Dear HPs

Congratulations on your commitment to ensuring a fair deal for Health Practitioners.

You, like HPs across Queensland, are leading your area in activities to promote the work you do and stop any further attacks on your classification structure, working conditions and the services you provide.

Union negotiators are progressing with meetings with Queensland Health but the current offer is terrible. That is why we are now at the stage of needing to take industrial action to convince Queensland Health and the Government that enough is enough. HPs deserve a fair deal and you will not accept less.

This kit provides you with resources and key information to lead union members in a meeting or conversation about taking industrial action.

In order to take industrial action there needs to be a Protected Action Ballot run by the Queensland Electoral Commission conducted. If any of the information in this kit requires further explanation or you just need to check something call our PAB (Protected Action Ballot) officer or your Health organiser via 1800 177 244 or email health@together.org.au.

Congratulations on standing up for HPs – if there is anything else you need let us know.

In union

Alex Scott
How to run your workplace meeting/get together

The most important thing to do when lodging for a Protected Action Ballot is to check in with everyone in your workplace or discipline who will be balloted and ensure that they are onboard. In order to do this we suggest having a quick meeting with members to go over what a ballot is and to seek their commitment to vote in the ballot for taking action.

**Before the meeting/ Get Together**

1. Read over the materials in this pack, particularly look at the form you will need to send back after the meeting. There is also an online version of this form at www.together.org.au/hp. Note that one of the key pieces of information required is a current staff list for the area to be balloted. Pick a time and venue to have your get together. If you need to have a teleconference contact your organiser to help you to set it up.

2. Let people know about the meeting or get together and invite them to come – email, one on one or over the phone – all three methods work well. You may also like to put up a meeting notice on a notice board in the tea room. There may be some people who can’t make it at that time but you gain their commitment prior to the meeting.

3. Before the meeting or get together make sure you have enough copies of the handouts and if you need any other information contact our Protected Action Ballot officer or your organiser – 1800 177 244 or health@together.org.au.

4. Remember also – there may be people coming to the meeting who are not yet members. They need to be members to vote in the ballot and take action so have copies of the membership form for them.

**At the meeting/ get together**

5. Use the agenda with speaking notes to go through the topics and get agreement on taking action and having a ballot. If members have other issues they want to raise then ask them to contact you after or contact the union office to work through those as you may not have time for all union matters in the one meeting.

6. At the end of the meeting record what you decided as a group and fill in the feedback sheet or enter the results in on the website. Then fax your feedback to (07) 3170 6802 Or enter data on www.together.org.au/hp

**After the meeting**

7. Send in the feedback forms or enter the data via the website. If there are any other issues you need help following up email health@together.org.au

Congratulations! You have completed your workplace meeting and our PAB officer will be in touch soon to let you know when the Industrial Registry and Electoral Commission have set dates for your ballot.
Below is an example of what you might say in your meeting – of course change the words to suit you. We have tried to include information that members are likely to be interested in but if there are any questions that you are unable to answer please contact your union office on 1800 177 244 or at health@together.org.au.

**Basic agenda:**
1. Welcome
2. Recap of offer - no further movement from Health
3. What's next / What are we here for?
4. Process for taking action
5. Discussion about action
6. Resolve to Take Action
7. Close of Meeting

**1. Welcome**

Thanks for coming along to our member meeting today to discuss the next step to make sure HPs get a fair deal. Welcome to any new union members – it’s great that you’ve come on-board during this important and challenging time. If anyone needs a membership form to join with us, I have some here. This is a really important time for us as a group of union members to express our concerns collectively and to send a strong message to Q Health and the Health Minister.

**2. What has happened so far?**

*Hand out: Bargaining Flowchart/ Cartoon*

We have been through the regular process of starting negotiations about wages and conditions as HPs but this time, the Government have been even more aggressive than three years ago. Government have made an offer or a ‘claim’ to slash wages and conditions.

*Hand Out: HP Offer Fact Sheet*

Thousands of HP members have met over the last 2 weeks, across the state to reject the offer from government, but the offer has not changed. We also determined that this week we would be wearing stickers in the workplaces standing up for our professions and now we need to consider taking further action.

**3. What’s next?**

Together negotiators are continuing to meet with QHealth however it is clear from negotiations that QHealth are not moving quickly so we need to step up our activity to get them to take the next step. Also, it is likely that politicians as well as Health managers are going to have a say in how this resolves.

The one thing we know now is that if we don’t take any action, then we won’t be able to force a better offer from QHealth. Members have a choice – we can either stand together and fight these attacks or we can do nothing and watch this government steam roll over all the hard work we have put in to building up the HP career structure and the quality health system we are part of.

What do you want to do – Do you want to stand together and fight these attacks? Ok great. The two sorts of actions we can take within each department and work area are - industrial action or collective action (including community activities and political lobbying). We are taking collective action wearing the stickers as a signal.

The next step however is to take industrial action - stop work meetings or putting work bans on overtime. Collective activities like petitions, meetings, rallies outside of working hours (lunch time or after or before work), sticker days, emails, letters, phone calls or delegations to members of parliament or other activities that don’t involve refusal to attend or perform work or changes to the way that work is performed.

These activities can be agreed to by meetings of members like this one, or a simple email or web based vote – these are not actions that require defined as industrial action by workers – that means, even if there hasn’t been a formal ballot these are authorised and lawful activities.

Our recent sticker day is the perfect example here. Industrial action is action that does involve refusal to attend or perform work or changes to the way that work is performed, and includes work bans, strikes, stop work meetings, go slows or other similar action.

These actions require a formal ballot and notification process involving the Industrial Relations Commission and Electoral Commission of Queensland. When a ballot is undertaken and the appropriate notices served, it is then deemed "protected" to undertake this action. Once the ballots are completed and notices served you cannot be disciplined or have any action taken against you by the employer for taking part in the action.

However, if you undertake a stop work or other activity where you leave work, the employer can deduct the hours away from work from your pay for that period.

**4. Process for taking industrial action**

The process for how industrial action is authorised has changed since last agreement.

So today we vote to do a ballot - the ballot is run by the Electoral Commission. We are voting - to vote!

(Continued over page)
If we say today we want to have a ballot then the union office will lodge a form with the Industrial Relations Commission and the ECQ.

The Electoral Commission will then conduct a postal ballot of all union members listed in that worksite who are Together members at the date that the application is lodged, and who have an accurate postal address.

This is where it is really important that we have accurate staff lists for your area so that we can match that with our membership database and ensure all members in that area get to vote. You must be a member on the day the forms are lodged to make sure you get a vote in the ballot.

Fifty per cent of members balloted must return a response for the vote to be valid and fifty per cent of those members that respond must vote yes for the action to be authorised. The employer will get a count of the number of members in the ballot, the number who responded and the number who voted yes and no.

The employer will not get the list of names of members. It is really important that everybody who is interested in taking action or getting a good outcome joins now and that we only ballot for action where we are really confident that we have a strong union presence, and we will have a great and positive response rate. Having 50% of the members who are in this worksite or work area respond to the ballot is very important.

Another thing I wanted to talk you through is that the Queensland Industrial Relations Commission (QIRC) has the ability to reject a protected action ballot where they feel it is against the public’s interest. This has happened before within our essential services. This is not a bad thing as this just reinforces how important the work is that you do and how important it is to maintain the service you provide. HPs have had action stopped at the eleventh hour before - that’s ok - we know we have their attention when that happens!

5. Discussion about action to be taken

We need to think about taking action and the following issues. The following questions are the questions that will be on the ballot paper that members will get.

See the FAQ’s document for more information about the questions.

**Question 1:** An unlimited number of stoppages of work up to 2 hours duration, by all or part of the workforce?

**Question 2:** An unlimited number of stoppages of work up to 4 hours duration, by all or part of the workforce?

**Question 3:** An unlimited number of indefinite or periodic bans on the performance of overtime / TOIL, except in the case of emergencies, by all or part of the workforce?

**Question 4:** An unlimited number of indefinite or periodic bans on the performance of reallocated tasks as a result of taking protected industrial action by all or part of the workforce?

These are the same 4 questions that every workgroup who votes to lodge a Protected Action Ballot for this agreement will be balloted on. The questions are quite general at this stage, during the ballot, and it is only after the ballot that you will then need to vote on what or when specifically you might do one or more than one of these actions only after a protected action ballot is successful.

A further notice is then done up for the Queensland Industrial Relations Commission and the Department – for example “The union members in the Pathology Lab at the Princess Alexandra Hospital have been authorised to undertake a stop work of 1 hour between 12-1pm on Wednesday the 13th November 2013”.

The union office will advise you on this next step after the ballot is completed. A stoppage of 1 hour like the example here would be covered by a ‘yes’ vote in Question 1. Once this notice is submitted there is a minimum 3 day period where you have to wait, and only then can the action be taken.

This part is exactly the same as has happened previously (the notice being lodged, wait the notice period, do the action etc). We won’t decide now when we do those actions because we have to have the ballot first.

If you are not a member then you can’t vote in the ballot or participate in the action, so it is really important that you join today – who needs a form?

6. Motions

So here’s the motion for voting: The [insert designated workplace] votes to lodge an application for a Protected Action Ballot.

We call on Queensland Health and the Health Minister to recognise the vital work we do and that cutting our wages and conditions is not good enough.

**Moved:**

**Seconded:**

**Vote Result:**

7. Wrap-up and close of meeting

Thanks again to everyone for coming along today – this is a really important step in maintaining our professional standards and conditions.

Now that we have initiated this process we need to make a promise to ourselves and to each other that we will stand strong and support this action.

We will talk to our colleagues about joining before (day you choose to lodge the forms) and participating in the ballot.

We will update our details so that we can participate – I have forms here. We will return our ballots. We will take action to support our wages and conditions.

Well done on taking this first step to a fair agreement. I have a ‘Frequently Asked Questions’ sheet here so if you have other questions we can talk about those.

REMEMBER TO FILL IN YOUR FEEDBACK SHEET NOW
Solidarity Day for HPs

What are we doing for the Solidarity Day?
Wearing a sticker.

When does this start?
On the day union members at your hospital or work group has chosen in the week beginning 14 October 2013.

How long will we wear the stickers for?
One day, but feel free to wear the stickers after this day if they still are able to stick or if you have spares.

What do I tell Clients?
Let them know that Queensland Health is currently negotiating with Union members about your wages and conditions, which impacts on the services you provide. You are wearing stickers to send a clear message to Queensland Health that you are committed to a strong health system for all Queenslanders and the best possible care for our patients. And, that you believe that Health Practitioner staff members are an essential element of a strong health system and that the current proposal will affect patient care in a number of ways and by not being able to attract and retain Health Practitioner professionals.

What can clients do?
Ask them to sign up to Working for Queenslanders – www.workingforqueenslanders.org.au.

Is this Industrial Action?
No, wearing a sticker is a symbol of your support and is no different to you wearing a white ribbon, pink ribbon, poppy or ANZAC day badge.

What happens if a manager asks me to remove my sticker?
Be polite and ask them to place this request in writing to you giving the reasons that you have to remove the sticker. Contact our union office on 1800177244 immediately and speak with an industrial officer.

Can I put a sticker on my computer?
No, as the computer is your employer’s property.

Who do I contact if I have further questions?
Talk to your union delegate or organiser or email questions to health@together.org.au
WHAT’S AT STAKE?

The “offer” includes
The ability of the DG to unilaterally remove professions from the HP agreement without any consultation or justification.

This means...
Any professional stream could be removed (presumably back to the PO/TO stream) with significant loss in wages and conditions.

The “offer” includes
• Movements between paypoints HP3.4 and HP3.5 are would no longer be incremental. Only those employees appointed through a merit selection process may be appointed to paypoint HP3.5.

This means...
HP3 below increment 5 lose up to $21200 over the life of the agreement.

The “offer” includes
• Emergency Clinical On Call Allowance Removed.

This means...
Reduced to standard on call. The proposal makes no provision for emergency on call and essential direct emergency clinical interventions where patient health will likely be compromised without the timely intervention of the health practitioner.

The “offer” includes
• Removal of rural allowances for employees permanently located in the eligible Districts and Facilities identified in HR Policy C15.

This means...
Rural and remote payments made according to policy subject to change at management discretion. No commitment to supporting Category A and B location employees’ clinical education and training requirements.

The “offer” includes
• Removal of Student Clinical Education Allowance.

This means...
Health Practitioners designated to provide clinical education of undergraduate or graduate entry student lose up to $100 per fortnight.

The “offer” includes
• Removal of Higher Education Incentive.

This means...
No payment at all for additional qualifications. A loss of more than $4500 for eligible Health Practitioners.

The “offer” includes
• Removal of the requirement that employees appointed to the HP1 classification level must be paid at the HP1.4 classification level on reaching 21 years of age.

This means...
HP1 employees lose up to $4200 wage increase on turning 21 years of age.

The “offer” includes
• Removal of retention payments.

This means...
Health and Medical Physicists lose more than $6,316 per annum.

The “offer” includes
• Removal of Radiation Professionals Leave.

This means...
Loss of 1 week recreation leave.

Authorised Alex Scott Together Secretary
COLLECTIVE BARGAINING: THE PROCESS.

Members decide what to ask for
- Workplace meetings
  - Surveys
  - Delegate meetings

Campaign plan + Log of claims

Campaign & negotiations

We are here!

A pay rise and new conditions

Certification

If outcome of vote is YES.

Drafting & vote

Conciliation

If outcome of vote is NO.

Arbitration

Review and implementation

Authorised Alex Scott Together Secretary
If I join after the ballot commences will I get a vote?

No. Only HPs who are union members at the date of application for the ballot will be able to vote. That’s why it’s so important that anyone who is not yet a union member must join now. That way they will have a say in the ballot.

Will management get to know who the members are?

No. QHealth will not get to know who the members are, but they will know how many members are in the work group defined and also what the result of the ballot is. That’s why it is so important that members consider how successful the ballot will be before lodging an application. We need to know that at least 50% of members will vote.

How long will the ballot take?

The Electoral Commission sets the timeframe for the ballot. Once the application for a ballot is submitted the Industrial Commission must look at the application within 2 days. Then the Electoral Commission will advise of a timetable for the ballot. Last year ballots set by the Electoral Commission took 28 days in total. As more and more ballots are lodged this could be longer. That’s why it’s so important to lodge your applications as soon as possible.

What happens while the ballot is running?

While the ballots are happening our priority is ensuring that all members vote! So we need to remind all members to fill in their ballot paper and post it back to the ECQ. This is a really important step. While we are waiting for the ballot results we might also undertake other collective activities that do not need to be balloted – ie. sending postcards to the Minister or other group union activities.

What is industrial action defined as?

Industrial action means activities that involve the refusal to attend or perform work, or a change in the way work is performed. So this is: stop-work meetings, strikes, work bans or bans on undertaking overtime or after-hours work that you would be granted time off in lieu (TOIL) for. Other activities, like wearing stickers, signing petitions, or doing actions outside of your designated work hours are not, by definition, industrial action. As a union we may do some of these other collective activities, but we don’t need to run a ballot or do notifications for these activities.

What does “protected” action mean?

Industrial action being “protected” means that because you and your co-workers have undertaken a ballot, and lodged the prescribed notices, then the taking of industrial action is protected by law. This means that you cannot be disciplined, or in any way have adverse action taken against you by your employer for taking part in the action. Your employer can however, refuse to pay you for periods that you are not at work – for example, during a stop work rally, and that is lawful action by the employer.

Why do we need to update our details with the union office?

The union office provides the Electoral Commission of Queensland with the list of members that we have registered in your work group, this includes the mailing addresses the union office has for these members – the ECQ will then send the ballot papers to the addresses listed. That’s why it’s so important that the address listed with the union office is a current postal address for you. The ECQ prefer residential addresses, so please update your details with the union office now so that when the information is lodged with the ECQ it is accurate.

What do you need for the ballot to be successful?

For a ballot to be successful, 50% of the total number of members in the defined workgroup must vote in the ballot. For example, if there are 100 members in your workgroup as you have defined it, then the Electoral Commission must get back 51 ballot papers. Then, of those 51 ballot papers (or more) at least 26 would have to vote “yes” next to the questions for the ballot to be successful.

What if only some of the questions are voted up by members?

If more than 50% of members listed vote in the ballot and more than 50% of members vote yes to any questions then it is those questions that will be deemed as ‘successful’ on the ballot. If, for example, not enough members voted in favour of stoppages of up to 4 hours, but more than 50% voted in favour of all the other questions, that just means that your work group won’t be able to have a stoppage of more than 2 hours.
### ATTENDANCE SHEET

- **Meeting**: 

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**I'M STANDING UP FOR HPS**

Authorised Alex Scott Together Secretary
Congratulations! You have now joined with other Together members in the fight to stop the Government attacks on quality health services and the Health Practitioner profession.

The feedback members provide here is vital to ensure that all members are correctly balloted and get a chance to vote on the action and to fight for a better deal from the Government.

If you have any questions you can email hp@together.org.au or call the Together Protected Action Ballot hotline on 1800 177 244 and ask to speak to the Protected Action Ballot officer.

This feedback sheet provides 3 examples of workplaces or categories of Together members which can hold a ballot conducted by the Electoral Commission of Queensland (ECQ).

Please complete each of the following questions and provide details relating to the Together members to be balloted:

1) Yes, we have passed a motion to hold a Protected Action Ballot: ☑

2) The Together members to be balloted to take protected action are part of which Health Service?

3) Please provide a Staff List for workplace, workplaces or occupation to be balloted to take protected action
   eg: 5th Floor Corporate Office or Kingston Oral Health or Physiotherapists at The Prince Charles Hospital.

   This can be a phone list, floor plan or you can type up a list yourself (please ensure all those workers who come under the area to be balloted are included. Only Together members however are entitled to vote in the ballot)

   Please email your staff list along with this feedback sheet to bargaining@together.org.au or fax to (07) 3170 6802.

4) Please provide the definition of the workplace, workplaces or occupation to be balloted to take protected action
   eg: 5th Floor Corporate Office or Kingston Oral Health or Physiotherapists at The Prince Charles Hospital. This needs to be a common way of defining the group, either an address, a floor, a unit, a type of employee or occupation e.g. Occupational Therapist etc. If the way the group is defined is not commonly accepted or a definition the Department of Health would use, the application may be challenged in the Industrial Relation Commission.

5) Also include the physical address of the workplace, workplaces or occupation to be balloted to take protected action
   eg: 5th Floor Old Health Corporate Office, 147-163 Charlotte Street, 4000 or Physiotherapists at The Prince Charles Hospital, Rode Road, Chermside, Queensland, 4032 or, for example, each street workplace address for each Oral Health therapist working for the Department of Health in Queensland i.e.: Ipswich Hospital Oral Health , Dental Van 41, Chelmsford Ave.

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

   And lastly your Together members’ workplace or statewide occupation contacts: Please provide a minimum of at least 2 contacts for the Protected Action Ballot but you can provide more.

   Contact 1:
   Name:
   Phone
   Email:

   Contact 2:
   Name:
   Phone
   Email:

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
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   __________________________________________

   CHECKLIST, HAVE YOU?

1) Ticked the passed motion box;
2) Advised Together of what agency you work for;
3) Provided Together with a staff list;
4) Defined the group of workers to be ballotted;
5) Provided Together with the address/addresses where the proposed action will take place; and
6) At least two contacts.

Again, Congratulations in taking the fight back to the Government in their attack on Public Servants and the communities you work for. A Together organiser will be in contact with you shortly to work through the next action steps in the process.

Authorised Alex Scott Together Secretary
Together is a counterpart organisation of the ASU Unions. I'm standing up for HPs. Join your union. www.together.org.au
I hereby make application for membership of Together, Industrial Union of Employees and, if I am eligible to be a member of the ASU and attached to the Central and Southern Queensland Clerical and Administrative Branch of the Australian Services Union (“ASU”) as and from the date of this application, and agree to abide by the Rules of the ASU and Together, respectively, as they may be amended from time to time.

Please complete these details about you:

Title (please circle) Mr Mrs Miss Ms Dr Other
Name
Preferred name
Date of Birth / /
Male Female
Home address
Suburb/city
Postcode
Phone (H)
Phone (W)
Fax (W)
Mobile
Work email
Home email
Job title
Pay level (eg AO2.1 or HP 3.1)
Status: Full-time Part-time/casual Under 21 or less than 50% More than 50%, but less than 100%
Employer
Street address
Would you like to identify as Aboriginal and/or Torres Strait Islander? Or LGBTQ?
Fee level: Please circle in the membership fees table at right -->

...and select one of the following payment options

OPTION ONE: FORTNIGHTLY DIRECT DEBIT PAYMENTS

In the event I am eligible to join the ASU I hereby authorise ASU/Together to arrange for funds to be debited from my account as set out below. USER ID: 063459. In the event I am not eligible to join the ASU I hereby authorise ASU/Together to arrange for funds to be debited from my account as set out below. USER ID: 064272.

Amount: (see right for union fees)
Name account is held in
Name of your Bank or Credit Union
Address of Bank or Credit Union
BSB no. Account number

OPTION TWO: MONTHLY CREDIT CARD PAYMENTS

Card holder’s name
Expiry Date
Card no. Mastercard Visa

ABOUT DIRECT DEBIT: All your bank information is kept confidential. We will provide 14 days notice of any change in the terms of your arrangement. If you wish to cancel or change your arrangements please provide 14 days notice. Please ensure your nominated account can accept debits of this kind and there are enough funds to cover the payment. Your bank may charge you a dishonour fee if there is insufficient funds.

PRIVACY INFORMATION: We use members’ personal information for membership management and provision of other services including industrial, health, insurance, financial advice, education and similar. Signing the membership form indicates your consent to the above.

DISCLOSURE: Your personal information is only disclosed to union staff, delegates, organisers and officials with whom you might deal or if we are required to do so by law, or for the purpose of sending you information about our services.

I hereby make application for membership of Together, Industrial Union of Employees and, if I am eligible to be a member of the ASU and attached to the Central and Southern Queensland Clerical and Administrative Branch of the Australian Services Union (“ASU”) as and from the date of this application, and agree to abide by the Rules of the ASU and Together, respectively, as they may be amended from time to time.

I want to join!

Date

Once you have completed this form, hand back to an organiser, fax to 3017 6235, or mail to REPLY PAID PO BOX 3272 South Brisbane BC 4101 (no stamp required)

ACCESS: You may ask for a copy of the information the union office holds about you. Requests must not interfere with anyone else’s privacy and must be lawful. If you have any concern about privacy call 1800 177 244.

For industrial assistance call 1800 177 244

Authorised Alex Scott Together Secretary & Julie Bignell Branch Secretary ASU
ABN 44010173469 • PRINTED ON RECYCLED PAPER