodic housekeeping, and stock checks; and
- > assisting in the on-the-job training of others up to this level in conjunction with skilled operators and a supervisor.

Graphic Arts, Printing and Publishing employee—level 4

Employees at this level perform work above the skills of an employee at level 3 to the level of their competence, skill, and training. An employee at this level may have completed an AQF Certificate Level II or equivalent training qualification.

An employee at this level will be capable of:

- > working to written instructions and issuing verbal instructions;
- > forward planning materials and equipment required for next job;
- > identifying quality variation by matching product against quality standard within own work area;
- > understanding of routine and preventive maintenance procedures and applying them in their work;
- > participating in and contributing to work group or team decision making, problem solving and team operating; and
- > understanding the enterprise's production processes and products and the administrative and organisational procedures as they relate to the immediate work area.

Indicative tasks at this level may include:

- > machine setting, adjustment, and operation on a variety of equipment;
- > applying OH&S practices, environmental protection procedures;





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- > assisting in on-the-job training of others up to this level in conjunction with skilled adults and supervisors;
- > lubricating of production machinery equipment;
- > inventory and store/warehouse control including licensed operation of all appropriate materials handling equipment; use of tools and equipment within the warehouse; basic non-trades maintenance; visual display unit operation;
- > operating computer controlled systems using intermediate keyboard skills as it relates to their work area; and
- > maintaining established paper-based filing and records system in accordance with set procedures including creating and indexing new files, distributing files within the organisation as requested and monitoring file locations.

Graphic Arts, Printing and Publishing employee –level 5

Employees at this level perform work above the skills of an employee at level 4 to the level of their competence, skill, and training. An employee at this level may have completed a trade certificate, AQF Certificate Level III or equivalent training qualification.

An employee at this level will be capable of:

- > understanding the enterprise's production process and products, and administrative and organisational procedures as they relate to the work area;
- > providing informal on-the-job training to the level of their training and skill;
- > identifying quality variations of products and/or materials in the production process for conformity with established production standards, making adjustments to maintain quality standards;
- > having a working knowledge of routine and preventative maintenance procedures;
- > solving straightforward problems based on set procedures or factual information;
- > operating a computer-controlled system as an integral aspect of work to their level of training and accredited skill;
- > working under minimal supervision;
- > exercising discretion, work guided by general work processes and procedures;
- > being responsible for the work of others under their supervision;
- > being a member of and understanding operating guidelines of a work group or team;
- > working to written instructions and working to and issuing verbal instructions; and
- > understanding and applying OH&S and safe working practices and environmental protection in their own work area.



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Indicative tasks at this level may include:

- > setting, adjusting, and operating a range of equipment in one of either pre-press, press or post-press areas;
- > having a sound knowledge of the employer's operations as they relate to the production process;
- > understanding and applying computer techniques as they relate to production process operations;
- > making adjustments to maintain quality standards;
- > forward planning material and equipment for next job;
- > undertaking maintenance to the level of their training and accredited skill including lubrication, elementary diagnosis of faults, routine adjustments and reporting on worn or damaged parts;
- > high level stores and inventory responsibility beyond the requirements of an employee at level 4;
- > formatting complex documents including technical data, technical language, tables, graphics, design variable type face;
- > producing documents requiring specific form or to comply with regulations or standards; and
- > undertaking basic art and design to their level of training and accredited skill.

Graphic Arts, Printing and Publishing employee –level 6

Employees at this level perform work above the skills of an employee at level 5 to the level of their competence, skill, and training. An employee at this level may have completed a trade certificate, AQF Certificate Level III or equivalent training.

An employee at this level will be capable of:

- > having a general knowledge of enterprise processes and procedures impacting on their own area;
- > providing on-the-job training to the level of their training and accredited skill;
- > having knowledge of problem-solving techniques and procedures in their own area;
- > identifying quality variations of products and/or materials in the production process for conformity with established production standards;
- > making adjustments to maintain quality standards;
- > exercising limited discretion, work guided by general work processes and procedures;
- > having a working knowledge of routine and preventive maintenance procedures;
- > undertaking maintenance procedures;





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- > participating in, developing, and implementing appropriate OH&S and environmental protection practices in their area of work;
- > participating in and contributing to work, group or team decision making, problem solving and team operation;
- > being responsible for the work of others under their supervision; and
- > working under minimal supervision.

Indicative tasks at this level may include:

- > set up and operation of machines of a complex nature in one of either the pre-press, press or post-press area;
- > forward planning materials and equipment for next job;
- > making adjustments to maintain quality standards;
- > providing trade guidance and assistance as part of a work team;
- > operating a computer-controlled system as an integral aspect of work to their level of training and accredited skill;
- > undertaking maintenance procedures to the level of their training and skill including lubrication, elementary diagnosis of faults, routine adjustments and assisting with the replacement of parts and equipment;
- > applying knowledge of desk-top publishing to integrate complex documents;
- > maintaining control registers including inventory control and being responsible for the preparation and reconciliation of regular reports and stock movement; and
- > undertaking intermediate art and design to their level of training and accredited skill.

Graphic Arts, Printing and Publishing employee –level 7

Employees at this level perform work above the skills of an employee at level 6 to the level of their competence, skill, and training. An employee at this level may have completed a trade certificate, AQF Certificate Level III or equivalent training.

An employee at this level will be capable of:

- > having the skills and knowledge to set up and operate machines of a complex nature in one of either pre-press, press or post-press areas; may have general knowledge of other functional areas impacting on their own;
- > having a thorough knowledge of enterprise's processes and procedures impacting on own area;
- > working under minimal supervision either individually or in a team;
- > operating a computer-controlled system as an integral aspect of work to their level of training and accredited skill;





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- > undertaking routine and preventive maintenance to the level of their training and accredited skill;
- > participating in, developing, and implementing appropriate OH&S and environmental protection practices in their area of work;
- > co-ordinating work in a team environment; and
- > identifying quality variations of products and/or materials in the production process for conformity with established production standards contributing to diagnosis of quality variations and making adjustments to maintain quality standards.

Indicative tasks at this level may include:

- > set up, adjustment and operating of machines of a complex nature in one of either pre-press, press or post-press areas;
- > providing trade guidance and assisting as part of a work team;
- > assisting in the provision of training in conjunction with supervisors and trainers;
- > removing and replacing specific assemblies in immediate work area;
- > allocating tasks to team members in order to meet planned production requirements and being responsible for the work of others under their supervision;
- > evaluating usefulness or applicability of software programs (using existing software programs) and recommending solutions to meet new or different application requirements;
- > undertaking complex art and design to their level of training and accredited skill.

Graphic Arts, Printing and Publishing employee –level 8

Employees at this level perform work above the skills of an employee at level 7 to the level of their competence, skill, and training. An employee at this level may have completed a trade certificate, AQF Certificate Level IV or equivalent training.

An employee at this level will be capable of:

- > having a thorough knowledge of production processes and procedures in own area and general knowledge of downline processes;
- > working under minimal supervision and demonstrating a high level of proficiency;
- > undertaking routine production scheduling and materials handling within the scope of their area of work to maintain planned production requirements;
- > monitoring, evaluating, and reporting quality variations within a broad work area;
- > having a knowledge of process, problem solving techniques and procedures and exercising initiative and judgment in solving day-to-day operational problems;
- > exercising considerable discretion; work is guided by company precedents and policies; work procedures may be adopted to meet production requirements;





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- > operating a computer-controlled system as an integral aspect of routine work to their level of training and accredited skill;
- > undertaking routine and preventative maintenance to the level of their training and accredited skill;
- > removing and replacing assemblies/subassemblies to carry out cleaning and inspection of parts;
- > participating in, developing, and implementing appropriate occupational health and safety practices in the area of work; encouraging staff under their supervision to accept and enforce safety requirements;
- > providing technical guidance and assistance to work, groups and teams;
- > providing on-the-job training in conjunction with supervisors and/or trainers; and
- > being responsible for the work of others under their supervision and has undertaken supervisory training.

Indicative tasks at this level may include:

- > exercising high precision trade skills;
- > exercising intermediate Computer-aided Design and Computer-aided manufacturing (CAD/CAM) skills in the performance of routine modifications to programs;
- > creating or producing original design roughs or finished artwork from employer or clients' instructions, either manually or by computer;
- > liaising and advising internal customers and employees outside the work team;
- > operating and/or co-ordinating a group of computers such as a small multi-user system or a large group of personal computers which may include operating a help desk; and
- > participating in problem solving techniques and procedures and exercising initiative and judgment in solving day-to-day operational problems.

For more information or assistance, please contact the friendly team at the VMA HR Advisory Service on 1800 835 167 or email hrhotline@visualmediaassociation.org.au.

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