



# DECISION

*Fair Work Act 2009*

s.185 - Application for approval of a single-enterprise agreement

**Phmc Pty Ltd**

(AG2025/3528)

## **PARTNERED HEALTH MEDICAL CENTRES AND ANMF PRACTICE NURSES ENTERPRISE AGREEMENT 2025**

Health and welfare services

DEPUTY PRESIDENT BOYCE

SYDNEY, 30 OCTOBER 2025

*Application for approval of the Partnered Health Medical Centres and ANMF Practice  
Nurses Enterprise Agreement 2025*

[1] An application has been made for approval of an enterprise agreement to be known as the *Partnered Health Medical Centres and ANMF Practice Nurses Enterprise Agreement 2025* (**Agreement**). The application was made pursuant to s.185 of the *Fair Work Act 2009* (**Act**). It has been made by Phmc Pty Ltd, being an employer who is a party to the Agreement. Other employers parties to this Agreement are Cascade Road Medical Centres Pty Ltd, Compass Medical Group Pty Ltd, Manor Family Care Pty Ltd, Medichcek Australia Pty Ltd, Ph Medical Centres Pty Ltd, and Wyesly Consulting Pty Ltd Trading As Para Hills Clinic (collectively, **Employer/s**). The Agreement is a single enterprise agreement.

### Undertakings

[2] The Employer/s has provided written undertakings dated 28 October 2025. Those undertakings are attached at **Annexure A** to this decision and become terms of the Agreement. I am satisfied that the undertakings will not cause financial detriment to any employee covered by the Agreement (as compared to the relevant provisions of the *Nurses Award 2020*), and that the undertakings will not result in substantial changes to the Agreement.

### Coverage of employee organisation(s)

[3] The Australian Nursing and Midwifery Federation (ANMF), being a bargaining representative for the Agreement, has given notice under s.183 of the Act that it wants to be covered by the Agreement. In accordance with s.201(2) of the Act, I note that the Agreement covers this organisation.

### Conclusion

[4] Subject to the undertakings referred to above, I am satisfied that each of the requirements of ss.186, 187, 188, 190, 193 and 193A of the Act, as are relevant to this application for approval, have been met.

[5] I am satisfied the more beneficial entitlements of the NES will prevail where there is an inconsistency between the Agreement and the NES.

[6] The Agreement is approved and, in accordance with s.54 of the Act, will operate from 6 November 2025. The nominal expiry date of the Agreement is 30 June 2028.



DEPUTY PRESIDENT

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## ANNEXURE A

IN THE FAIR WORK COMMISSION

FWC Matter No.: AG2025/3528

Applicant: Phmc Pty Ltd

Section 185 – Application for approval of a single enterprise agreement

### Undertaking – Section 190

I, Michael Broadbent, Chief Executive Officer, have the authority given to me by PHMC Pty Ltd, Medichcek Australia Pty Ltd, PH Medical Centres Pty Ltd, Cascade Road Medical Centres Pty Ltd, Compass Medical Group Pty Ltd, Manor Family Care Pty Ltd and Wyesly Consulting Pty Ltd to give the following undertakings with respect to the *Partnered Health Medical Centres and ANMF Practice Nurses Enterprise Agreement 2025* ("the Agreement"):

1. Notwithstanding anything in the Agreement, overtime, weekend penalties and public holiday penalties for casual employees will be calculated on a casual employees' loaded rate (i.e. including their 25% casual loading).

These undertakings are provided on the basis of issues raised by the Fair Work Commission in the application before the Fair Work Commission.



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Signature

28 October 2025

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Date

Note - this agreement is to be read together with an undertaking given by the employer. The undertaking is taken to be a term of the agreement. A copy of it can be found at the end of this agreement.



**PARTNERED HEALTH**

**PARTNERED HEALTH MEDICAL CENTRES  
AND  
ANMF PRACTICE NURSES  
ENTERPRISE AGREEMENT 2025**

## **PART A – APPLICATION AND OPERATION**

### **1. TITLE**

This Agreement shall be called the Partnered Health Medical Centres and ANMF Practice Nurses Enterprise Agreement 2025.

### **2. ARRANGEMENT**

This Agreement shall be arranged as follows:

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### **3. VARIATION OF AGREEMENT**

- 3.1. Subject to the requirements of the FWA an application to vary the terms of the Agreement can be made under Chapter 2-Pt 2-4-Div 7 of the FWA.
- 3.2. Such application must be in writing and agreed to by the parties.

### **4. COVERAGE AND PARTIES TO THE AGREEMENT**

This Agreement will be binding on the following parties:

- 4.1. PHMC Pty Ltd, Medichcek Australia Pty Ltd, PH Medical Centres Pty Ltd, Cascade Road Medical Centres Pty Ltd, Compass Medical Group Pty Ltd, Manor Family Care Pty Ltd and Wyesly Consulting Pty Ltd with regards to the operation of medical clinics and centres (including general practice and skin clinics) in all states and territories of Australia (collectively the Employer); and
- 4.2. Any medical clinics and centres acquired by or commenced by the Employer which may open for trading during the term of this agreement, subject to the transfer of business provisions of the FWA.
- 4.3. Nursing staff employed by the Employer as classified in Appendix B of this Agreement (the Employees).
- 4.4. The Employer will formally advise the ANMF when the Agreement is made in order for the ANMF to apply under section 183 of the FWA to be covered by the Agreement.
- 4.5. It is the intention of this Agreement that the ANMF will be covered by this Agreement.

### **5. SCOPE OF THE AGREEMENT**

This Agreement contains all the terms and conditions of employment for Employees covered by the Agreement and shall apply to all Employees employed pursuant to the classifications listed in this Agreement employed by the Employer.

### **6. DATE AND PERIOD OF OPERATION**

- 6.1. This Agreement shall come into operation on the seventh day after the Agreement is approved by the FWC and shall remain in force until 30 June 2028 (the Nominal Expiry Date) and thereafter in accordance with the FWA.
- 6.2. Discussions shall commence for a new Agreement no later than four months prior to the (Nominal Expiry Date) of the Agreement.

### **7. NO FURTHER CLAIMS**

- 7.1. The Employees and Employer bound by this Agreement acknowledge that this Agreement settles all claims in relation to the terms and conditions of employment of the Employees to whom it applies and agree that they will not pursue any extra claims during the term of this Agreement.
- 7.2. Subject to the Employer meeting its obligations to consult including those arising under this Agreement or a contract of employment binding on that Employer, it is not the intent of this provision to inhibit, limit or restrict the Employer's right or ability to introduce change at the workplace.

### **8. SAVINGS CLAUSE**

No Employee shall suffer any loss or diminution of wages or entitlements (whether accrued or otherwise) or terms and conditions of employment in place immediately prior to the commencement of this Agreement by reason only of the coming into force of this Agreement.

## 9. RELATIONSHIP TO NES AND AWARD

- 9.1. This Agreement will be read and interpreted in conjunction with the NES. Where there is an inconsistency between this Agreement and the NES, and the NES provides a greater benefit, the NES provision will apply to the extent of the inconsistency. The provisions in this Agreement otherwise apply.
- 9.2. This Agreement is comprehensive and except as expressly provided in this Agreement, operates entirely to the exclusion of the Award and any other industrial instrument, award, or agreement that would otherwise apply to the Parties to this Agreement.

## 10. DEFINITIONS

For the purposes of this Agreement:

**ANMF** means the Australian Nursing and Midwifery Federation.

**Agreement** means the Partnered Health Medical Centres and ANMF Practice Nurses Enterprise Agreement 2025.

**AHPRA** means the Australian Health Practitioner Regulation Agency

**ATO** means the Australian Taxation Office.

**Award** means the Nurses Award 2020 (MA000034).

**Enrolled Nurse** means a person registered as such with the Nursing and Midwifery Board of Australia as defined in the *Health Practitioners Regulation National Law*.

**Experience** means:

- (a) For the purposes of appointment within a classification such work in any workplace as a registered or enrolled nurse, in the last five years, excluding any leave periods prescribed under this Agreement.
- (b) For the purposes of progression between years or pay points within a classification, a year of experience means an Employee has worked 1786 hours. As soon as the Employee completes 1786 hours at a pay point they will automatically progress to the next pay point.

**Fair Work Commission** means the body established by the FWA.

**PHA Medical Centres Pty Ltd** means PHA Medical Centres Pty Ltd [ABN 84 615 268 043]

**PHMC Pty Ltd** means PHMC Pty Ltd [ABN 41 107 480 400].

**FWA** means the *Fair Work Act 2009 (Cth)*.

**Immediate Family** means a:

- (a) a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the Employee; or
- (b) a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the Employee.
- (c) spouse includes a former spouse.
- (d) de facto partner of an Employee:
- (i) means a person who, although not legally married to the Employee, lives with the Employee in a relationship as a couple on a genuine domestic basis (whether the Employee and the person are of the same sex or different sexes); and

- (ii) includes a former de facto partner of the Employee.

**National Employment Standards (NES)** refers to the legislated standards for workplace conditions established under the FWA.

**NES** means National Employment Standards.

**NMBA** is the Nursing and Midwifery Board of Australia.

**Registered Health Practitioner** means a health practitioner registered, or licensed, as a health practitioner (or as a health practitioner of a particular type) under the Health Practitioners Regulation National Law.

**Registered Nurse** means a person registered as such, or as a Midwife, with the Nursing and Midwifery Board of Australia as defined in the Health Practitioners Regulation National Law.

For the purpose of incorporated leave provisions **Service and Continuous Service** is defined by section 22 of the FWA, which will apply to the extent of any inconsistency.

## 11. AGREEMENT FLEXIBILITY

11.1. The Employer and Employee covered by this Agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the Agreement if:

- (a) The agreement deals with one or more of the following matters:
  - (i) arrangements about when work is performed;
  - (ii) overtime rates;
  - (iii) penalty rates;
  - (iv) allowances; and
  - (v) leave loading.
- (b) The arrangement meets the genuine needs of the Employer and Employee in relation to one or more of the matters mentioned in paragraph (a) that it deals with and
- (c) The Employer and the individual Employee must have genuinely made the agreement without coercion or duress.
- (d) An arrangement may only be made after the individual Employee has commenced employment with the Employer.
- (e) If the Employer wishes to initiate the making of an individual flexibility arrangement, they must:
  - (i) Give the Employee a written proposal; and
  - (ii) If the Employer is aware that the Employee has or should reasonably be aware that the Employee may have, limited understanding of written English, take reasonable steps to ensure that the Employee understands the proposal.
- (f) The Employer must ensure that the terms of the individual flexibility arrangement:
  - (i) are about permitted matters under section 172 of the FWA; and
  - (ii) are not unlawful terms under section 194 of the FWA; and
  - (iii) result in the Employee being better off overall than the Employee would be if no arrangement was made.

- 11.2. The Employer must ensure that the individual flexibility arrangement:
- (a) is in writing; and
  - (b) includes the name of the Employer and Employee; and
  - (c) is signed by the Employer and Employee and if the Employee is under 18 years of age, signed by a parent or guardian of the Employee; and includes details of:
    - (i) the terms of the Agreement that will be varied by the arrangement; and
    - (ii) how the arrangement will vary the effect of the terms; and
    - (iii) how the Employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
    - (iv) states the day on which the arrangement commences; and
    - (v) describes how the arrangement can be terminated.
- 11.3. The Employer must give the Employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.
- 11.4. The Employer or Employee may terminate the individual flexibility arrangement:
- (a) by giving no more than 28 days written notice to the other party to the arrangement; or
  - (b) if the Employer and Employee agree in writing — at any time.
- 11.5. An arrangement terminated in accordance with clause 11.4 above ceases to have effect at the end of the period of notice required under that clause.
- 11.6. The Employer or Employee may use the dispute settlement procedure in this Agreement to deal with disputes that may arise concerning the matters dealt with in the individual flexibility arrangement.

## **PART B – WAGES AND ALLOWANCES**

### **12. WAGES**

- 12.1. The minimum base hourly rate payable for each classification of work is set out in Appendix A to this Agreement. During the term of this Agreement, no one employed by the Employer will be paid less than the rates contained in Appendix A.

#### **Payment of Wages**

- 12.2. Wages will be paid fortnightly, unless otherwise mutually agreed in writing up to a maximum period of one month. Wages will be paid on a day no later than the Thursday after the end of the pay period, except when a public holiday occurs during this period in which case the payment of wages may be delayed to the Friday. Employees will be paid by cheque or electronic funds transfer, as determined by the Employer, into the bank or financial institution account nominated by the Employee.
- 12.3. Where an underpayment of wages occurs by reason of an error in calculation by the Employer the payment will be corrected within 24 hours at the request of the Employee. This shall not apply where the Employer and Employee are in genuine dispute as to whether the monies are owed to the Employee.
- 12.4. At the time of making payment to the Employee, the Employer shall provide to each Employee a statement detailing the following information: name and classification of the Employee; the period the pay relates to and the date of payment; the hourly rate of pay; the amount of payment including allowances; the amount of pay deductions; amounts of occupational superannuation contributions; and details of funds into which contributions are being paid.

### **13. CONSULTATION REGARDING MAJOR WORKPLACE CHANGE**

#### **13.1. Employer to notify**

- (a) Where the Employer has made a definite decision to introduce a major change in production, program, organisation, structure or technology that is likely to have a significant effect on Employees, the Employer must notify the ANMF, the Employees who may be affected by the proposed changes and their representatives, if any, of the decision.
- (b) Significant effects include termination of employment; major changes in the composition, operation or size of the Employer's workforce or in the skills required of Employees; the elimination or diminution of job opportunities, promotion opportunities, job security or job tenure; the alteration of hours of work; the need for retraining or transfer of Employees to other work or locations; and the restructuring of jobs. Provided that where this Agreement makes provision for alteration of any of these matters an alteration is deemed not to have significant effect.

#### **13.2. Employer to consult on major workforce change**

- (a) The Employer must consult with the ANMF, the Employees affected and their representatives, if any, the introduction of the changes referred to in clause 13.1(b), the effects the changes are likely to have on Employees and measures to avoid or reduce the adverse effects of such changes on Employees and must give prompt consideration to matters raised by the Employees and/or their representatives in relation to the changes.
- (b) The discussions must commence as early as practicable after a definite decision has been made by the Employer to make the changes referred to in clause 13.1(b).
- (c) For the purposes of such consultation, the Employer must provide in writing to the ANMF, the Employees concerned and their representatives, if any, all relevant information about the changes including the nature of the changes proposed, the reasons or justification for the change, the expected effects of the changes on Employees and any other matters likely to affect Employees, provided that the Employer is not required to disclose confidential or commercially sensitive information to their Employees and their representatives, the disclosure of which would be contrary to the Employer's interests.

- (d) The Employer must give prompt and genuine consideration to matters raised by the Employees and/or their representatives in relation to the changes.
- (e) The Employer will take reasonable steps to communicate the outcome of the consultation process including the consideration that was given to matters raised about the major workplace change by the relevant employees and their representatives (if any).

### 13.3. Consultation about changes to regular rosters or ordinary hours of work

- (a) Where the Employer proposes to introduce a change to an Employee's regular roster or ordinary hours of work, the Employer must notify the ANMF, the Employee or Employees affected and their representatives, if any, about the proposed change in writing.
- (b) As soon as practicable after proposing to introduce the change, the Employer must consult with the relevant Employees, and their representatives (if any) about the introduction of the change, including by discussing the change with them, and:
  - (i) provide to the ANMF, the Employee or Employees affected and their representatives, if any, all relevant information about the proposed change, including information about the nature and duration of the change, information about what the Employer reasonably believes will be the effects of the change on the Employees including any effect on remuneration, and information about any other matters that the Employer reasonably believes are likely to affect the Employees;
  - (ii) invite the ANMF, the Employee or Employees affected and their representatives, if any, to give their views about the impact of the proposed change (including any impact in relation to their family or caring responsibilities); and
  - (iii) give prompt and genuine consideration to any views about the impact of the proposed change that are given by the ANMF, the Employee or Employees concerned and/or their representatives.
- (c) The requirement to consult under this clause does not apply where an Employee has irregular, sporadic or unpredictable working hours.
- (d) The Employer is not required to disclose confidential or commercially sensitive information to the relevant Employees, the ANMF, or the Employees' representatives.
- (e) The Employer will take all reasonable steps to communicate the outcome of the consultation process, including the consideration that was given to matters raised about the change to the regular roster or ordinary hours of work of Employees and their representatives (if any).
- (f) These provisions are to be read in conjunction with other award provisions concerning the scheduling of work and notice requirements.

## 14. DISPUTE RESOLUTION

- 14.1. In the event of a dispute about a matter under this Agreement, or a dispute in relation to the NES, (including a matter under sections 65(5) or 76(4) of the FWA) in the first instance the parties must attempt to resolve the matter at the workplace level by discussions between the Employee or Employees concerned and the relevant supervisor. If such discussions do not resolve the dispute, the parties will endeavour to resolve the dispute in a timely manner by discussions between the Employee or Employees concerned and more senior levels of management as appropriate and any relevant employee organisation.
- 14.2. If a dispute about a matter arising under this Agreement or a dispute in relation to the NES is unable to be resolved at the workplace level, and all appropriate steps under clause 14.1 have been taken, a party to the dispute may refer the dispute to the FWC.
- 14.3. The parties to a dispute referred to in this procedure may include an Employee or Employees covered by the Agreement who are, or will be, affected by the dispute; the Employer covered by the Agreement; and

an Employee organisation who has a member who it is entitled to represent and who is an Employee who is or will be affected by the dispute or, an Employee organisation who is covered by the Agreement and entitled to the benefit of, or has a role or responsibility with respect to, the matter in dispute.

- 14.4. The FWC may deal with a dispute referred to it under subclause 14.2 even if the requirement for discussions has not been complied with if the FWC is satisfied that it is appropriate in all the circumstances to do so.
- 14.5. The FWC will attempt to resolve the dispute in two stages:
- (a) First, as it considers appropriate, including by mediation, conciliation, expressing an opinion or making a recommendation; and
  - (b) Second, if the FWC is unable to resolve the dispute at the first stage, the FWC may arbitrate the dispute and make a determination that is binding on the parties. If the FWC arbitrated the dispute, it may use any of the powers available to it under the FWA, including the power to grant interim relief, and any decision that the FWC makes is a decision for the purpose of Div 3 of Part 5-1 of the FWA, and a person aggrieved by the decision may seek to appeal the decision as provided for in the FWA.
- 14.6. The Employer or Employee may appoint another person, organisation or association to accompany and/or represent them for the purposes of this clause.
- 14.7. Subject to any order made by the FWC, while the parties are trying to resolve the dispute using the procedures in this clause:
- (a) An Employee must continue to perform work as the Employee normally would unless the Employee has a reasonable concern about an imminent risk to health or safety; and
  - (b) An Employee must comply with a direction given by the Employer to perform other available work at the same workplace, or at another workplace, unless the work is not safe, or applicable occupational health and safety legislation would not permit the work to be performed, or the work is not appropriate for the Employee to perform, or there are reasonable grounds for the Employee to refuse to comply with the direction.
- 14.8. The parties to the dispute agree to be bound by a decision made by the FWC in accordance with this term.

## 15. OCCUPATIONAL SUPERANNUATION

- 15.1. The subject of superannuation is dealt with extensively by legislation including the *Superannuation Guarantee (Administration) Act 1992*, the *Superannuation Guarantee Charge Act 1992*, the *Superannuation Industry (Supervision) Act 1993* and the *Superannuation (Resolution of Complaints) Act 1993*. This legislation, as varied from time to time, governs the superannuation rights and obligations of the parties.
- 15.2. The Employer shall make occupational superannuation contributions to the Fund in accordance with the requirements of the legislation. 'The Fund' for the purpose of this Agreement shall mean:
- (a) HESTA established and governed by a trust deed, as may be amended from time to time, and includes any superannuation scheme which may be made in succession thereto; or
  - (b) any other complying superannuation fund provided the fund is an eligible choice fund and is a fund that offers a MySuper product,
- and the Employer shall participate in accordance with the trust fund deeds.
- 15.3. Upon commencement of employment, the Employer shall provide each Employee with a choice of fund form for their preferred fund and the Employee shall forward the completed membership forms for the Employee's choice of fund to the Employer within 28 days. In the event that the Employee had not completed an application form within 28 days, and in the event that the ATO does not advise the

Employer of a stapled fund for that Employee, the Employer shall forward contributions and Employee details to HESTA.

- 15.4. Superannuation contributions will be paid in respect to all ordinary hours worked, regardless of the monthly earnings or age of the Employee (subject to Fund compliance).
- 15.5. Superannuation contributions will be paid on the Employee's ordinary time earnings as defined in the *Superannuation Guarantee (Administration) Act 1992 (Cth)* and include any additional amounts consistent with the rules of the superannuation fund.
- 15.6. Superannuation fund payments will be made in accordance with trust fund deeds.
- 15.7. The Employer must remit all compulsory Employer and voluntary Employee superannuation payments monthly to the nominated or default superannuation fund as applicable.
- 15.8. Where an Employee salary packages their wages in accordance with this Agreement, superannuation shall be paid on the pre-packaged wages.
- 15.9. Any dispute regarding superannuation contributions, including but not limited to the frequency of contribution, shall be addressed under the Dispute Resolution procedure at clause 14 of this Agreement.

### **Voluntary Contributions**

- 15.10. Where an Employee wishes to make voluntary contributions to the Fund, the Employee may authorise the Employer to deduct from the Employee's wages an amount or percentage specified by the Employee. Voluntary contributions deducted under this provision will be forwarded to the Fund by the Employer at the same time as the Employer's contributions. Where the Employer receives written authorisation from an Employee, it must commence making payments into the Fund on behalf of the Employee in accordance with legislation.
- 15.11. An Employee may vary his or her additional contributions by a written authorisation and the Employer must alter the additional contributions within fourteen days of receiving the authorisation. An Employee may only vary his or her additional contributions a maximum of twice in each year in February and August unless otherwise by mutual agreement between the Employee and Employer.

### **Salary Sacrifice (Superannuation Only)**

- 15.12. An Employee may make an agreement with the Employer for salary sacrifice.
  - (a) The Employee must specify an amount or a percentage of ordinary time earnings by which his or her salary is to be reduced (the salary sacrifice).
  - (b) The salary sacrifice will be deducted from the Employee's salary and contributed by the Employer to the Fund each month.
  - (c) The Employer will continue to calculate the contributions required by clause 13.2 above and the *Superannuation Guarantee (Administration) Act 1992 (Cth)* on the basis of the Employee's ordinary time earnings before the salary sacrifice is deducted
  - (d) Salary sacrifice deductions will be made during a period of paid leave and the Employee will receive the rate of pay specified under this agreement less the salary sacrifice deduction.
  - (e) Calculation of salary for the purpose of leave accruals and other payments due on termination of employment shall be calculated on a rate of pay which includes the salary sacrifice contributions i.e. the pre-sacrifice rate.
  - (f) The Employee may revoke the salary sacrifice agreement or alter the amount to be deducted at any time during the calendar year from the commencement of this Agreement.

- 15.13. The name of the Fund and the amount of any contributions remitted to the fund, whether superannuation guarantee contributions, salary sacrifice contributions, or voluntary contributions must be included in pay slips provided by the Employer to each Employee.

## **16. UNIFORMS AND LAUNDRY**

- 16.1. Employees required by the Employer to wear uniforms will be supplied with an adequate number of uniforms appropriate to the occupation free of cost to Employees. Such items are to remain the property of the Employer and be laundered and maintained by the Employer free of cost to the Employee.
- 16.2. Instead of the provision of such uniforms, the Employer may, by agreement with the Employee, pay such Employee a uniform allowance as set out in Appendix A per shift or part thereof on duty or the uniform allowance per week as set out in Appendix A, whichever is the lesser amount.
- 16.3. Where such Employee's uniforms are not laundered by or at the expense of the Employer, the Employee will be paid a laundry allowance as set out in Appendix A per shift or part thereof on duty or the laundry allowance per week as set out in Appendix A, whichever is the lesser amount.
- 16.4. The allowances shall be paid during all absences on leave, except absence on long service leave and absence on personal/carer's leave beyond 21 days. Where, prior to the taking of leave, an Employee was paid a uniform allowance other than at the weekly rate, the rate to be paid during absence on leave will be the average of the allowance paid during the four weeks immediately preceding the taking of leave.
- 16.5. Where the Employer provides an Employee with uniforms, all articles so provided remain the property of the Employer.

## **17. MEAL ALLOWANCE**

- 17.1. An Employee will be supplied with an adequate meal where the Employer has adequate cooking and dining facilities or be paid a meal allowance in the following circumstances:
- (a) when required to work after the usual finishing hour of work beyond one hour or, in the case of shift workers, when the overtime work on any shift exceeds one hour - Meal Allowance A as stipulated Appendix A will be paid.
  - (b) provided that where such overtime work completed by an Employee exceeds four hours Meal Allowance B as stipulated in Appendix A will be paid.
  - (c) when required to work more than five hours overtime on a Saturday or on a Sunday, or more than five hours by a shift Employee on their rostered day off – the amount provided in paragraph (a) and a further amount as specified in paragraph (b) when required to work more than nine hours on such day.
- 17.2. The meal allowance will be paid as part of the next pay cycle.

## **18. TRAVELLING, TRANSPORT AND FARES**

- 18.1. An Employee required and authorised to use their own motor vehicle in the course of their duties will be paid the rate as specified in accordance with the Award mileage allowance of not less than \$0.99 per kilometre.
- 18.2. When an Employee is involved in travelling on duty, if the Employer cannot provide the appropriate transport, all reasonably incurred expenses in respect to fares, meals and accommodation will be met by the Employer on production of receipted account(s) or other evidence acceptable to the Employer.
- 18.3. An Employee who leaves the medical centre and is recalled to duty will be reimbursed all reasonable fares and expenses actually incurred, including the ATO per kilometre rate, when an employee uses a motor car in those circumstances.

18.4. Provided further that the Employee will not be entitled to reimbursement for expenses referred to in clause 18.2 which exceed the mode of transport, meals or the standard of accommodation agreed with the Employer for these purposes.

**19. ON-CALL ALLOWANCE**

19.1. An Employee required to be on-call shall be paid an on-call allowance of \$55 per 24 hour period or part thereof.

## **PART C – TYPES OF EMPLOYMENT, TERMINATION OF EMPLOYMENT, STAFFING AND WORKLOAD**

### **20. MODES OF EMPLOYMENT**

#### 20.1. Employment categories

Employees under this agreement will be employed in one of the following categories:

- (a) full-time;
- (b) part-time;
- (c) casual; or
- (d) fixed term.

At the time of engagement, the Employer will inform each Employee whether they are employed on a full-time, part-time, casual or fixed term basis. The Employer may direct an Employee to carry out such duties that are within the limits of the Employee's skill, competence and training, consistent with the respective classification.

#### 20.2. Full-time employment

A full-time Employee is one who is engaged to work 38 hours per week or an average of 38 hours per week pursuant to clause 29 of this Agreement.

#### 20.3. Part-time employment

- (a) A part-time Employee is an Employee who is engaged to work less than full-time hours of an average of 38 hours per week and whose hours of work are reasonably predictable.
- (b) Before commencing part-time employment, the Employer and Employee will agree in writing the guaranteed minimum number of hours to be worked and the rostering arrangements which will apply to those hours.
- (c) The terms of the agreement as outlined in clause (b) may be varied by agreement and recorded in writing.
- (d) The terms of this Agreement will apply on a pro rata basis to part-time Employees on the basis that the ordinary weekly hours for full-time Employees are 38.

#### 20.4. Annual review of part-time hours

- (a) At the written request of an Employee, the hours worked by the Employee will be reviewed annually. Where the Employee is regularly working more than their specified contract hours then such contract hours shall be adjusted by mutual agreement, to reflect the hours regularly worked. The hours worked in the following circumstances will not be incorporated in the adjustment:
  - (i) if the increase in hours is as a direct result of an Employee being absent on leave, such as for example, annual leave, long service leave, maternity leave, workers compensation; and
  - (ii) if the increase in hours is due to a temporary increase in hours only due, for example, to the specific needs of a patient.
- (b) Any adjustment to the contracted hours resulting from a review will, however, only occur by agreement between the Employee and the Employer. The Employer shall not unreasonably withhold agreement. However, agreement will be based on the business needs. The changes shall be such as to readily reflect roster cycles and shift configurations utilised at the workplace. It is understood that every effort will be made to adjust hours as close as possible to those regularly

worked but an exact reflection of those additional average hours may not be possible depending on the shift configurations and roster cycles.

#### 20.5. Casual employment

- (a) A casual Employee is an Employee engaged in relieving work or work of a casual nature and who have no firm advance commitment to ongoing work from the Employer without the requirement of prior notice by either party. As such casual Employees are employed on an hourly basis. It is not intended that casual Employees will be employed on a regular or systematic basis.
- (b) A casual Employee will be paid the hourly rate appropriate to the Employee's classification plus a casual loading of 25%. In addition, a casual Employee shall be entitled to receive the appropriate uniform and other allowances prescribed herein.
- (c) A casual Employee will be paid a minimum of three hours pay for each engagement.
- (d) Annual Leave, paid Personal/Carer's Leave, paid Compassionate Leave and Termination of Employment provisions shall not apply in the case of a casual Employee.
- (e) Where a casual Employee has continuous service as defined by the FWA or State/Territory Long Service Leave legislation, such Employee may be entitled to long service leave in accordance with the relevant legislation.

#### 20.6. Casual Conversion

- (a) Casual Employees have access to a pathway to casual conversion in accordance with the NES.
- (b) All disputes arising from the interpretation or application of this clause shall be dealt with in accordance with clause 14 of this Agreement or the casual conversion dispute provisions of the FWA.

#### 20.7. Fixed term employment

- (a) Subject to applicable laws, fixed term employment will only be used for genuine fixed term arrangements.
- (b) Genuine fixed term arrangements include, but are not limited to, employment in graduate nurse positions, replacement of Employees on maternity leave, long term Work Cover, parental leave or long service leave, employment in special projects, re-fresher courses, supervised practise for re-registration and postgraduate training.

#### 20.8. Minimum engagement

The minimum engagement on any one day shall be five hours for a full-time Employee, four hours for a part-time Employee and three hours for casual Employee.

#### 20.9. Casual Employment - Caring responsibilities

- (a) Subject to the evidentiary and notice requirements in clause 39.8 casual Employees are entitled to not be available to attend work, or to leave work in accordance with NES:
  - (i) if they need to care for or support members of their immediate family or household who are ill or injured and require care or support, or who require care or support due to an unexpected emergency, or the birth of a child; or
  - (ii) upon the death, life threatening illness or injury of an immediate family or household member.
- (b) The Employer and the Employee shall agree on the period for which the Employee will be entitled to not be available to attend work. In the absence of agreement, the Employee is entitled to not

be available to attend work for up to 48 hours (i.e. a single continuous period of two days) per occasion. The casual Employee is not entitled to any payment for the period of non-attendance.

- (c) The Employer must not fail to re-engage a casual Employee because the Employee accessed the entitlements provided for in this clause. The rights of the Employer to engage or not to engage a casual Employee are otherwise not affected.

## **21. WORKLOAD MANAGEMENT AND FILLING OF VACANCIES**

- 21.1. The parties acknowledge that management and Employees have a responsibility to maintain a balanced workload and recognise the adverse effects that excessive workloads have.
- 21.2. To ensure best practice care, it is important that any excessive or unreasonable workloads are identified after which discussions will occur at a local level to reach a satisfactory resolution.
- 21.3. All disputes arising from the interpretation or application of this clause shall be dealt with in accordance with clause 14 of this Agreement.

## **22. POLICE CHECKS**

- 22.1. All Employees employed prior to the date of operation of this Agreement and who are required to satisfy the Employer of his or her police record, the Employer shall pay for or reimburse the Employee for any reasonable expenses associated with procuring the police record.
- 22.2. Where the Employer has received the police check and is satisfied that the Employee is neither precluded nor unable to meet the inherent requirements of the role, the Employee shall be advised that the check has been completed and the police check/result securely stored.
- 22.3. Where the Employer in relation to the police check believes that the Employee is either precluded or is not satisfied that the Employee can meet the inherent requirements of the role, the Employee will be provided with an opportunity to respond prior to any decision being made regarding the employment. Where this occurs, the Employee may seek the assistance of their chosen representative.
- 22.4. If the Employer holds a copy of the police check/result, then upon request by the Employee the Employer will provide a copy of the police check/result that is held on the file to the Employee.

## **23. LETTER OF APPOINTMENT AND SERVICE AND TRAINING CERTIFICATE**

- 23.1. Each Employee, upon initial engagement, shall receive a Letter of Appointment, as specified in Appendix C, stating the place of work, his or her guaranteed weekly hours, classification, job title and name of this Agreement. Nothing in this clause shall limit the ability of a part time Employee to agree to work additional shifts at ordinary rates, save for any other limits prescribed by this Agreement.
- 23.2. Upon termination of employment, howsoever occurring, the Employer shall provide the Employee with a Service and Training Certificate upon a request by the Employee, as specified in Appendix C, detailing the following:
  - (a) The Employee's classification at the time of termination;
  - (b) The Employee's training including in-service training, self-directed learning packages or other training on the Employee's file;
  - (c) The period of the Employee's service; and
  - (d) The relevant contact point at the Employer to verify the information contained in the certificate.
- 23.3. Prior to acceptance of an offer of employment by the Employee, the Employer will accept a Service and Training Certificate (**STC**) from the Employee for the purpose of determining the appropriate classification or experience increment, subject to the following:
  - (a) The Employee providing the Employer with a copy of the STC; and

- (b) The issuing Employer verifying the contents to the Employer upon request of the Employer (such verification may be verbal or written).

## **24. TERMINATION OF EMPLOYMENT**

### 24.1. Notice of termination by the Employer

- (a) At the time of termination, the Employer must provide four weeks' notice to all Employees (other than casual Employees and those Employees within their probationary period in which case the notice will be one week). A shorter notice period may be provided by mutual agreement between the Employer and the Employee.
- (b) An Employee over 45 years of age is entitled to one extra weeks' notice if the Employee has completed at least two years of continuous service.
- (c) Casuals are to be given notice to the end of their current shift worked.

### 24.2. Notice of termination by the Employee

- (a) At the time of termination, the Employee must provide to the Employer the same periods of notice as listed in clause 24.1 (except that there is no requirement on the Employee to give additional notice based on the age of the Employee concerned).
- (b) Casual Employees shall only be required to give notice to the end of their current shift worked.
- (c) If the Employee fails to give notice or fails to work their allocated notice period the Employer may withhold any monies due to the Employee on termination under this Agreement an amount not exceeding the Employee's ordinary rate of pay for the notice period, subject to the provisions of section 324(1)(b) of the FWA. This amount may only be withheld with the written consent of the Employee and any deduction cannot operate to allow deductions from accrued but unused NES entitlements.
- (d) The Employer may, without notice, summarily dismiss an Employee at any time for serious misconduct. Payment is made up to the time of dismissal only.

### 24.3. Payment of wages

- (a) If the Employer gives notice of termination to an Employee, termination payments will be made by way of Electronic Funds Transfer within three business days of the termination taking effect.
- (b) If an Employee gives notice of termination to the Employer, termination payments will be made by way of Electronic Funds Transfer in the next pay cycle immediately following the end of the termination pay period. In unforeseen circumstances however the Employer will review the date the termination payment will be made.
- (c) Termination payments will include the payment of annual leave loading.
- (d) The Employer will give the Employee a statement of service signed by the Employer stating the period of employment and when the employment was terminated.

### 24.4. Job search entitlement

Where the Employer has given notice of termination to an Employee, an Employee must be allowed up to one day's time off without loss of pay for the purpose of seeking other employment. The time off is to be taken at times that are convenient to the Employee after consultation with the Employer.

## **25. REDUNDANCY**

### 25.1. Definitions

- (a) **Business** includes trade, process, business or occupation and includes part of any such business.
- (b) **Redundancy** occurs where the Employer has made a definite decision that the Employer no longer wishes the job the Employee has been doing done by anyone and that decision leads to the termination of employment of the Employee, except where this is due to the ordinary and customary turnover of labour.
- (c) **Transmission** includes transfer, conveyance, assignment or succession whether by agreement or by operation of law and transmitted has a corresponding meaning.
- (d) **Week's pay** means the ordinary time rate of pay for the Employee concerned.

Provided that such rate shall exclude:

- (i) overtime; penalty rates; disability allowances; shift allowances; special rates;
- (ii) fares and travelling time allowances;
- (iii) bonuses; and
- (iv) any other ancillary payments of a like nature.

25.2. An Employee is entitled to be paid redundancy pay by the Employer if the Employee's employment is terminated:

- (a) at the Employer's initiative because the Employer no longer required the job to be done by the Employee to be done by anyone, except where this is due to the ordinary and customary turnover of labour; or
- (b) because of the insolvency or bankruptcy of the Employer.

25.3. Transfer to lower paid duties

Where an Employee is transferred to lower paid duties, the same period of notice must be given as the Employee would have been entitled to if the employment had been terminated and the Employer will make a payment instead of an amount equal to the difference between the former ordinary time rate of pay and the ordinary time rate of pay for the number of weeks of notice still owing. This sub-clause must be read in conjunction with section 389 of the FWA which provides that the redeployment must be reasonable in all of the circumstances.

25.4. Redundancy pay

- (a) In addition to the period of notice prescribed for termination, an Employee whose employment is terminated (whether in whole or in part) for reasons set out in paragraph 25.2 shall be paid the following amount of severance pay in respect of a period of continuous service. An Employee is entitled to be paid pro rata redundancy pay (treated as a bonus payment) by the Employer in proportion to the hours or wages lost as a result of the redundancy:

Period of continuous service	Redundancy pay (weeks' pay as defined in 25.1(d))
Less than one year	Nil
One year and less than two years	4 weeks' pay
Two year and less than three years	6 weeks' pay
Three year and less than four years	7 weeks' pay
Four year and less than five years	8 weeks' pay
Five year and less than six years	10 weeks' pay

Six year and less than seven years	11 weeks' pay
Seven year and less than eight years	13 weeks' pay
Eight year and less than nine years	14 weeks' pay
Nine years and over	16 weeks' pay

- (b) For the purposes of this clause, continuity of service shall be calculated in the manner prescribed by the relevant state Long Service Leave legislation.

25.5. Employee leaving during notice period

An Employee given notice of termination in circumstances of redundancy may terminate their employment during the period of notice set out in clause 24.1 - Notice of Termination. In this circumstance the Employee will be entitled to receive the benefits and payments they would have received under this clause had they remained with the Employer until the expiry of the notice but will not be entitled to payment in lieu of notice.

25.6. Alternative Employment

- (a) Where the Employer obtains other acceptable employment for the Employee redundancy payment is not payable by the Employer, subject to an order by FWC.
- (b) On application by the Employer, FWC may determine that the amount of redundancy pay is reduced to a specified amount (which may be nil) that FWC considers appropriate.
- (c) The amount of redundancy pay to which the Employee is entitled under section 119 of the FWA is the reduced amount specified in the determination.
- (d) Acceptable alternative employment shall include, but is not limited to:
- (i) a position which is at the same base rate of pay;
  - (ii) the same job level; and
  - (iii) within a reasonable commuting distance and which recognises previous service for all purposes.

25.7. Job search entitlement

- (a) An Employee given notice of termination in circumstances of redundancy must be allowed up to one day's time off without loss of ordinary pay during each week of notice for the purpose of seeking other employment.
- (b) If the Employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the Employee must, at the request of the Employer, produce proof of attendance at an interview or they will not be entitled to payment for any time absent. For this purpose, a statutory declaration is sufficient.

25.8. Employees exempted

Subject to the FW Act this clause 25 does not apply to:

- (a) Employees terminated as a consequence of serious misconduct that justifies dismissal without notice;
- (b) an Employee whose period of continuous service with the Employer is less than 12 months;
- (c) trainees to whom a training arrangement applies and whose employment is for a specified period of time or is for any reason limited to the duration of the training arrangement;

- (d) Employees engaged for a specific period of time or for a specified task or tasks; or
- (e) casual Employees.

25.9. Transfer of business

- (a) The provisions of this clause are not applicable where a business is before or after the date of this agreement, transmitted from the Employer (in this sub-clause called the **old Employer**) to another Employer (in this subclause called the **new Employer**), in any of the following circumstances:
  - (i) Where the Employee accepts employment with the new Employer which recognises the period of continuous service which the Employee had with the old Employer and any prior old Employer to be continuous service of the Employee with the new Employer; or
  - (ii) Where the Employee rejects an offer of employment with the new Employer:
    - (A) in which the terms and conditions are substantially similar and no less favourable, considered on an overall basis, than the terms and conditions applicable to the Employee at the time of ceasing employment with the old Employer; and
    - (B) which recognises the period of continuous service which the Employee had with the old Employer and any prior old Employer to be continuous service of the Employee with the old Employer.
  - (iii) Clause 25.9 does not apply to trainee employees and trainees will not be engaged while the Agreement is in force.
- (b) The FWC may vary 25.9(a)(ii) if it is satisfied that this provision would operate unfairly in a particular case.

25.10. Incapacity to pay

The FWC may vary the redundancy pay prescription on the basis of the Employer's incapacity to pay. An application for variation may be made by the Employer or a group of Employers.

## **PART D – CAREER STRUCTURE**

### **26. CLASSIFICATIONS AND DEFINITIONS**

- 26.1. The classifications, wage rates and allowances are set out in Appendix A.
- 26.2. Definitions of all classifications under this Agreement are set out in Appendix B.

#### **Registered Nurses**

Level 3 – Nurse Practitioner

Level 2 – Nurse Manager

Level 2 – Clinical Nurse Specialist

Level 1 – Registered Practice Nurse

#### **Enrolled Nurses**

Level 2 - Enrolled Practice Nurse – Clinic Coordinator

Level 1 – Enrolled Practice Nurse

- 26.3. Disputes in relation to the classification of an Employee shall be progressed through clause 14.

## **PART E – EDUCATION AND PROFESSIONAL DEVELOPMENT**

### **27. PROFESSIONAL DEVELOPMENT**

- 27.1. Professional development leave is to enhance the knowledge and practice skills of nurses. While in most cases the course conference or seminar will need to be directly relevant to the role of practice nurse, this may not always be the case, as part of the purpose of professional development is to expand the professional knowledge of the nurse.
- 27.2. Each full-time Employee is entitled to a maximum of five days of paid professional development leave per calendar year to update their skills. Unused professional development does not accumulate to the next year. Part-time staff are entitled to paid professional development leave on a pro-rata basis. The Employer commits to providing paid leave to support professional development on a needs' basis provided the education/training is relevant to the work of the Employee and subject to the organisational requirements. The Employer will not unreasonably withhold agreement.
- 27.3. An application must be made at least five weeks before the date of the proposed conference, seminar or course and the Employer must deal with the application within 10 days from the date the application is lodged. An application will not be unreasonably refused, subject to the criteria in 27.2 being met.
- 27.4. In addition to the provision of leave for training and education. An Employee may seek financial support to cover the enrolment, course fees and/or related expenses for relevant development activities. Any applications for financial support should be made in writing to the relevant manager and will be assessed on their merit. Financial support for training and education activities will be at the discretion of the Employer.
- 27.5. As part of the above provision, both full and part time Employees will be entitled to use approved paid professional development leave to attend external education or conferences relevant to the nursing profession including the ANMF Annual Conference Professional Day/s (however titled).

### **28. INTERNAL/COMPULSORY EDUCATION AND TRAINING**

- 28.1. All Employees have a responsibility to maintain and upgrade their skills commensurate with the requirements of their position. In particular every Employee must attend training required to meet statutory responsibilities including but not limited to: fire and emergency training, manual handling training and infection control provided by the Employer in each 12 month period or as required.
- 28.2. Where the Employee attends compulsory training other than during the course of a rostered shift, the minimum payment shall be the length of the training or one hour whichever is the greater where that training is scheduled continuous with the commencement or end of a rostered shift for that Employee. However, where the training has not been scheduled at the start or finish of a shift for which the Employee is rostered and the Employee has to make a separate trip to the facility the payment will be the length of the training or one and a half hours whichever is the greater. At nights or on week-ends appropriate shift, weekend or over-time penalties will be paid in accordance with this agreement on all hours in compulsory education.
- 28.3. Up to eight hours per year for the combined total of attendance at meetings / fire drills in accordance with this clause, and completion of mandatory training outside of an Employee's rostered ordinary hours, may be paid at the ordinary rate. Completion of such training and/or attendance at such meetings / fire drills that falls outside an Employee's rostered ordinary hours of work and is in excess of eight hours total per year will be paid at the applicable overtime penalty rate.
- 28.4. Attendance at any training course other than those referred to at clause 28.1 may be supported by the Employer in accordance with specific initiatives. In particular, the parties acknowledge that it is highly desirable for Employees to attend training provided by the Employer.

#### **E-Learning**

- 28.5. The Employer may require Employees to complete core modules through e-learning and will pay Employees for the approved time taken to complete this training.

- 28.6. E-learning modules will normally be completed within the ordinary working hours in the workplace. With prior approval from the Manager and the agreement of the Employee, modules can be completed outside of working hours.
- 28.7. The Employer will allocate an amount of time for the completion of each core module. When an Employee completes a module outside of working hours, the Employee will be subject to clause 28.3 and be paid at their ordinary rate of pay for the allocated time taken to complete the module.
- 28.8. Where an Employee finds that it takes more than the allocated time to complete a module, they should log out of the training (which will save it automatically) and bring this to the attention of their manager. The manager will take steps to ensure the Employee is able to complete the training by:
- (a) arranging for the module to be completed in working hours in the workplace and ensuring access to IT resources to allow this to occur; and/or
  - (b) approving payment for additional time required to complete the module outside working hours. If an Employee is still unable to complete the module after the additional time, they should again bring this to the attention of the manager; and / or
  - (c) taking steps to assist the Employee to complete the modules (for instance by providing training on computer literacy or on increased proficiency in reading the English language).

## **PART F – HOURS OF WORK, ROSTERS AND RELATED MATTERS**

### **29. HOURS OF WORK**

- 29.1. The ordinary hours of work for a full-time Employee will be 38 hours per week, 76 hours per fortnight or 152 hours over 28 days.
- 29.2. The shift length or ordinary hours of work per day will be a maximum of 10 hours exclusive of meal breaks.
- 29.3. Each Employee must be free from duty in respect to ordinary hours of work for not less than two full days in each week or four full days in each fortnight or eight full days in each 28-day cycle. Where practicable, such days off must be consecutive.
- 29.4. The hours of work on any day will be continuous except for meal breaks.

### **30. SPAN OF HOURS**

- 30.1. The ordinary hours of work for a day worker will be between 6.00 am and 6.00 pm Monday to Friday.
- 30.2. A shiftworker is an Employee who is regularly rostered to work their ordinary hours of work outside the ordinary hours of work of a day worker as defined in clause 30.1.

### **31. REST BREAKS BETWEEN ROSTERED WORK**

- 31.1. An Employee will be allowed a rest break of 10 hours between the completion of one ordinary work period or shift and the commencement of another ordinary work period or shift.
- 31.2. By mutual agreement between the Employer and Employee, the 10 hour rest break may be reduced to eight hours.
- 31.3. If, on the instruction of the Employer, an Employee resumes or continues to work without having had 10 consecutive hours off duty, or eight hours as agreed, they will be paid at the rate of double time until released from duty for such period.

### **32. OVERTIME**

#### **32.1. Overtime penalty rates**

- (a) Hours worked in excess of the ordinary hours on any day or shift prescribed in clause 29 are to be paid as follows:
  - (i) Monday to Saturday (inclusive) – time and a half for the first two hours and double time thereafter;
  - (ii) Sunday – double time;
  - (iii) Public holidays – double time and a half.

- (b) Overtime rates under this clause will be in addition to the shift premiums prescribed in clause 35 Shiftwork.

- (c) Part-time Employees

All time worked by part-time Employees in excess of the rostered daily ordinary full-time hours will be overtime and will be paid as prescribed in clause 32.1(a).

- (d) Casual Employees

All time approved by the Employer and worked by casual Employees in excess of 10 hours in a day, or 76 hours per fortnight, will be overtime and paid for at the rate of 150% the casual

ordinary rate of pay for the first two hours and 200% the casual ordinary rate of pay thereafter, provided that overtime worked on Sundays shall be paid for at the rate of 200% the casual ordinary rate of pay and on public holidays at the rate of 250% the casual ordinary rate of pay.

#### 32.2. Time off instead of payment for overtime

- (a) By agreement between the Employer and Employee, an Employee may take time off instead of receiving payment for overtime at a mutually agreed time.
- (b) The Employee may take one hour of time off for each hour of overtime plus a period of time equivalent to the overtime penalty incurred.
- (c) If on termination of employment time off for overtime worked by the Employee to which this sub-clause applies has not been taken, the Employer must pay the Employee for the overtime at the overtime rate applicable to the overtime when worked.

#### 32.3. Rest period after overtime

- (a) When overtime work is necessary, it will, wherever reasonably practicable, be so arranged that Employees have at least 10 consecutive hours off duty between the work of successive days or shifts, including overtime.
- (b) An Employee, other than a casual Employee, who works so much overtime between the termination of their ordinary work on one day and the commencement of their ordinary work on the next day, that they have not had at least 10 consecutive hours off duty between those times, will be released after completion of such overtime, until they have had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- (c) If, on the instruction of the Employer, an Employee resumes or continues to work without having had 10 consecutive hours off duty, they will be paid at the rate of double time until released from duty for such period. The Employee will then be entitled to be absent until they have had 10 consecutive hours off duty without loss of pay for rostered ordinary hours occurring during the absence.

#### 32.4. Rest break during overtime

An Employee working overtime will take a paid rest break of 20 minutes after each four hours of overtime worked if required to continue to work after the break.

#### 32.5. Recall to work

- (a) An Employee who is recalled to work at the workplace will be paid a minimum of three hours work at the appropriate overtime rate.
- (b) Where the Employee is not on call and is recalled, the time worked on a recall shall include the time spent travelling to and from the place of duty
- (c) An Employee who is required to perform work by the Employer via telephone or other electronic communication away from the workplace will be paid at the appropriate overtime rate for a minimum of one hour's work. Multiple electronic requests made and concluded within the same hour shall be compensated within the same one hour's overtime payment. Time worked beyond one hour will be rounded to the nearest 15 minutes.

### **33. SATURDAY AND SUNDAY WORK**

- 33.1. Where an Employee is rostered to work ordinary hours between midnight Friday and midnight Saturday, the Employee will be paid a loading of 50% of their ordinary rate of pay for the hours worked during this period.

- 33.2. Where an Employee is rostered to work ordinary hours between midnight Saturday and midnight Sunday, the Employee will be paid a loading of 75% of their ordinary rate of pay for the hours worked during this period.

#### **34. ROSTERS**

- 34.1. Employees will work in accordance with a weekly or fortnightly roster fixed by the Employer.
- 34.2. The roster will set out Employees' daily ordinary working hours and starting and finishing times and will be displayed in a place conveniently accessible to Employees at least seven days before the commencement of the roster period.
- 34.3. Unless the Employer otherwise agrees, an Employee desiring a roster change will give seven days' notice except where the Employee is ill or in an emergency.
- 34.4. Seven days' notice of a change of roster will be given by the Employer to an Employee. Except that, a roster may be altered at any time to enable the functions of the practice to be carried out where another Employee is absent from work due to illness or in an emergency. Where any such alteration requires an Employee working on a day which would otherwise have been the Employee's day off, the day off instead will be as mutually arranged.
- 34.5. Daylight Saving
- (a) If an Employee works on a shift during which time changes because of the introduction of, or cessation to, daylight saving, that Employee shall be paid for the actual hours worked at the ordinary time rate of pay (including any shift penalties or allowances ordinarily payable in respect of this shift).
- (b) No overtime is payable for the additional hour worked because of daylight saving.

#### **35. SHIFT WORK**

- 35.1. Shift penalties
- (a) Where an Employee works a rostered afternoon shift the Employee will be paid a loading of 12.5% of their ordinary rate of pay.
- (b) Where an Employee works a rostered night shift the Employee will be paid a loading of 15% of their ordinary rate of pay.
- (c) The provisions of this clause do not apply where an Employee commences their ordinary hours of work after 12.00 noon and completes those hours at or before 6.00 pm on that day.
- (d) For the purposes of this clause:
- (i) **Afternoon shift** means any shift commencing not earlier than 12.00 noon and finishing after 6.00 pm on the same day; and
- (ii) **Night shift** means any shift commencing on or after 6.00 pm and finishing before 7.30 am on the following day.
- (e) The shift penalties prescribed in this clause will not be paid in addition to the additional weekend and public holiday performed by an Employee on Saturday, Sunday or public holiday where the extra payment prescribed by clause 33 (Saturday and Sunday work) and clause 44 (Public Holidays) applies.

#### **36. BREAKS**

- 36.1. Meal breaks

- (a) An Employee who works in excess of five hours (but not more than 8 hours) will be entitled to one unpaid meal break of not less than 30 minutes and not more than 60 minutes, to be taken within the first five hours of duty. By agreement the nurse and manager may agree to a shorter unpaid meal break provided it is not less than 20 minutes (but such agreement will not apply to more than one of the meal breaks in a 12 hour shift).
- (b) By agreement of an individual employee, an employee who works shifts of 6 hours or less may forfeit the meal break.
- (c) Where an Employee is required to remain available or on duty during a meal break, the Employee will be paid overtime for all time worked until the meal break is taken.

36.2. Tea breaks

- (a) Every Employee will be entitled to a paid 10 minute tea break in each four hours worked, or part thereof greater than one hour, at a time to be agreed between the Employee and Employer.
- (b) Subject to agreement between the Employer and Employee, such breaks may alternatively be taken as one 20 minute tea break.
- (c) Tea breaks will count as time worked.

36.3. The Employee is to be paid for all breaks where they are unable to leave the practice due to not being relieved from duty or required to be available.

36.4. Paid Meal Interval

An Employee on evening or night duty who is not relieved from duty (and "on call") during a rostered meal interval shall be granted a meal interval of not less than twenty minutes to be commenced after completing three hours and not more than five hours of duty. Such time is to be counted as time worked.

**37. HIGHER DUTIES**

- 37.1. An Employee, who is required to relieve another Employee in a higher classification than the one in which they are ordinarily employed will be paid at the higher classification rate for the whole shift provided the relieving is for two hours or more.
- 37.2. Higher duties allowance does not apply to Registered Nurses Level 3.
- 37.3. An Employee who holds a qualification, or skill equivalent to that qualification in excess of the classification level for which that Employee is paid, and that Employee is required to exercise skills at a higher classification level on an infrequent basis, then the Employee will be paid at the higher classification rate for the whole of the shift in which that work is performed.

## PART G – LEAVE AND PUBLIC HOLIDAY ENTITLEMENTS

### 38. ANNUAL LEAVE

#### 38.1. Quantum of annual leave

- (a) In addition to the entitlements in the NES, an Employee is entitled to an additional week of annual leave on the same terms and conditions.
- (b) For the purpose of the additional weeks annual leave provided by the NES, a shiftworker is defined as an Employee who:
  - (i) is regularly rostered over seven days of the week; and
  - (ii) regularly works on weekends.
- (c) To avoid any doubt, this means that an Employee who is not a shiftworker for the purposes of clause 38.1(b) above is entitled to five weeks of paid annual leave for each year of service with their Employer, and an Employee who is a shiftworker for the purposes of clause 38.1(b) above is entitled to six weeks of paid annual leave for each year of service with their Employer.

#### 38.2. Taking of leave

- (a) Paid annual leave may be taken for a period agreed between an Employee and his or her Employer.
- (b) The Employer must not unreasonably refuse to agree to a request by the Employee to take paid annual leave.
- (c) Excessive Annual Leave
  - (i) Where an Employee has accrued more than 10 weeks paid annual leave (or 12 weeks' paid annual leave for shiftworkers as defined at clause 35.1(d)) such Employee has an excessive leave accrual (**Excess Leave**). Notwithstanding the provisions of this sub-clause, the Employer may direct an Employee to take a period of annual leave in accordance with sub-clause 38.7.
  - (ii) In the circumstances of Excess Leave, the Employer may direct the Employee to take a period of annual leave (**Direction**) by giving not less than eight weeks and not more than 12 months' notice to the Employee, subject to the following:
    - (A) the Employee will first be given a reasonable opportunity to submit a plan to reduce their total annual leave accrued balance to not more than six weeks within a period of six months (**leave reduction plan**);
    - (B) the Employer will not unreasonably refuse to agree to an Employee's annual leave reduction plan which includes saving leave for an extended vacation within 12 months of the date of agreement to the leave reduction plan. The agreement is to be in writing and signed by both the Employer and Employee.
    - (C) the Direction cannot result in the Employee being directed to reduce the accrued leave to less than six weeks.

#### 38.3. Public Holidays during annual leave

If any public holiday falls within an Employees period of annual leave, the period of leave will be extended by one day for each public holiday, provided the public holiday is a day on which the Employee would normally have worked.

#### 38.4. Payment for annual leave

Whilst on annual leave, an Employee will be paid the amount of wages they would have received for ordinary time worked had they not been on leave during that period.

#### 38.5. Annual leave loading

- (a) In addition to their ordinary pay, an Employee, other than a shiftworker, will be paid an annual leave loading of 17.5% of their ordinary pay on a maximum of 152 hours/four weeks annual leave per annum.
- (b) Shiftworkers, in addition to their ordinary pay, will be paid the higher of:
  - (i) an annual leave loading of 17.5% of ordinary pay; or
  - (ii) the weekend and shift penalties the Employee would have received had they not been on leave during the relevant period.

#### 38.6. Payment of annual leave on termination

- (a) On the termination of their Employment, an Employee will be paid their untaken annual leave.
- (b) Annual leave loading will be paid on termination or resignation.

#### 38.7. Close down periods

- (a) The Employer may temporarily close a practice not more than twice every 12 months for a period not exceeding two weeks. During such a close down, an Employee may be required to take paid annual leave during part or all of this period. Where an Employee does not have sufficient accrued annual leave for this period, they may take annual leave in advance.
- (b) The Employer will give a minimum of 28 days' notice in writing of the temporary closure to the affected Employees.
- (c) An Employee, instead of taking annual leave or annual leave in advance, may elect to utilise the following alternative options for dealing with the shutdown:
  - (i) by mutual agreement an Employee may elect to be temporarily reassigned to another adjacent Employer's facility. During any such agreed temporary re-assignment, the Employee will be covered by the relevant classification and the conditions applicable in this agreement; and/or
  - (ii) an Employee where mutually agreed may elect to bank hours and/or accrued time off in lieu for the purpose of covering likely shutdown period. Where an Employee proposes to bank hours or accrued time off in lieu to cover the shutdown period, the Employer will agree to such arrangements wherever possible; and/or
  - (iii) an Employee where mutually agreed may seek to take another form of leave during a period of close down including a period of leave without pay.

38.8. Where an Employee becomes sick whilst on annual leave on any days on which the Employee would otherwise have worked, and immediately forwards to the Employer a certificate of a registered health practitioner, then the day or days specified in the certificate shall be deducted from any sick leave entitlement standing to the Employee's credit, and shall be re-credited to her/his annual leave entitlement.

#### 38.9. Cashing out of annual leave

- (a) An Employee may "cash out" an amount of annual leave credited to the Employee (in lieu of the amount of annual leave) subject to the following:

- (i) On each occasion the Employee wishes to “cash out” an amount of annual leave, the Employee must advise the Employer in writing, of the Employee’s election to “cash out” an amount of annual leave and the amount of annual leave to be “cashed out”; and
- (ii) Any annual leave that is “cashed out” will be paid at the rate ordinarily paid for annual leave; and
- (iii) Superannuation contributions will be paid by the Employer in relation to the amount ‘cashed out’; and
- (iv) No more than two weeks’ accrued annual leave may be “cashed out” in any 12 month period; and
- (v) Notwithstanding the above, an Employee’s “bank” of annual leave accrued must never fall below 4 weeks pay.
- (vi) An Employee who elects to cash out annual leave in accordance with (i) above, shall be paid annual leave loading in accordance with the annual leave clause.

### **39. PERSONAL / CARER’S LEAVE**

The provisions of this clause apply to full-time and regular part-time Employees (on a pro rata basis) but do not apply to casual Employees. The entitlements of casual Employees are set out in the casual clause of this Agreement.

39.1. Subject to the following limitations and conditions, a full time Employee is entitled to personal/carers leave of 12 days for each completed year of service as follows:

39.2. Accrual of leave

An Employee’s entitlement to paid personal/carer’s leave accrues progressively during a year of service according to the Employee’s ordinary hours of work, and accumulates from year to year.

39.3. Taking paid personal/carer’s leave

An Employee may take paid personal/carer’s leave if the leave is taken:

- (a) because the Employee is not fit for work because of a personal illness, or personal injury, affecting the Employee; or
- (b) to provide care or support to a member of the Employee’s immediate family, or a member of the Employee’s household, who requires care or support because of:
  - (i) a personal illness, or personal injury, affecting the member; or
  - (ii) an unexpected emergency affecting the member.

The notice and evidence requirements of clause 39.8 must be complied with.

39.4. Employee taken not to be on paid personal/carer’s leave on public holiday

If the period during which an Employee takes paid personal/carer’s leave includes a day or part-day that is a public holiday in the place where the Employee is based for work purposes, the Employee is taken not to be on paid personal/carer’s leave on that public holiday.

39.5. Payment for paid personal/carer’s leave

If an Employee takes a period of paid personal/carer’s leave, the Employer must pay the Employee at the Employee’s base rate of pay for the Employee’s ordinary hours of work in the period.

39.6. Entitlement to unpaid carer's leave

An Employee is entitled to two days of unpaid carer's leave for each occasion (*a permissible occasion*) when a member of the Employee's immediate family, or a member of the Employee's household, requires care or support because of:

- (a) a personal illness, or personal injury, affecting the member; or
- (b) an unexpected emergency affecting the member.

39.7. Taking unpaid carer's leave

- (a) An Employee may take unpaid carer's leave for a particular permissible occasion if the leave is taken to provide care or support as referred to in clause 39.6.
- (b) An Employee may take unpaid carer's leave for a particular permissible occasion as:
  - (i) a single continuous period of up to two days; or
  - (ii) any separate periods to which the Employee and his or her Employer agree.
- (c) An Employee cannot take unpaid carer's leave during a particular period if the Employee could instead take paid personal/carer's leave.
- (d) The notice and evidence requirements of clause 39.8 must be complied with.

39.8. Notice and evidence requirements

**Notice**

- (a) An Employee must give his or her Employer notice of the taking of leave under this clause by the Employee.
- (b) The notice:
  - (i) must be given to the Employer as soon as practicable (which may be a time after the leave has started); and
  - (ii) must advise the Employer of the period, or expected period, of the leave.

**Evidence**

- (c) An Employee who has given his or her Employer notice of the taking of leave must, if required by the Employer, give the Employer evidence that would satisfy a reasonable person that:
  - (i) if it is paid personal/carer's leave—the leave is taken for a reason specified in clause 39.3, or
  - (ii) if it is unpaid carer's leave—the leave is taken for a permissible occasion in circumstances specified in clause 39.7(a); or
  - (iii) if it is compassionate leave—the leave is taken for a permissible occasion in circumstances specified in clause 40.
- (d) The Employee shall, if required, establish, either by production of a certificate from a registered health practitioner or statutory declaration, that the leave was taken to provide care or support of the person concerned and that the illness/ injury or unexpected emergency is such as to require care or support by another person.

- (e) All periods of personal illness or injury shall be certified by a registered health practitioner (as defined), including but not limited to a chiropodist/podiatrist, chiropractor, dentist, optometrist, osteopath, physiotherapist or psychologist or by a statutory declaration.
- (f) Evidence is only required after an absence of 2 consecutive working days or more than 5 days absence per calendar year.
- (g) The Employer may dispense with the requirements of a certificate from a registered health practitioner where, in the Employer's opinion, the circumstances are such as not to warrant such requirement.
- (h) The Employee shall, wherever practicable, give the Employer notice, prior to the absence, of the intention to take leave, the name of the person requiring care or support and that person's relationship to the Employee, the reasons for taking such leave and the estimated length of absence. If it is not practicable for the Employee to give prior notice of absence, the Employee shall notify the Employer by telephone of such absence at the first opportunity after the leave has started, preferably on the day of absence.

### **Compliance**

39.9. An Employee is not entitled to take leave unless the Employee complies with clause 39.8.

39.10. Personal information given to the Employer under this section may be regulated under the *Privacy Act 1988* (Cth).

39.11. Discretionary paid carer's leave

The Employer may, in its discretion, grant paid leave for carer's leave to provide care or support for a person who is not a member of the Employee's household or who does not fall within the scope of the term Immediate Family.

## **40. COMPASSIONATE LEAVE**

40.1. Entitlement to compassionate leave

An Employee is entitled to two days of compassionate leave for each occasion (*a permissible occasion*) when a member of the Employee's Immediate Family, or a member of the Employee's household:

- (a) contracts or develops a personal illness that poses a serious threat to his or her life; or
- (b) sustains a personal injury that poses a serious threat to his or her life; or
- (c) a baby in their immediate family or household is stillborn, they have a miscarriage, or their current spouse or de facto partner has a miscarriage; or
- (d) dies.

40.2. Taking compassionate leave

An Employee may take compassionate leave for a particular permissible occasion if the leave is taken:

- (a) to spend time with the member of the Employee's Immediate Family or household who has contracted or developed the personal illness, or sustained the personal injury, referred to in clause 40.1; or
- (b) after the death of the member of the Employee's Immediate Family or household referred to in clause 40.1.

40.3. An Employee may take compassionate leave for a particular permissible occasion as:

- (a) a single continuous two day period; or

- (b) two separate periods of one day each; or
- (c) any separate periods to which the Employee and his or her Employer agree.

40.4. If the permissible occasion is the contraction or development of a personal illness, or the sustaining of a personal injury, the Employee may take the compassionate leave for that occasion at any time while the illness or injury persists. The notice and evidence requirements of clause 39.8 must be complied with.

40.5. Payment for compassionate leave (other than for casual Employees)

If, in accordance with this clause, an Employee, other than a casual Employee, takes a period of compassionate leave, the Employer must pay the Employee at the Employee's base rate of pay for the Employee's ordinary hours of work in the period.

For casual Employees, compassionate leave is unpaid leave.

## **41. PARENTAL LEAVE**

41.1. Company Funded Paid Parental Leave

The Company funded paid parental leave is in addition to the government scheme and is available to eligible full-time and part-time Employees for the birth of a new child, placement of a child in the case of adoption, for same-sex couples and surrogacy.

- (a) Eligible full-time and part-time Employees will be entitled to one form of the Company funded paid parental leave. Full-time and Part-time Employees are eligible if they:
  - (i) Have worked for the Company for at least twelve (12) months:
    - (A) Before the date or expected date of birth of the child if the Employee or the Employee's spouse or de facto partner is pregnant; or
    - (B) Before the date of placement of the child with the Employee (in the case of adoption); and
  - (ii) Have or will have responsibility for the care of the child at the time the leave is taken.
- (b) Eligible full-time and part-time Employees who will be the child's primary carer at the time of birth or placement (in the case of adoption) are entitled to six (6) weeks of paid primary carer leave which will be paid at the ordinary rate of pay.
- (c) Eligible full-time and part-time Employees who will not be the child's primary carer at the time of birth or placement (in the case of adoption) will be entitled to four (4) weeks paid secondary leave which will be paid at the ordinary rate of pay.
- (d) The paid parental leave will be paid as a one-off lump sum (tax averaged) in the first pay cycle after the commencement date of parental leave.
- (e) If the Employee is part-time, the payment will be based on the employees' contracted hours worked immediately prior to the Employee taking parental leave.
- (f) Documentary evidence, such as a birth certificate or adoption placement is required to apply for this leave.

41.2. Unpaid parental leave

Unpaid parental leave is part of the National Employment Standards (NES). Unpaid parental leave applies to eligible employees who have, or will have, responsibility for the care of a child in accordance with the NES.

- (a) The provisions of this clause apply to full-time, part-time and eligible casual Employees, but do not apply to other casual Employees.
- (b) An eligible full-time or part-time Employee means an Employee who has completed at least 12 months of continuous service with the Employer.
- (c) An eligible casual Employee means a casual Employee:
  - (i) employed by the Employer on a regular and systematic basis for a sequence of periods of employment or on a regular and systematic basis for an ongoing period of employment during a period of at least 12 months; and
  - (ii) who has a reasonable expectation of ongoing employment, but for the pregnancy or the decision to adopt.
- (d) For the purposes of this clause, 'continuous service' is work for the Employer on a regular and systematic basis (including any period of authorised leave or absence).
- (d) The Employer must not fail to re-engage a casual Employee because:
  - (i) the Employee or Employee's spouse is pregnant; or
  - (ii) the Employee is or has been immediately absent on parental leave.
- (e) The rights of the Employer in relation to engagement and re-engagement of casual Employees are not affected, other than in accordance with this clause.

#### 41.3. Definitions

- (a) For the purpose of this clause child means a child of the Employee under school age except for adoption of an eligible child where 'eligible child' means a person under the age of 16 years who is placed with the Employee for the purposes of adoption, other than a child or step-child of the Employee or of the spouse of the Employee or a child who has previously lived continuously with the Employee for a period of six months or more.
- (b) For the purposes of this clause, spouse includes a de facto partner, former spouse or former de facto partner. A de facto partner is a person who lives with the employee in a relationship as a couple on a genuine domestic basis but isn't legally married to the employee. The person can be of the same sex or different sex to the employee, or a current or former de facto partner of the Employee.

#### 41.4. Basic entitlement

- (a) Parents are entitled to unpaid parental leave if:
  - (i) the Employee, the Employee's spouse, or the Employee's de facto partner gives birth; or
  - (ii) the Employee adopts a child under 16.
- (b) An eligible parent can take up to 12 months unpaid parental leave or up to 24 months if agreed by the Employer.
- (c) The leave can be taken as a single continuous period, flexibly, or a combination of both.
- (d) An Employee's entitlement to unpaid parental leave is not affected by how much leave their partner takes.
- (e) For a pregnant employee, leave can start up to 6 weeks before the expected date of birth (or earlier if agreed), or within 24 months of the birth of the child. The parental leave must end within 24 months of the birth of the child.

- (f) The employee who isn't pregnant can take parental leave at any time within 24 months of the birth or placement of the child, but the leave must end within 24 months of the birth or placement of the child.
- (g) Where an Employee becomes pregnant or adopts again, they will be entitled to request a new period of unpaid parental leave and be entitled to a new period of parental leave in accordance with this clause.
- (h) An Employee who will be the primary care giver of an adopted child or who is responsible for a child as the primary carer as defined under the Commonwealth Paid Parental Leave Scheme or is a permanent carer under a permanent care order made by the Children's or Family Court and who commences adoption or primary carer leave is, subject to the above continuity of service requirements, entitled to any unpaid leave from the date that the child is placed with the Employee.
- (i) Employees who already receive parental leave payments in excess of those above shall not suffer any disadvantage.

#### 41.5. Employee Couple – Concurrent Leave

- (a) Parents can take parental leave concurrently (at the same time) for part or all of their period of leave.
- (b) Parental leave is to be available to only one parent at a time in a single unbroken period. However, both parents may simultaneously take:
  - (i) up to 52 weeks unpaid leave in connection with the birth of a child for whom the Employee has accepted responsibility which may be commenced one week prior to the expected date of
  - (ii) birth; and
  - (iii) in the case of adoption leave for the secondary care giver up to 52 weeks' unpaid leave which may be commenced at the time of placement.

#### 41.6. Taking unpaid parental leave

For a pregnant Employee, leave can start up to 6 weeks before the expected date of birth (or earlier if agreed), or within 24 months of the birth of the child. The parental leave must end within 24 months of the birth of the child.

- (a) The Employee must provide notice to the Employer in advance of the expected date of commencement of parental leave. The notice requirements are:
  - (i) giving at least 10 weeks written notice prior to the expected date of confinement (unless it is not possible to do so) which specifies the intended start and end dates for any continuous unpaid parental leave and the total number of flexible unpaid parental leave days the employee intends to take;
  - (ii) the Employer may require the Employee to provide evidence that would satisfy a reasonable person of the actual or expected date of birth of a child (for example a medical certificate from a registered medical practitioner stating that the Employee is pregnant); and
  - (iii) at least 4 weeks before the intended start date on which the Employee proposes to commence parental leave they are required to confirm the intended start and end dates, confirm the number of flexible unpaid parental leave days they're taking, and advise the Employer of any changes to the intended start and end dates (unless it is not possible to do so).

- (b) When the Employee gives notice under 41.6(a)(a)(i) the Employer may require the Employee to provide a statutory declaration stating particulars of any period of partner leave sought or taken by their spouse and that for the period of maternity leave they will not engage in any conduct inconsistent with their contract of employment.
- (c) An Employee will not be in breach of this clause if failure to give the stipulated notice is occasioned by confinement occurring earlier than the presumed date.
- (d) Subject to sub-clause (f) and unless agreed otherwise between the Employer and Employee, an Employee may begin parental leave at any time within six weeks immediately prior to the expected date of birth.
- (e) Where an Employee continues to work within the six week period immediately prior to the expected date of birth of the child or is on paid leave under 41.14(b) the Employer may require the Employee to provide a certificate from a registered health practitioner that they are fit for work in their present position. The Employer may require the Employee to start parental leave if the Employee:
  - (i) does not give the Employer the requested certificate within seven days after the request; or,
  - (ii) within seven days after the request for the certificate, gives the Employer the medical certificate stating that the Employee is unfit to work.
- (f) Where leave is granted under (d) during the period of leave, an Employee may return to work at any time as agreed between the Employer and the Employee, provided that time does not exceed four weeks from the recommencement date desired by the Employee.

#### 41.7. Flexible unpaid parental leave

- (a) Employees can take part of their 12 months of unpaid parental leave flexibly, at any time within 24 months of the child's birth or adoption.
- (b) The amount of parental leave that can be taken as flexible parental leave depends on when the child is born or placed for adoption:
  - (i) before 1 July 2024 – up to 100 days
  - (ii) between 1 July 2024 and 30 June 2025 – up to 110 days
  - (iii) between 1 July 2025 and 30 June 2026 – up to 120 days
  - (iv) on or after 1 July 2026 – up to 130 days.
- (c) Flexible unpaid parental leave can be taken as:
  - (i) a single continuous period of one day or longer.
  - (ii) separate periods of one day or longer each.

#### 41.8. Unpaid special parental leave and personal illness leave

- (a) An Employee who gives birth to a stillborn child or who gives birth to a live baby who subsequently dies during the first 24 months of life, during or before the period of intended leave, will be entitled to the full amount of any unpaid parental leave provided by this Agreement.
- (b) The Employee must as soon as practicable give notice to the Employer of the taking of leave advising the Employer of the period, or expected period, of the leave in accordance with the following:

- (i) where the pregnancy ends during the notified period/s the Employee is entitled to access any paid and/or unpaid personal illness leave entitlements in accordance with the relevant personal leave provisions; or
  - (ii) where the pregnancy ends during the notified period/s the Employee is entitled to unpaid special parental leave. Unpaid special parental leave will not count as part of an Employee's period of parental leave (up to 52 weeks).
- (c) If an Employee takes leave for a reason outlined in sub-paragraphs 41.8(b)(i) and 41.8(b)(ii), the Employer may require the Employee to provide evidence that would satisfy a reasonable person or a certificate from a registered medical practitioner.
- (d) Where a pregnant Employee who is not on parental leave is suffering from an illness whether related or not to pregnancy, the Employee may access accrued paid Personal Leave to which they are then entitled and such further unpaid leave as a registered health practitioner certifies as necessary before their return to work, provided that the aggregate of, paid sick leave, unpaid sick leave and parental leave shall not exceed the period to which the Employee is entitled under clause 41.
- (e) For all purposes of this Agreement, parental leave shall include special parental leave and pregnancy related sick leave.

#### 41.9. Partner leave

- (a) An Employee will provide to the Employer at least 10 weeks prior to each proposed period of partner leave, with:
- (i) evidence (the Employer may require the Employee to provide evidence that would satisfy a reasonable person or a certificate from a registered health practitioner) which names their spouse and states that they are pregnant and the expected dated of birth or states the date on which the birth took place; and
  - (ii) written notification of the dates on which the Employee proposes to start and finish the period of partner leave; and
  - (iii) a statutory declaration stating:
    - (A) except in relation to leave taken simultaneously with the child's mother under clause 41.6 or clause 41.11(a)(i) that they will take the period of partner leave to become the primary care-giver of a child;
    - (B) particulars of any period of parental leave sought or taken by their spouse; and
    - (C) that for the period of partner leave they will not engage in any conduct inconsistent with their contract of employment.
- (b) The Employee will not be in breach of clause 41.5 if the failure to give the required period of notice is because of the birth occurring earlier than expected, or other compelling circumstances.

#### 41.10. Adoption (placement) leave

- (a) The Employee shall be required to provide the Employer with written notice of their intention to apply for adoption leave as soon as is reasonably practicable after receiving a placement approval notice from an adoption agency or other appropriate body.
- (b) The Employee must give written notice of the day when the placement with the Employee is expected to start as soon as possible after receiving a placement notice indicating the expected placement day.
- (c) The Employee must give the following written notice of the first and last days of any period of adoption leave they intend to apply for because of the placement:

- (i) Where a placement notice is received within the period of eight weeks after receiving the placement approval notice – before the end of that eight week period; or
  - (ii) Where a placement notice is received after the end of the period of eight weeks after receiving the placement approval notice – as soon as reasonably practicable after receiving the placement notice.
- (d) Generally, the Employee must apply for leave to the Employer at least 10 weeks before the date when long adoption leave begins and the period of leave to be taken or 14 days in advance for adoption leave for a partner (secondary caregiver). An Employee may commence adoption leave before providing such notice where, through circumstances beyond the control of the Employee, the adoption of a child takes place earlier.
- (e) Before commencing adoption leave, an Employee will provide the Employer with a statement from an adoption agency of the day when the placement is expected to start and a statutory declaration stating:
- (i) that the child is an eligible child, whether the Employee is taking short or long adoption leave or both and the particulars of any other authorised leave to be taken because of the placement.
  - (ii) except in relation to leave taken simultaneously with the child's other adoptive parent under sub-clause 41.3 that the Employee is seeking adoption leave to become the primary care-giver of the child;
  - (iii) particulars of any period of adoption leave sought or taken by the Employee's spouse; and
  - (iv) that for the period of adoption leave the Employee will not engage in any conduct inconsistent with their contract of employment.
- (f) An Employee must provide the Employer with confirmation from the adoption agency of the start of the placement.
- (g) Where the placement of child for adoption with an Employee does not proceed or continue, the Employee will notify the Employer immediately. The Employer will then nominate a time, not exceeding four weeks from receipt of notification, for the Employee's return to work.
- (h) An Employee will not be in breach of this clause as a consequence of failure to give the stipulated periods of notice if such failure results from a requirement of an adoption agency to accept earlier or later placement of a child or other compelling circumstances.
- (i) An Employee seeking to adopt a child is, on the production of satisfactory evidence if required, entitled to unpaid leave for the purpose of attending any compulsory interviews or examinations necessary to the adoption procedure. The Employee and the Employer should agree on the length of the unpaid leave. Where agreement cannot be reached the Employee is entitled to take up to two days unpaid leave.
- (j) Where paid leave is available to the Employee the Employer may require the Employee to take such leave instead.

#### 41.11. Right to request

- (a) An Employee entitled to parental leave pursuant to the provisions of sub-clause 41.4 may request the Employer to allow the Employee:
  - (i) to extend the period of unpaid parental leave provided for in sub-clause 41.4 by a further continuous period of leave not exceeding 12 months;
  - (ii) to return from a period of parental leave on different working arrangements until the child reaches school age; or is under 18 and has a disability.

to assist the Employee in reconciling work and parental responsibilities. Different working arrangements may include changes in hours of work, patterns of work or location of work.

- (b) The Employer shall consider the request having regard to the Employee's circumstances and provided the request is genuinely based on the Employee's parental responsibilities may only refuse the request on reasonable grounds related to the effect on the workplace or the Employer's business. Such grounds might include cost, lack of adequate replacement staff, loss of efficiency and the impact on customer service.

- (c) Employee's request and Employer's decision to be in writing

The Employee's request and the Employer's decision made under subparagraphs 41.11(a)(i) and 41.11(a)(ii) must be in writing. The Employer's response, including details of the reasons for any refusal, must be given as soon as practicable and no later than 21 days after the request is made.

- (d) Request to return to work part-time

A request under sub-paragraph 41.11(a)(ii) must be made as soon as possible but no less than seven weeks prior to the date upon which the Employee is due to return to work from parental leave.

- (e) Variation of period of parental leave

Unless agreed otherwise between the Employer and Employee, where an Employee takes leave under sub-clause 41.4 and sub-paragraph 41.13(b)(ii) an Employee may apply change the period of parental leave by giving two weeks' notice in writing to the Employer, unless such notice is not practicable.

#### 41.12. Parental leave and other entitlements

- (a) An Employee may in lieu of or in conjunction with parental leave access any annual leave or long service leave entitlements which they have accrued subject to the total amount of leave not exceeding 52 weeks or a longer period as agreed under sub-clause 41.11.
- (b) Where a public holiday occurs during a period of unpaid parental leave the public holiday is not to be regarded as part of the unpaid parental leave and the Employer will grant the Employee a day off in lieu which can be banked as leave hours to be taken by the Employee within six (6) months, after which the balance owing will be paid to the Employee or as payment (cashed out) to the Employee.

#### 41.13. Transfer to a safe job

- (a) Where an Employee is pregnant and provides evidence that would satisfy a reasonable person that they are fit for work but it is inadvisable for them to continue in their present position during a stated period because of illness or risks arising out of the pregnancy or hazards connected with the work assigned to the Employee, the Employer will, if the Employer deems it practicable, be transferred to a safe job with no other change to the Employee's terms and conditions of employment until the commencement of maternity leave. The Employer may require the evidence referred to above to be a medical certificate. The Employer will make all practical efforts to remedy an unsafe situation to allow the Employee to work until her estimated date of confinement.
- (b) If the Employer does not think it reasonably practicable to transfer the Employee to a safe job, the Employee may take paid no safe job leave, or the Employer may require the Employee to take paid no safe job leave immediately for a period which ends at the earliest of either:
  - (i) when the Employee is certified unfit to work during the six week period before the expected date of birth by a registered medical practitioner, or
  - (ii) when the Employee's pregnancy results in the birth of a living child or when the Employee's pregnancy ends otherwise than with the birth of a living child.

The entitlement to no safe job leave is in addition to any other leave entitlement the Employee has.

#### 41.14. Returning to work after a period of parental leave

- (a) An Employee will notify their intention to return to work after a period of parental leave at least four weeks prior to the expiration of the leave.
- (b) Subject to clause 41.14(c) an Employee will be entitled to the position which they held immediately before proceeding on parental leave. In the case of an Employee transferred to a safe job pursuant to clause 41.13 the Employee will be entitled to return to the position they held immediately before such transfer.
- (c) Where such position no longer exists but there are other positions available which the Employee is qualified for and is capable of performing, the Employee will be entitled to a position as nearly comparable in status and pay to that of their former position.

#### 41.15. Replacement Employees

- (a) A replacement Employee is an Employee specifically engaged or temporarily promoted or transferred as a result of an Employee proceeding on parental leave.
- (b) Before the Employer engages a replacement Employee the Employer must inform that person of the temporary nature of the employment and of the rights of the Employee who is being replaced.

#### 41.16. Consultation and Communication during Parental leave

- (a) Where an Employee is on parental leave and a definite decision has been made that will have a significant effect on the status, pay or location of the Employee's pre-parental leave position, the Employer shall take reasonable steps to:
  - (i) make information available in relation to any significant effect the change will have on the status or responsibility level of the position the Employee held before commencing parental leave; and
  - (ii) provide an opportunity for the Employee to discuss any significant effect the change will have on the status or responsibility level of the position the Employee held before commencing parental leave.
- (b) The Employee shall take reasonable steps to inform the Employer about any significant matter that will affect the Employee's decision regarding the duration of parental leave to be taken, whether the Employee intends to return to work and whether the Employee intends to request to return to work on a part-time basis.
- (c) The Employee shall also notify the Employer of changes of address or other contact details which might affect the Employer's capacity to comply with sub-clause 41.16.

#### 41.17. Pre-natal appointments or parenting classes

If an Employee is required to attend pre-natal appointments or parenting classes and such appointments or classes are only available or can only be attended during the ordinary rostered shift of an Employee, then on production of satisfactory evidence of attendance at such appointment or class, the Employee may access their carer's leave credit. The Employee must give the Employer prior notice of the Employee's intention to take such leave.

#### 41.18. Compassionate leave

Parents who experience a stillbirth or an infant death may take compassionate leave while on parental leave. Another Employee may also be entitled to take compassionate leave where the child was or would have been their immediate family or household member.

#### 41.19. Keeping in touch days

A keeping in touch day is when an Employee performs work for the employer on a day or part of a day while on a period of approved parental leave.

- (a) An Employee on unpaid parental leave gets 10 keeping in touch days.
- (b) If the Employee extends their period of unpaid parental leave beyond 12 months, they can take an additional 10 days.
- (c) Keeping in touch days can be worked:
  - (i) as a part day;
  - (ii) one day at a time;
  - (iii) a few days at a time; or
  - (iv) all at once.
- (d) Keeping in touch days can occur at least 42 days after the date of birth or adoption of the child or earlier if the employee requests it. If a request is made, a keeping in touch day can't be worked earlier than 14 days after the date of birth or placement of the child.
- (e) The Employer and Employee have to agree to the keeping in touch days. An Employee doesn't have to use keeping in touch days if they don't want to.
- (f) An Employee gets their normal pay and accumulates leave entitlements for each keeping in touch day (or part day).

### 42. LONG SERVICE LEAVE

#### 42.1. Entitlement

- (a) An Employee shall be entitled to long service leave with pay, in respect of continuous service with the Employer, in accordance with the provisions of their pre-FWA award derived entitlement, or the relevant state long service leave legislation, whichever provides the greater benefit.
- (b) The amount of such entitlement for each jurisdiction is summarised at Appendix D. The definition of continuous service, the rate of accrual and the details concerning payment and taking of long service leave is governed by the relevant pre-FWA award derived entitlement or state/territory legislation as amended.
- (c) The Employer shall keep or cause to be kept a long service leave record for each Employee, containing particulars of service, leave taken and payments made.

#### 42.2. Other matters

- (a) Notwithstanding the above, the parties agree that an Employee, by mutual agreement with the Employer, may elect to take half of the period of their accrued long service leave at double pay or, alternatively, double the period of their accrued long service leave at half pay providing that it is in accordance with the relevant state legislation.
- (b) Applications under this clause shall be at the initiative of the Employee and shall be in writing.
- (c) The parties recommend that Employees seek independent advice regarding the taxation implications of seeking payment under this sub-clause. The Employer shall not be held responsible in any way for the cost or outcome of any such advice.
- (d) The Employer, if required by the Employee, shall provide information as to the amount of tax the Employer intends to deduct where payment of long service leave is sought under sub-clause

42.2(a) the Employer shall not be responsible for the decision made by the Employee as a result of this information.

Employees shall be entitled to take long service leave pro-rata and to be paid long service leave pro-rata on termination in accordance with the relevant pre-FWA award derived entitlement or state/territory legislation as amended from time to time.

### **43. FAMILY AND DOMESTIC VIOLENCE LEAVE**

43.1. This clause applies to all Employees, including casuals.

43.2. Definitions

(a) In this clause:

**family and domestic violence** means violent, threatening or other abusive behaviour by a family member of an Employee that seeks to coerce or control the Employee and that causes them harm or to be fearful.

**family member** means:

- (i) a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the Employee; or
- (ii) a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the Employee; or
- (iii) a person related to the Employee according to Aboriginal or Torres Strait Islander kinship rules.

(b) A reference to a spouse or de facto partner in the definition of family member in clause 43.2(a) includes a former spouse or de facto partner.

43.3. Entitlement to leave

(a) All employees can access 15 days' paid leave to deal with family and domestic violence, in accordance with the NES as follows:

- (i) the leave is available in full at the start of each 12 month period of the Employee's employment; and
- (ii) the leave does not accumulate from year to year; and
- (iii) is available in full to part-time Employees.

(b) A period of leave to deal with family and domestic violence may be less than a day by agreement between the Employee and the Employer.

(c) The Employer and Employee may agree that the Employee may take more than 15 days' leave to deal with family and domestic violence.

43.4. Taking leave to deal with family and domestic violence

(a) An Employee may take the leave set out at clause 43.3 to deal with family and domestic violence if the Employee:

- (i) is experiencing family and domestic violence; and
- (ii) needs to do something to deal with the impact of the family and domestic violence and it is impractical for the Employee to do that thing outside their ordinary hours of work.

- (b) The reasons for which an Employee may take leave include making arrangements for their safety or the safety of a family member (including relocation), attending urgent court hearings, or accessing police services.

#### 43.5. Service and continuity

The time an Employee is on paid leave to deal with family and domestic violence does not break the Employee's continuity of service.

#### 43.6. Notice and evidence requirements

##### (a) Notice

An Employee must give the Employer notice of the taking of leave by the Employee under this clause. The notice:

- (i) must be given to the Employer as soon as practicable (which may be a time after the leave has started); and
- (ii) must advise the Employer of the period, or expected period, of the leave.

##### (b) Evidence

- (i) An Employee who has given the Employer notice of the taking of leave under this clause must, if required by the Employer, give the Employer evidence that would satisfy a reasonable person that the leave is taken for the purpose specified in clause 43.4.
- (ii) Depending on the circumstances such evidence may include a document issued by the police service, a court or a family violence support service, or a statutory declaration.

#### 43.7. Confidentiality

- (a) The Employer must take steps to ensure information concerning any notice an Employee has given, or evidence an Employee has provided under clause 43.6, is treated confidentially, as far as it is reasonably practicable to do so.
- (b) Nothing in clause 43.7 prevents the Employer from disclosing information provided by an Employee if the disclosure is required by an Australian law or is necessary to protect the life, health or safety of the Employee or another person.

Note: Information concerning an Employee's experience of family and domestic violence is sensitive and if mishandled can have adverse consequences for the Employee. The Employer may consult with such Employees regarding the handling of this information.

#### 43.8. Compliance

An Employee is not entitled to take leave under clause 43.3 unless the Employee complies with clause 43.6.

### **44. PUBLIC HOLIDAYS**

44.1. Public holidays are provided for in the NES. This clause contains additional provisions.

44.2. Payment for work done on public holidays

All work done by an Employee during their ordinary shifts on a public holiday, including a substituted day, will be paid at 250% of their ordinary rate of pay.

44.3. Public holiday substitution

The Employer and individual Employee may, by agreement, substitute another day for a public holiday.

- 44.4. An eligible Employee shall be entitled to a minimum of 11 public holidays per calendar year in accordance with the public holidays gazetted or prescribed in the relevant state or federal legislation or regulations, including the following days:

New Year's Day, Australia Day, Labour Day, Anzac Day, Good Friday, Easter Saturday, Easter Sunday, Easter Monday, King's Birthday, Christmas Day, Boxing Day and other days as determined in the state/territory or locality in which the Employee resides.

44.5. Holidays in lieu

- (a) When Christmas Day is a Saturday or a Sunday, a holiday in lieu thereof shall be observed on 27 December.
- (b) When Boxing Day is a Saturday or a Sunday, a holiday in lieu thereof shall be observed on 28 December.
- (c) When New Year's Day or Australia Day is a Saturday or Sunday, a holiday in lieu thereof shall be observed on the next Monday.
- (d) When Anzac Day is a Saturday or a Sunday, a holiday in lieu thereof shall be observed on the next Monday, where applicable.
- (e) Save for Employees working on either the Saturday or Sunday where the public holidays fall shall be granted and/or remunerated for that day as a public holiday.
- (f) Where public holidays are declared or prescribed on days other than those set out in clauses 44.4 and 44.5 above, those days shall constitute additional holidays for the purpose of this Agreement and public holiday penalty rates and rostered-off benefit provisions shall apply on that additional day.

44.6. Work Performed on 25 December

Where 25 December is a Saturday or Sunday, an Employee required to work on that day is to receive 300% of their ordinary rate of pay.

44.7. Casual Public Holiday Rates

In lieu of clauses 44.1 to 44.6, a casual Employee required to work on a public holiday shall be paid for all work done on a public holiday the casual loading of 25% plus an additional 100% in addition to ordinary rate, together with shift and penalty allowances.

44.8. Public holidays occurring on rostered days off

Employees shall receive a sum equal to a day's ordinary pay for public holidays that occur on a day on which they are rostered off, excepting holidays falling on Saturday or Sunday with respect to Employees who work Monday to Friday only.

44.9. Public holidays occurring during annual leave

Where any public holiday for which an Employee is entitled to payment under this Agreement occurs during any period of annual leave taken by an Employee, the period of the annual leave shall be increased by one day in respect of that public holiday.

44.10. Part-time Employees

- (a) Where a public holiday occurs on a day that a part-time Employee would normally work, but the Employee is not required by the Employer to work, the part-time Employee is entitled to receive the public holiday benefit prescribed by the Award for a full-time Employee. 'Normally work' means that in the last six months the Employee was rostered to work on 50% or more of that particular day on which the public holiday in question occurred.

- (b) A part-time Employee who is ordinarily not required to work on the day of the week on which a particular holiday is observed shall not be entitled to any benefit for any such public holiday unless required to work on the public holiday.

#### **45. CEREMONIAL LEAVE**

An Employee who is legitimately required by Aboriginal or Torres Strait Islander tradition to be absent from work for Aboriginal or Torres Strait Islander ceremonial purposes will be entitled to up to 10 working days unpaid leave in any one year, with the approval of the Employer.

#### **46. COMMUNITY SERVICES LEAVE**

##### **46.1. Blood Donors Leave**

The Employer will release full-time Employees upon request on a maximum of two occasions per year to donate blood in paid time at a nominated time where a mobile collection unit or donor collection centre is located within 10 kilometres of the medical centre. Employees will give at least seven days notice to the Employer and such release will take into account the staffing and workload needs of the clinic.

##### **46.2. Emergency Service Leave**

In addition to the requirements of the NES (which enable an Employee to be absent on unpaid leave to engage in eligible community service activity such as emergency management and jury service), but subject to operational requirements and what is reasonable in a particular circumstance, the Employer will release an Employee who is a member of a voluntary emergency relief organization such as the, Country Fire Authority, Red Cross, St John Ambulance or the State Emergency Service from normal duty without loss of pay (up to a maximum of three shifts per year) to assist in regard to a critical incident where a local, state or inter-state emergency situation arises that requires the attendance of the Employee.

##### **46.3. Jury Service**

An Employee who is required to appear as a result of a summons for jury duty or to appear and serve as a juror in any court shall be entitled to be paid for the Employee's ordinary hours of work (including any shift loadings and regular allowances as required by state legislation) for the period during which attendance at court is required (whether or not they ultimately serve as a juror).

- (a) The Employer may require the Employee as soon as practicable to provide proof of their requirement to attend jury duty to their manager. In such case the Employee shall provide a copy of the summons to attend jury duty and a record of any payments received from the courts as proof of attendance.
- (b) The Employee shall be required to reimburse to the Employer any monies payable to the Employee from the courts for such attendance (excluding expenses) which required the Employee's absence from work.
- (c) This clause excludes casual Employees.

## **PART H – ANCILLARY**

### **47. NOTICE BOARD**

The Employer shall make available a notice board in the work location accessible to Employees, for the purpose of local Employee union delegate or the ANMF posting information relating to the observance, application and operation of the Agreement and in relation to union events or meetings.

### **48. WORKPLACE DELEGATES' RIGHTS**

48.1. Clause 48 provides for the exercise of the rights of workplace delegates set out in section 350C of the FWA.

48.2. In clause 48:

- (a) Employer means the Employer of the workplace delegate;
- (b) delegate's organisation means the employee organisation in accordance with the rules of which the workplace delegate was appointed or elected; and
- (c) eligible Employees means members and persons eligible to be members of the delegate's organisation who are employed by the Employer in the enterprise.

48.3. Before exercising entitlements under clause 48, a workplace delegate must give the Employer written notice of their appointment or election as a workplace delegate. If requested, the workplace delegate must provide the Employer with evidence that would satisfy a reasonable person of their appointment or election.

48.4. An Employee who ceases to be a workplace delegate must give written notice to the Employer within 14 days.

48.5. Right of representation

- (a) A workplace delegate may represent the industrial interests of eligible Employees who wish to be represented by the workplace delegate in matters including:
  - (i) consultation about major workplace change;
  - (ii) consultation about changes to rosters or hours of work;
  - (iii) resolution of disputes;
  - (iv) disciplinary processes;
  - (v) enterprise bargaining where the workplace delegate has been appointed as a bargaining representative under section 176 of the FWA or is assisting the delegate's organisation with enterprise bargaining; and
  - (vi) any process or procedure within an award, enterprise agreement or policy of the Employer under which eligible Employees are entitled to be represented and which concerns their industrial interests.

48.6. Entitlement to reasonable communication

- (a) A workplace delegate may communicate with eligible Employees for the purpose of representing their industrial interests under clause 48. This includes discussing membership of the delegate's organisation and representation with eligible Employees.
- (b) A workplace delegate may communicate with eligible Employees during working hours or work breaks, or before or after work.

48.7. Entitlement to reasonable access to the workplace and workplace facilities

- (a) The Employer must provide a workplace delegate with access to or use of the following workplace facilities:
  - (i) a room or area to hold discussions that is fit for purpose, private and accessible by the workplace delegate and eligible Employees;
  - (ii) a physical or electronic noticeboard;
  - (iii) electronic means of communication ordinarily used in the workplace by the Employer to communicate with eligible Employees and by eligible Employees to communicate with each other, including access to Wi-Fi;
  - (iv) a lockable filing cabinet or other secure document storage area; and
  - (v) office facilities and equipment including printers, scanners and photocopiers.
- (b) The Employer is not required to provide access to or use of a workplace facility under clause 48.7 if:
  - (i) the workplace does not have the facility;
  - (ii) due to operational requirements, it is impractical to provide access to or use of the facility at the time or in the manner it is sought; or
  - (iii) the Employer does not have access to the facility at the enterprise and is unable to obtain access after taking reasonable steps.

48.8. Entitlement to reasonable access to training

- (a) The Employer must provide a workplace delegate with access to up to 5 days of paid time during normal working hours for training each year, to attend training related to representation of the industrial interests of eligible Employees, subject to the following conditions:
  - (i) In each year commencing 1 July, the Employer is not required to provide access to paid time for training to more than one workplace delegate per 50 eligible Employees.
  - (ii) The number of eligible Employees will be determined on the day a delegate requests paid time to attend training, as the number of eligible Employees who are:
    - (A) full-time or part-time Employees; or
    - (B) regular casual Employees.
  - (iii) Payment for a day of paid time during normal working hours is payment of the amount the workplace delegate would have been paid for the hours the workplace delegate would have been rostered or required to work on that day if the delegate had not been absent from work to attend the training.
  - (iv) The workplace delegate must give the Employer not less than 5 weeks' notice (unless the Employer and delegate agree to a shorter period of notice) of the dates, subject matter, the daily start and finish times of the training, and the name of the training provider.
  - (v) If requested by the Employer, the workplace delegate must provide the Employer with an outline of the training content.
  - (vi) The Employer must advise the workplace delegate not less than 2 weeks from the day on which the training is scheduled to commence, whether the workplace delegate's access to paid time during normal working hours to attend the training has been approved. Such approval must not be unreasonably withheld.

- (vii) The workplace delegate must, within 7 days after the day on which the training ends, provide the Employer with evidence that would satisfy a reasonable person of their attendance at the training.

48.9. Exercise of entitlements under clause 48:

- (a) A workplace delegate's entitlements under clause 48 are subject to the conditions that the workplace delegate must, when exercising those entitlements:
  - (i) comply with their duties and obligations as an Employee;
  - (ii) comply with the reasonable policies and procedures of the Employer, including reasonable codes of conduct and requirements in relation to occupational health and safety and acceptable use of ICT resources;
  - (iii) not hinder, obstruct or prevent the normal performance of work; and
  - (iv) not hinder, obstruct or prevent eligible Employees exercising their rights to freedom of association.
- (b) Clause 48 does not require the Employer to provide a workplace delegate with access to electronic means of communication in a way that provides individual contact details for eligible Employees.
- (c) Clause 48 does not require an eligible Employee to be represented by a workplace delegate without the Employee's agreement.

NOTE: Under section 350A of the FWA, the Employer must not:

- (i) unreasonably fail or refuse to deal with a workplace delegate; or
- (ii) knowingly or recklessly make a false or misleading representation to a workplace delegate; or
- (iii) unreasonably hinder, obstruct or prevent the exercise of the rights of a workplace delegate under the Act or clause 48.

## 49. RIGHT TO DISCONNECT

- 49.1. Clause 49 provides for the exercise of an employee's right to disconnect under section 333M of the FWA.
- 49.2. The Employer must not directly or indirectly prevent an Employee from exercising their right to disconnect under the Act.
- 49.3. Clause 49.2 does not prevent the Employer from requiring an Employee to monitor, read or respond to contact, or attempted contact, from the Employer outside of the Employee's working hours where:
  - (a) the Employee is being paid the on-call allowance under clause 19; and
  - (b) the Employer's contact is to notify the Employee that they are required to attend or perform work or give other notice about the on-call.
- 49.4. Clause 49.2 does not prevent the Employer from contacting, or attempting to contact, an Employee outside of the Employee's working hours in circumstances including to notify them of:
  - (a) an emergency roster change; or
  - (b) a recall to work under clause 32.5; or
  - (c) the availability of vacant or additional shifts or additional hours of work for the Employee's voluntary acceptance.

## APPENDIX A - WAGE RATES AND ALLOWANCES

Classification	Current EA Rate 2024	FFPPOA on or after a successful vote	FFPPOA 1 July 2026	FFPPOA 1 July 2027
		4.00%	3.75%	3.75%
	\$	\$	\$	\$
<b>Enrolled Practice Nurse (Level 1)</b>				
EN Yr 1	28.64	29.79	30.90	32.06
EN Yr 2	29.02	30.18	31.31	32.49
EN Yr 3	29.40	30.58	31.72	32.91
EN Yr 4	30.04	31.24	32.41	33.63
EN Yr 5	30.78	32.01	33.21	34.46
EN Yr 6	31.69	32.96	34.19	35.48
<b>Enrolled Practice Nurse – Clinic Coordinator (Level 2)</b>				
EN Yr 1	33.00	34.32	35.61	36.94
EN Yr 2	33.66	35.01	36.32	37.68
EN Yr 3	34.33	35.71	37.05	38.43
EN Yr 4	35.02	36.42	37.79	39.20
<b>Registered Practice Nurse (Level 1)</b>				
RPN Yr 1	36.47	37.93	39.35	40.83
RPN Yr 2	37.38	38.88	40.33	41.85
RPN Yr 3	38.47	40.01	41.51	43.07
RPN Yr 4	39.65	41.24	42.78	44.39
RPN Yr 5	40.83	42.46	44.06	45.71

<b>Classification</b>	<b>Current EA Rate 2024</b>	<b>FFPPOA on or after a successful vote</b>	<b>FFPPOA 1 July 2026</b>	<b>FFPPOA 1 July 2027</b>
RPN Yr 6	42.06	43.74	45.38	47.08
<b>Clinical Nurse Specialist (Level 2)</b>				
CNS Yr 1	46.05	47.89	49.69	51.55
CNS Yr 2	47.44	49.34	51.19	53.11
CNS Yr 3	48.86	50.81	52.72	54.70
CNS Yr 4	50.34	52.35	54.32	56.35
<b>Nurse Manager (Level 2)</b>				
NM Yr 1	46.05	47.89	49.69	51.55
NM Yr 2	47.44	49.34	51.19	53.11
NM Yr 3	48.86	50.81	52.72	54.70
NM Yr 4	50.34	52.35	54.32	56.35
<b>Nurse Practitioner (Level 3)</b>	63.08	65.60	68.06	70.62

<b>Allowance</b>	<b>Current EA Rate 2024</b>	<b>FFPPOA on or after a successful vote</b>	<b>FFPPOA 1 July 2026</b>	<b>FFPPOA 1 July 2027</b>
		<b>4.00%</b>	<b>3.75%</b>	<b>3.75%</b>
	\$	\$	\$	\$
Uniform per week	9.02	9.38	9.73	10.10
Uniform per shift	1.87	1.94	2.02	2.09
Laundry per week	6.54	6.80	7.06	7.32
Laundry per shift	1.37	1.42	1.48	1.53

<b>Allowance</b>	<b>Current EA Rate 2024</b>	<b>FFPPOA on or after a successful vote</b>	<b>FFPPOA 1 July 2026</b>	<b>FFPPOA 1 July 2027</b>
Meal Allowance A	13.67	16.62	17.24	17.89
Meal Allowance B	12.32	14.98	15.54	16.12

## APPENDIX B - CLASSIFICATION DEFINITIONS

### CLASSIFICATION DEFINITIONS

#### Enrolled Practice Nurse

##### Responsibilities:

- Provision of high standard of evidence based nursing care to individuals/patients of varying ages and cultural groups
- Provision of education, support and guidance to individuals/patients
- Under the direct/indirect supervision of a Registered Nurse (RN)
- Collaborate with other nursing staff and General Practitioners.

##### Qualifications and/or Skills- Mandatory

- Current Registration with AHPRA
- Adherence to the Nursing and Midwifery Board of Australia Enrolled Nurse Standards of Practice.
- Knowledge and application of Infection Control Guidelines
- Knowledge of sterilization guidelines
- Knowledge of Medicare MBS
- Current CPR Competency

##### Qualifications - Desirable

- Qualification in Wound Management
- Qualification in Ear Irrigations
- Training in and/or understanding of Chronic Disease Management

#### Enrolled Practice Nurse – Clinic Coordinator

##### Responsibilities:

- Ensure the highly effective and efficient coordination of treatment room/ procedural area support functions in collaboration with Registered Nurses and Practice Manager.
- When providing Clinical Care will adhere to the scope of practice as outlined in the AHPRA professional codes of practice, working under the direct or indirect supervision of a Registered Nurse.
- Oversee the procurement, stock control, and distribution of clinical consumables.
- Maintain maintenance schedules of all clinical equipment and ensuring clinical equipment is safe and ready for use.
- Maintain the vaccine fridge according to NHMRC and Strive for 5 Guidelines
- Ensure PHMC clinic based audits are conducted as required.

- Collection and maintenance of specimens and registers as required such as immunisation and pathology as per current standards.
- In collaboration with RNs and Practice Managers order vaccines to keep supply at acceptable working levels.
- Team Effectiveness – maintain effective communication with all team members to ensure the smooth running of service delivery and application of core processes.
- Identify, eliminate or reduce hazards, and report incidents and actively seek opportunities to improve this process.
- Comply with Company WH&S policies, infection control policies and all policy and procedures.

**Qualifications and/or Skills- Mandatory**

- Current Registration with AHPRA
- Adherence to the Nursing and Midwifery Board of Australia Enrolled Nurse Standards of Practice.
- Knowledge and application of Infection Control Guidelines
- Knowledge of sterilization guidelines
- Knowledge of Strive for 5 guidelines
- Knowledge of setting up a treatment room and procedures according to clinical standards
- Management of vaccine fridge audits and management protocols as per Strive for 5 Guidelines
- Knowledge of Medicare MBS
- Current CPR Competency

**Qualifications - Desirable**

- Qualification in Wound Management
- Training in and/or understanding of Chronic Disease Management

<b>Registered Practice Nurse (Level 1)</b>
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**Responsibilities:**

- Supervision of Enrolled Nurses
- Treatment room care/services
- Preparation of Chronic Disease Management plans & education of patients
- Collaboration with other nursing staff and General Practitioners

**Qualifications and/or Skills:**

- Current Registration as Registered Nurse with AHPRA
- Adherence to the Nursing and Midwifery Board of Australia Registered nurse standards for practice

- Knowledge and application of infection control guidelines
- Knowledge and application of sterilization guidelines
- Knowledge of Medicare MBS
- Knowledge and application of Cold Chain Management
- CPR Competency
- Chronic Disease Management
- May also have qualifications/skills in:
  - o Immunisations
  - o Pathology
  - o Wound Management
  - o Ear Irrigation

### **Clinical Nurse Specialist (Level 2)**

The Clinical Nurse Specialist (CNS) classification is positional – a nurse must be appointed to a vacancy for an approved CNS position in order to be classified at Level 2.

The classification of CNS means a Registered Nurse with relevant post-basic qualifications and 12 months' experience working in the clinical area of their specified post-basic qualification, or a minimum of four years' post-basic registration experience, including three years' experience in the relevant specialist field and who satisfies the local criteria. A Registered Nurse can be appointed to a CNS based on the criteria set out below.

Eligibility:

- Post graduate qualifications that are equivalent to or higher than a Cert III or equivalent in a field that is directly related to primary health care.
- The qualification must be used to provide higher level care/services in the clinic (i.e. appointment to CNS classification is not automatic upon attaining post-graduate qualification, and requires demonstration of application of knowledge gained and delivery of higher level services/care)
- Has previous experience in patient and staff education.
- Current drivers license
- Nurses who meet the eligibility criteria above will be entitled to apply for a CNS vacancy at any clinic operated by the Employer.

The Nurse must demonstrate:

- Higher levels of skill in clinical decision making, in problem identification, solution, analysis, and interpretation of clinical data.
- Comprehensive knowledge of patient assessment, disease management, nursing interventions and clinical care in the primary health setting.
- Mentorship to less experienced nurses, including graduate nurses.

The CNS is required to:

- Initiate and/or actively participate in at least 2 Quality Improvement Projects each year.
- Present a teaching/education session to staff or develop a self-learning education package annually.
- Maintain best evidence practice by involvement in relevant professional bodies.
- Contribute to the establishment and updating of protocols and procedures for clinical practice.

Over-riding Principles:

When considering the appointment of a nurses to a CNS vacancy, the following must be taken into account:

- The CNS must be demonstrably fulfilling a higher skilled and more demanding role than would generally be expected of a Registered Practice Nurse (Level 1).
- The fact that a nurse practices his/her profession in a narrow so-called "specialised" field does not make him or her a CNS.
- Care needs to be taken to ensure that the practice of new skills or the performance of any other particular task may merely reflect changes occurring generally to all levels of nursing care and treatment which is general change in the overall standard of nursing. These general changes to nursing care and standards do not qualify an Employee to be paid as a CNS. The fact that a nurse practices "new" skills or highly technical skills does not make that nurse a CNS.
- The fact that a nurse may be able to undertake and perform some tasks better than other nurses or that they may be considered to be "all-rounders" and therefore able to undertake all tasks competently does not of itself justify the specialist status.

### **Nurse Manager (Level 2)**

The Nurse Manager (NM) classification is positional – a nurse must be appointed to a vacancy for an approved NM position in order to be classified at Level 2.

The classification of NM means a Registered Nurse with relevant post-basic qualifications and 12 months' experience working in the clinical area of their specified post-basic qualification, or a minimum of four years' post-basic registration experience, including three years' experience in the relevant specialist field and who satisfies the local criteria. A Registered Nurse can be appointed to a NM based on the criteria set out below.

Eligibility:

- Post graduate qualifications that are equivalent to or higher than a Cert III or equivalent in a field that is directly related to primary health care.
- The qualification must be used to provide higher level care/services in the clinic (i.e. appointment to NM classification is not automatic upon attaining post-graduate qualification, and requires demonstration of application of knowledge gained and delivery of higher level services/care).
- Has previous experience in patient and staff education.
- Current drivers license
- Nurses who meet the eligibility criteria above will be entitled to apply for a NM vacancy at any clinic operated by the Employer.

The Nurse must demonstrate:

- Higher levels of skill in clinical decision making, in problem identification, solution, analysis, and interpretation of clinical data.
- Comprehensive knowledge of patient assessment, disease management, nursing interventions and clinical care in the primary health setting.
- Mentorship to less experienced nurses, including graduate nurses.

#### Nursing Staff Management

- Conduct regular performance reviews, provide feedback, and support staff development through coaching and training.
- Assist the Practice Manager/Area Manager in recruitment and on-boarding of nursing staff.
- Collaborate with the Practice Manager/s to ensure appropriate staffing levels and skill mix to meet doctor, patient and clinic needs.
- Have a strong understanding of RACGP Standards and lead and educate staff through accreditation processes.
- Attends regular meetings with Nurse Managers and Director of Nursing.
- Conduct regular clinical meetings and provide minutes to the Practice Manager.
- Promote best practice nursing standards in line with AHPRA and national clinical guidelines.
- Support and mentor new nurses and guide them through Mentorship/ New Graduate programs.
- Provide education and support with all clinic software including but not limited to Best Practice (BP) and Cubiko.
- Be a central point of contact for sharing and dispersing information.
- Act as a point of escalation for clinical issues and collaborate with the medical leadership team as needed.
- Act as the local clinical advisor to the Area Manager, offering guidance on localised nursing practices, clinical operations, and patient care strategies.
- Collaborate with the Area Manager to address clinical issues affecting service delivery and staff performance across sites.
- Identify and drive advanced quality Improvement programs that demonstrate improve patient outcomes

#### **Nurse Practitioner (Level 3)**

- Requires registration with AHPRA as Nurse Practitioner, having met and maintained the Registration Standard set by the Nursing & Midwifery Board of Australia for endorsement as a Nurse Practitioner.

## **APPENDIX C - LETTER OF APPOINTMENT, CERTIFICATE OF SERVICE AND TRAINING**

The letter of appointment (however titled) will contain the following information:

- 1 Name of Employer.
- 2 Date of commencement.
- 3 Employee's specific classification.
- 4 The workplace/campus/location where the person is to be situated.
- 5 The name of the industrial instruments (e.g. Award and Enterprise Agreement) which contains the Employee's terms and conditions of employment.
- 6 The mode of employment i.e. whether full-time/part-time or casual.
- 7 The exact number of contracted weekly or fortnightly hours will be prescribed [insert actual minimum contracted hours e.g. 24] and for part time Employees the letter should indicate whether (by mutual agreement) additional shifts may be added (permanent staff only).
- 8 The general pattern of the shifts expected to be worked in accordance with the roster will be identified (permanent staff only).
- 9 The Employee will be advised that if they agree to work regular additional shifts then they may request that the contract of employment be varied to reflect those additional hours (subject to any provisions in this Agreement) (permanent staff only).
- 10 Acknowledgment (where applicable) of prior service/entitlements to sick leave, long service, etc. (permanent staff only).
- 11 Other information as required depending on the nature of the position.

### **CERTIFICATE OF SERVICE AND TRAINING (UPON REQUEST BY THE EMPLOYEE)**

- 1 Name of Employer.
- 2 Employee's classification, rate of pay and regular allowances.
- 3 Date of commencement and termination.
- 4 The workplace/campus/location where the person was situated.
- 5 Their mode of employment i.e. full-time, part-time or bank.
- 6 Fortnightly hours on commencement and on termination.
- 7 Summary of training (both external and in-service) undertaken during employment, including training nominal hours and indication of successful completion so far as such information is reasonably accessible to the Employer.

## APPENDIX D - SUMMARY OF LONG SERVICE LEAVE ENTITLEMENTS

Jurisdiction	Legislation or Award
New South Wales	<i>NSW Long Service Leave Act 1955</i> (8.667 weeks after 10 years, 4.334 weeks for each additional 5 years of service after 10 years - payment after five years on resignation/termination, other than for serious and wilful misconduct, or termination by Employee due to illness, incapacity or domestic/pressing necessity, and accessible after ten years on termination for any reason.)
Victoria	<i>Long Service Leave Act 2018</i> (6.067 weeks after 7 years, 0.867 weeks for each additional year of service after 7 years – payment after 7 years on termination for any reason.)
	<i>Mental Health Nurses – Nurses (Victorian Health Services) Award 2000</i> (six months after 15 years, two months for each additional five years of service after 15 years - accessible after 10 years only.)
Queensland	<i>Industrial Relations Act 2016</i> (8.6667 weeks after 10 years, 4.334 weeks for additional 5 years of service and pro rata thereafter - and payment after seven years on resignation/termination, other than for conduct, capacity, performance, or unfair dismissal. Payment after 10 years on termination for any reason.)
South Australia	<i>Long Service Leave Act 1987</i> (13 weeks after 10 years, 1.3 weeks for each additional year of service after 10 years - and payment after seven years on resignation/termination, other than serious and wilful misconduct or unlawful termination by Employee.)
Western Australia	<i>Long Service Leave Act 1958</i> (8.667 weeks of paid leave after 10 years, 4.334 weeks for each additional 5 years of service after 10 years – payment after 7 years on termination of Employer for any reason other than serious misconduct, or by the Employee for any reason. Payment after 10 years on termination by Employer for any reason other than serious misconduct, or by Employee for any reason.)
Tasmania	<i>Long Service Leave Act 1976</i> (8.667 weeks of paid leave after 10 years, 4.334 weeks for each additional 5 years of service after 10 years – payment after 7 years on termination of Employer for any reason other than serious misconduct, or by the Employee for any reason. Payment after 10 years on termination by Employer for any reason other than serious misconduct, or by Employee for any reason.)
Australian Capital Territory	<i>Long Service leave Act 1976</i> (1.4 months after 7 years, 1 month for each additional 5 years of service – Payment after 5 years on termination by Employer for any reason other than serious and wilful misconduct, or termination by the Employee due to death, retirement, illness, incapacity, domestic/pressing necessity. Payment after 7 years on termination of Employment for any reason.)
Northern Territory	<i>Long Service Leave Act 1981</i> (13 weeks leave after 10 years - 6.5 weeks for each additional 5 years of service after 10 years – payment after 7 years on termination by Employer for any reason other than serious misconduct, or termination by Employee due to retirement, illness, incapacity, domestic/pressing necessity. Payment after 10 years on termination by Employer for any reason other than serious misconduct, or termination by the Employer for any reason. Payment after 15 years on termination by Employer for any reason other than serious misconduct, or termination by Employee for any reason.)

**SIGNATORIES**

Signed for and on behalf of: Partnered Health

*V. Pantelidis*

10 October 2025

**Date**

Viron Pantelidis

**Name in Full**

Senior HR Business Partner      Level 2, 196 Greenhill Road, Eastwood SA 5063

**Position**

*[Signature]*

**Witness**

Hemali Kothadiya

**Witness Name in full**

Signed for and on behalf of: Australian Nursing and Midwifery Federation

*[Signature]*

13 October 2025

**Date**

Annie Butler

**Name in Full**

Federal Secretary      Level 1, 365 Queen Street, Melbourne Vic 3000

**Positions**

*K Fitzpatrick*

**Witness**

Kerrie-ann Fitzpatrick

**Witness Name in full**

IN THE FAIR WORK COMMISSION

FWC Matter No.: AG2025/3528

Applicant: Phmc Pty Ltd

Section 185 – Application for approval of a single enterprise agreement

## Undertaking – Section 190

I, Michael Broadbent, Chief Executive Officer, have the authority given to me by PHMC Pty Ltd, Medichcek Australia Pty Ltd, PH Medical Centres Pty Ltd, Cascade Road Medical Centres Pty Ltd, Compass Medical Group Pty Ltd, Manor Family Care Pty Ltd and Wyesly Consulting Pty Ltd to give the following undertakings with respect to the *Partnered Health Medical Centres and ANMF Practice Nurses Enterprise Agreement 2025* ("the Agreement"):

1. Notwithstanding anything in the Agreement, overtime, weekend penalties and public holiday penalties for casual employees will be calculated on a casual employees' loaded rate (i.e. including their 25% casual loading).

These undertakings are provided on the basis of issues raised by the Fair Work Commission in the application before the Fair Work Commission.



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Signature

28 October 2025

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Date