MONASH IVF GROUP NURSES ENTERPRISE AGREEMENT 2026

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PART 1 – OBJECT AND SCOPE OF THE AGREEMENT

1. TITLE

This Agreement shall be known as the Monash IVF Group Nurses Enterprise Agreement 2026.

2. APPLICATION OF AGREEMENT

The Agreement will apply to:

a) Adelaide Fertility Centre Pty Ltd (ABN 23116453126), Monash IVF Pty Ltd [ABN: 63006942990], Broadwater Private Day Hospital [ABN 39 646 484 906), Monash IVF Sunshine Coast (ABN 69 164 790 158), Monash IVF NSW [ABN: 21111795692], and Monash IVF West (32659273597).

b) Employees who are employed pursuant to this Agreement, by the Companies named in clause 2 (a and b) above, in classifications contained in Schedule A.

c) It is the intention of the Australian Nursing & Midwifery Federation that it will be covered by this Agreement.

3. AGREEMENT SCOPE, RELATIONSHIP TO THE NATIONAL EMPLOYMENT STANDARDS AND APPLICABLE AWARDS

a) The National Employment Standards ("NES") and this Agreement contain the minimum terms and conditions of employment for employees covered by the Agreement and shall apply to staff employed in classifications covered by this Agreement.

b) Entitlements in accordance with the NES are provided for under the Fair Work Act 2009 ("the Act").

c) Where this Agreement also has provisions regarding matters dealt with under the NES and the provisions in the NES set out in the Act are more favourable to an employee in a particular respect than those provisions, then the NES will prevail in that respect.

d) This Agreement wholly replaces all previous Monash IVF Nurses Agreements and Repromed Nurses Agreements.'

e) This Agreement shall operate to the exclusion of any other Award or Agreement.

4. OBJECTIVES OF THE AGREEMENT

a) The agreement aims at continually improving communication, consultation in relation to major change and cooperation at the workplace level between management and employees. The agreement recognises the important contribution of employees to ensuring Monash IVF Group's future.

b) The agreement will enable the parties to develop and implement strategies that are designed to recognise and achieve productivity improvements at the workplace, without impairing quality of service, to further improve productivity and enhance job satisfaction, security and remuneration in a stable employee relations environment, in particular the formalisation of a classification/salary structure recognising the specific competencies of Nursing employees in accord with the nature of the business of Monash IVF Group.

c) This agreement provides variation of conditions by mutual agreement to allow for flexible application in terms of the hours worked at the allocated work area in accord with the contract of employment.

d) Both parties recognise that it is in their best interests that Monash IVF Group is a viable business and will work together to achieve the objectives set out in this agreement.

e) Employees, therefore, agree to commit and be involved in processes of change that will achieve these objectives.

5. DATE AND PERIOD OF OPERATION

a) This Agreement comes into operation seven (7) days after approval by the Fair Work Commission and has a nominal expiry date of 30 September 2029. The Agreement shall remain in force thereafter in accordance with the Act.

b) Discussions shall commence for a new Agreement no later than 30 March 2029.

6. WAGE INCREASES

a) Wages are in accordance with Schedule A.

b) An employee whose wage rate immediately before this Agreement comes into effect is greater than that prescribed in Schedule A for his or her classification shall not have a reduction in their rate of pay.

7. POSTING OF THE AGREEMENT

A copy of this Agreement and the NES shall be available to employees on the Company's Intranet.

8. NO EXTRA CLAIMS

The parties 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.

9. DEFINITIONS

In this Agreement except where the context requires otherwise:

a) "Act" means the Fair Work Act 2009.

b) "Agreement" means this Agreement, the Monash IVF Group Nurses Enterprise Agreement 2026.

c) "ANMF" means the Australian Nursing & Midwifery Federation.

d) "Child" means a child or adult child (including an adopted child, a step-child or an ex-nuptial child) of the employee, or the employee's current or former spouse.

e) "De facto partner" of the employee 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 includes a former de facto partner.

f) "Employee" means a Nurse in any of the classifications set out in Schedule A by a Company listed in subclause 2 (a).

g) "Employer" means the Companies listed in Clause 2(a) above.

h) "FWC" means Fair Work Commission.

i) "Immediate Family" means:

   i. A spouse (includes former 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.

j) "Monash IVF Group" means the Companies of the Monash IVF Group including Companies listed in Clause 2 (a) above.

k) "Mutual Agreement" means agreement between the employer and an employee as allowed for in this agreement.

l) "NMBA" means the Nursing and Midwifery Board of Australia.

m) "NES" means the National Employment Standards.

n) "Nurse" includes Registered Nurses and Enrolled Nurses registered as such with NMBA.

o) "Ordinary pay" means remuneration for an employee's weekly number of hours of work calculated at the ordinary time rate of pay prescribed in Appendix A.

p) "Service' means continuous service with any Company in the Monash IVF Group.

q) "Union" means the Australian Nursing & Midwifery Federation.

10. EMPLOYEE DUTIES

In performing the duties, the employee must:

a) Serve the employer faithfully and diligently and exercise all due care;

b) Perform the duties to the best of their ability and in line with the job specific competencies;

c) Not be directly or indirectly involved or engaged in work for, or provide services to, any other company, business or individual, whether paid or otherwise, which may in any way conflict with the interests of the employer, unless otherwise agreed in writing by the employer;

d) Use their best endeavours to protect and promote the employer's good name and reputation and to further the development, reputation and business of the employer.

11. RESOURCING LEVELS

a) The employer acknowledges the benefits to both the organisation and individuals gained through employees having a balance between both their professional and personal life.

b) The employer further recognises that resourcing and the allocation of work must include consideration of an employee's hours of work, health, safety and welfare, whilst balancing this with the business needs of ensuring the delivery of quality patient care and in keeping with best practice principles.

c) The employer will take relevant industry standards into account when determining appropriate resourcing levels.

d) The employer commits to ensuring that each Nursing Department is sufficiently resourced so as to enable each employee to perform all aspects of their role/position during their ordinary hours of work; including but not limited to;
   i. clinical duties;
   ii. administrative, clerical and quality improvement duties (as required);
   iii. managerial/supervisory duties;
   iv. attending mandatory meetings;
   v. take rest intervals and meal breaks provided by this Agreement;
   vi. take leave provided for by this Agreement;

e) The employer will make every effort to replace an employee, who is absent on long term leave including long service leave, long term personal leave or parental leave, with a nurse of the same grade.

f) Subject to the provisions of this Agreement, all work performed by an employee including time in addition to their ordinary rostered hours, shall be paid.

g) Should any employee feel they have an unreasonable or excessive workload, on a regular basis, they have the responsibility to discuss their concerns with their direct manager. If the concerns remain unresolved, then the employee

may write to the Regional Manager (or authorised delegate) setting out the details of the situation. The Regional Manager (or authorised delegate) will respond in writing within seven (7) days addressing the employee's concerns.

PART 2 – WORKING ARRANGEMENTS, TIMES AND HOURS OF WORK

12. TYPES OF EMPLOYMENT

At the time of engagement, the Employer will inform each employee in writing whether they are employed on a full-time, part-time or casual basis.

12.1. Full-time Employee

A full-time employee is an employee who is employed as such and who is ready, willing and available to work thirty-eight (38) hours per week or an average of seventy-six (76 hours) per fortnight.

12.2. Part-time Employee

a) A part-time employee is one who is employed as such and who is ready, willing and available to work on a regular contract fewer than thirty-eight (38) hours in any one (1) week or seventy six (76) hours in a fortnight and who has reasonably predictable hours of work, provided that the number of hours worked may vary by mutual agreement.

b) Subject to section 62 of the Fair work Act 2009, the employer may reasonably require an employee to cover roster shortfalls and weekend rotations.

c) A part-time employee may agree to work additional ordinary hours up to a maximum of ten (10) ordinary hours per day or a maximum of seventy-six (76) ordinary hours per fortnight at the ordinary rate of pay.

d) A part-time employee shall be paid per hour worked an amount equal to the hourly rate appropriate to the employee's classification, plus penalty rates where applicable.

e) Payment in respect of any period of paid personal leave (where an employee has accumulated an entitlement) and compassionate leave shall be made according to the number of hours the employee would have worked on the day or days on which the leave was taken so as not to reduce the employee's salary below that level which such employee would have received had such employee not been absent.

f) The terms of this Agreement shall apply on a pro rata basis to part-time employees on the basis that the ordinary hours for full-time employees are defined in clause 12.1.

g) On appointment a part-time employee will be provided with a letter of employment stating their classification, the minimum contracted hours to be worked each fortnight and the name of this Agreement. Any change in the employee's contracted hours will be agreed and confirmed in writing.

h) Where the employee is regularly working more than their contracted fortnightly hours, for greater than a six (6) month period, they may request that their contracted hours be increased. The employer will give consideration to the operational needs of the business and will respond in writing within fourteen (14) days. The employer will not unreasonably refuse a request and if a request is refused, then the employer will provide the reasons for the refusal in writing.

12.3. Casual Employee

a) A casual employee is an employee, other than a full-time or a part-time employee, engaged as such on an hourly basis, to work up to and including thirty-eight (38) ordinary hours per week

b) A casual employee shall be paid per hour the hourly rate appropriate to the Employee's classification, plus a casual loading of 25%.

c) The following provisions do not apply to casual employees:

i. Annual Leave;

ii. Paid Personal / Carer's Leave;

iii. Paid Compassionate Leave;

iv. Paid Parental Leave;

v. Redundancy payments;

vi. Tertiary assistance; and

vii. Period of notice

d) A casual employee who has been rostered on a regular and systematic basis over twenty six (26) weeks, (provided that the rostering pattern has not resulted from coverage for extended absences such as maternity leave, long service leave, workers compensation leave and extended personal leave), has the right to request conversion to permanent employment and that request will not be unreasonably refused by the employer. The employer will respond in writing to such a request within fourteen (14) days. If the request is refused the employer will provide the reasons for refusal in writing.

e) Where it is agreed that a casual employee will have their employment converted to permanent employment, the employer and the employee will discuss and record in writing the terms of employment in accordance with Clause 12.1 or Clause 12.2 whichever is applicable.

12.4. Minimum Engagement

a) Full-time and part-time employees will be rostered and paid for a minimum of three (3) ordinary hours for each period of engagement.

b) A casual employee will be paid a minimum of three (3) hours of pay for each engagement.

13. REQUESTS FOR FLEXIBLE WORKING ARRANGEMENTS

a) This Clause applies when an employee has made a request for a change in working arrangements under section 65 of the Fair Work Act 2009.

b) Before responding to a request, the employer must discuss the request with the employee and genuinely try to reach agreement on a change in working arrangements that will reasonably accommodate the employee's circumstances having regard to:

i. the needs of the employee arising from their circumstances;

ii. the consequences for the employee if changes in working arrangements are not made; and

iii. any reasonable business grounds for refusing the request.

c) The Employer must give the employee a written response to an employee's request within twenty-one (21) days, stating whether the employer grants or refuses the request. If the Employer refuses the request, the written response must include details of the reasons for the refusal.

d) The written response must include details of the reasons for the refusal, including the business ground or grounds for the refusal and how the ground or grounds apply.

e) If the employer and the employee could not agree on a change in working arrangements under (b), the written response must:

i. state whether or not there are any changes in working arrangements that the employer can offer the employee so as to better accommodate the employee's circumstances; and

ii. if the employer can offer the employee such changes in working arrangements, set out those changes in working arrangements.

f) If the employer and the employee reached an agreement under clause b) on a change in working arrangements that differs from that initially requested by the employee, the employer must provide the employee with a written response to their request setting out the agreed change(s) in working arrangements.

g) Disputes about whether the employer has discussed the request with the employee and responded to the request in the way required by this Clause can be dealt with under the dispute resolution clause of this Agreement.

14. QUALIFYING PERIOD

a) All new employees shall be subject to a qualifying period of six (6) months from the first day of engagement.

b) During the qualifying period, the employer will monitor the employee's work performance. In the event that performance is assessed as unsatisfactory, the employer may terminate employment by giving notice of one (1) week.

15. HOURS OF WORK

15.1. All Clinics and Day Hospitals

a) Ordinary hours worked by a full-time or part-time employee on a Saturday shall be paid with a 50% loading.

b) Casual employees who work on a Saturday shall be paid a 75% loading on all hours worked in lieu of the 25% casual loading.

c) Not more than 10 ordinary hours of work (exclusive of meal breaks) are to be worked in any one day.

d) Ordinary hours of work for a full-time employee are defined in clause 12.1

15.2. Monash IVF Clinics and Day Hospitals – Ordinary Hours of Work

a) The ordinary hours of work will be worked between 6:00 am and 8.00 pm, Monday to Friday and Saturday 7:00am – 4:00pm.

b) Ordinary hours worked between 8.00 pm and 6.00 am, Monday to Friday shall be paid with a 50% loading for the first two hours and a 100% loading thereafter. Employees will not be required to work ordinary hours between 8 pm and 6 am except by agreement.

15.3. Repromed (including Repromed DSU) – Ordinary Hours of Work

a) Employees will be contracted to work ordinary hours between 6:00am and 8:30pm Monday to Saturday.

b) Hours worked between 6:00pm and 6:00am, Monday to Saturday will be paid a loading of:

i. Time and a half for the first two hours; and

ii. Double time thereafter.

15.4. Work on Sundays – All Clinics and Day Hospitals

a) All hours worked by a full-time or part-time Employee on a Sunday shall be overtime and paid at double time.

b) Casual Employees who work on a Sunday shall be paid 125% loading on all hours worked in lieu of the 25% casual loading.

15.5. Overtime – All Clinics and Day Hospitals

a) The employer may require an employee to work reasonable overtime. In determining whether additional hours that an employee is required or requested by an employer to work are reasonable additional hours, all relevant factors must

be taken into account. Those factors may include, but are not limited to, the following:

i. any risk to the employee's health and safety that might reasonably be expected to arise if the employee worked the additional hours;

ii. the employee's personal circumstances (including family responsibilities);

iii. the operational requirements of the workplace, or enterprise, in relation to which the employee is required or requested to work the additional hours;

iv. any notice given by the employer of the requirement or request that the employee work the additional hours;

v. any notice given by the employee of the employee's intention to refuse to work the additional hours;

vi. whether any of the additional hours are on a public holiday;

vii. the employee's hours of work over the four (4) weeks ending immediately before the employee is required or requested to work the additional hours.

b) Only authorised overtime shall be paid.

c) By mutual agreement with the employer, an employee may accrue time off in lieu of overtime (TOIL), in accordance with clause 15.14. with that agreement being made prior to the additional hours worked.

d) An employee who works overtime for a period which is not immediately before or after their ordinary hours of duty shall be paid for a minimum of three (3) hours at the appropriate rate, including employees who are on-call and required to return to work, who will be paid in accordance with Clause 19.5.

e) Any overtime payable under this Agreement must be paid in addition to payment for ordinary hours to which an employee is entitled pursuant to this Agreement.

f) Overtime rates under this clause will be in substitution for and not cumulative upon the weekend penalty rates prescribed in clause 15.1 and 15.4.

15.6. Monash IVF Clinics and Day Hospitals - Overtime

a) Overtime will apply where an employee, is required by the employer to work hours in excess of ten (10) hours on any day at the rate of double time or;

b) Overtime will apply where the total ordinary hours worked exceed seventy-six (76) hours per fortnight. An employee who works hours in excess of seventy-six (76) ordinary hours in a fortnight (excludes hours already deemed overtime being in excess of ten (10) hours in any day and excludes overtime worked on a weekend or public holiday) shall be paid overtime for the excess hours at the rate of:

i. Time and a half for the first two hours; and

ii. Double time thereafter.

c) All overtime worked on a public holiday shall be paid at double time and one half.

d) All overtime worked on a Saturday by a full-time or part-time employee shall be paid at double time.

15.7. Repromed – Overtime

a) Only authorised overtime shall be paid for, and the following rates of overtime shall apply:

i. In excess of ordinary contracted hours or a maximum of ten (10) hours on any one day (including Saturdays) time and a half for the first two (2) hours and double time thereafter.

ii. All time on a public holiday shall be paid at double time and one half.

iii. In excess of ten (10) hours from the commencement of the rostered

period of duty double time.

iv. All overtime from midnight Saturday until midnight Sunday will be paid at double time.

15.8. Overtime – Casual Employees – All Clinics and Day Hospitals

a) Hours worked by casual employees in excess of ten (10) hourly on any one day are to be paid as follows:

i. Monday to Saturday (inclusive) – 150% of the casual hourly rate for the first two (2) hours and 200% after two (2) hours

ii. Sunday – 200% of the casual hourly rate

iii. Public holidays - 250% of the casual hourly rate

b) Overtime rates under this clause will be in substitution for and not cumulative upon the weekend penalty rates prescribed in clause 16.4.

15.9. Rest Break during Overtime

An Employee working overtime will take a paid rest break of twenty (20) minutes after each four (4) hours of overtime worked if required to continue work after the break.

15.10. Rest Period after Overtime

a) An employee, who works so much overtime between the termination of their ordinary work on one day and the commencement of ordinary work on the next day that they have not had at least ten (10) hours off duty, will be released after completion of such overtime until they have had ten (10) hours off duty without loss of pay for ordinary working time occurring during this absence.

b) If, on the instructions of the employer, the employee resumes or continues work without having had ten (10) hours off duty, the employee will be paid at the rate of double time until they are released from duty for such a period. The employee is then entitled to be absent until they have had ten (10) hours off duty without loss of pay for ordinary working time occurring during such absence.

c) In the event of an employee finishing any period of overtime at a time when reasonable means of transport are not available for the employee to return to their place of residence, the employer shall provide adequate transport free of cost to the employee, including reimbursement of taxi or Uber costs.

15.11. Rostering – All Clinics

a) The roster will set out employees' daily ordinary working hours, including starting and finishing times.

b) An employee may agree to be rostered ordinary hours in excess of their contracted hours and may agree to take time off in lieu, rather than be paid hours worked in addition to contracted hours.

c) Unless otherwise agreed, each employee shall be free from duty, including on call, for not less than four (4) full days per fortnightly pay cycle. Where practicable, such days off shall include consecutive days.

d) For Day Hospital employees, final theatre rosters will be available at least twenty-four (24) hours before the commencement of the shift period. Employees will be contacted regarding potential changes to start and finish times for posted shifts, with any changes by mutual agreement.

e) The roster shall provide a rest break of a minimum of ten (10) hours, or by mutual agreement eight hours, between rostered hours of duty. If, on the instruction of the employer, an employee resumes or continues to work without having had ten (10) consecutive hours off duty, or eight (8) hours as agreed, they will be paid at the rate of 200% of the minimum hourly rate applicable to their classification and pay point (or 200% of the casual hourly rate in the case of a casual employee) until released from duty for such period.

15.12. Monash Clinics and Day Hospital - Rostering

a) The ordinary hours of work for each employee will be displayed on a fortnightly roster in a place conveniently accessible to Employees. The roster will be published through Tempus/Human Force (or any updated programs) at least two (2) weeks before the commencement of the roster period.

b) Notice of seven (7) days will be given of a change in a roster. However, a roster may be altered at any time to enable the functions of the organisation to be carried on where another employee is absent from duty on account of illness, compassionate leave or in an emergency.

c) Unless the employer otherwise agrees, an employee desiring a roster change will give notice of seven (7) days except where the employee is ill, on compassionate leave or in an emergency.

15.13. Repromed including Repromed DSU – Rostering

a) The ordinary hours of work for each employee will be displayed on a twenty-eight-day (28) roster in a place conveniently accessible to employees. The roster will be posted at least twenty-eight days (28) before the commencement of the roster period.

b) Rostered hours may be changed by mutual agreement. However, a roster may be altered at any time to enable the function of the organisation to be carried on where another employee is absent from duty on account of illness or in an emergency.

15.14. Time Off in Lieu of Overtime (TOIL)

a) Monash IVF Group acknowledges the importance of employees having time off to achieve work life balance.

b) All Time off in Lieu of Overtime (TOIL) must be preapproved by the manager.

c) TOIL is taken on an hour for hour basis with the penalty rate paid.

d) TOIL is taken at a time mutually agreeable to the employee and the employer.

e) The employer encourages utilisation of TOIL earned within the following two (2) pay periods. If this does not occur, the balance will be paid out at the end of each calendar month, unless mutually agreed.

f) The employer shall record the accrual of TOIL in a central location each time this provision is used. Such records shall be available to individual employees.

g) Accrued TOIL should be used before taking annual leave, unless otherwise agreed. TOIL may also be taken in conjunction with annual leave, subject to mutual agreement.

h) Any accrued TOIL not taken may be paid out at the written request of the employee.

i) Any accrued TOIL not taken shall be paid at termination of the employment.

15.15. Breaks

a) Employees shall be entitled to an unpaid meal break of at least thirty (30) minutes and not more than sixty (60) minutes to be taken when the employee works or is rostered to work in excess of five (5) hours on any day. If an employee is unable to take their break within the prescribed period, they must advise their manager to allow relief to be provided, and if not possible, payment will be made at the ordinary rate of pay

b) By mutual agreement, an employee who works a shift of six (6) hours or less may elect to forgo their meal break.

Every employee will be entitled to a paid ten (10) minute tea break in each four (4) hours worked at a time to be agreed between the employee and employer.

i. For a 7.6 hour day, an employee shall be entitled to two (2) paid breaks of ten (10) minutes

PART 3 – REMUNERATION

16 WAGES

16.1. Rates of Pay

a) The minimum rates of pay are as per Schedule A of this Agreement.

b) The increases in rates of pay are effective as of the first full pay period on or after the date nominated in Schedule A of this Agreement.

c) The hourly rate is inclusive of any applicable leave loading.

16.2. Payment of Wages

a) Wages shall be paid fortnightly in arrears.

b) When a public holiday falls on a normal pay day, wages shall be paid no later than the next business day following the usual pay day.

c) Employees shall be paid wages by electronic funds transfer into the bank or financial institution account nominated by the Employee.

d) Prior, on or within one working day of the pay day the employer shall provide to each employee a pay slip in electronic or hard copy form.

e) The pay slip shall contain information as required by the Act and the Fair Work Regulations 2009.

f) When an employee has given notice of termination of employment or an employee's services have been terminated by the employer, payment of all wages and other monies owing to an employee shall be made to the employee on the day of the termination or at a mutually agreed date.

17 SUPERANNUATION

a) 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.

b) The employer shall make occupational superannuation contributions into an approved fund. The contributions will be calculated in accordance with the Superannuation Guarantee legislation.

c) Upon commencement of employment, the employer shall provide each employee with membership forms for HESTA (or its successors) and shall inform the employee of their right to nominate a complying superannuation fund as per legislative requirements. In the event that the employee has not provided a nomination form within twenty-eight (28) days, the employer shall forward the required superannuation contributions and employee details to HESTA (or its successors).

d) An employee may make additional contributions to the Fund from their after-tax salary and on receiving written authorisation from the employee, the employer must commence transfer of the additional after-tax contributions to the Fund.

e) The employer agrees to permit employees covered by this Agreement, who elect to do so, to convert a component of their gross salary to superannuation contributions, which shall be treated as an employer contribution to superannuation, subject to the maximum annual employer contribution not being exceeded.

f) The legislative superannuation contributions will be calculated on the employee's gross ordinary time earnings, prior to any salary sacrifice.

g) HESTA has a "My Super" product.

18 SALARY SACRIFICE

Salary sacrifice under this Agreement allows eligible employees to salary sacrifice superannuation within the parameters of the Australian Taxation Act. Other options for salary sacrifice will be considered by Monash IVF Group on an individual basis.

19 ALLOWANCES

19.1. Motor Vehicle Travel Allowance

a) The employer provides vehicles for employee's use during work time. Therefore, employees are required to access work vehicles for work that is undertaken on behalf of the employer that requires travel.

b) Where a work vehicle is not available and the employee is required to use their private motor vehicle for business purposes and the employer has given prior approval of the use, the employer will pay the employee a kilometre allowance in accordance with the prevailing Nurses Award rates as amended from time to time.

19.2. Meal Allowance

a) When an employee works one or more hours overtime, the Employee shall be entitled to a meal allowance in accordance with clause 16.3 of the Nurses Award (as varied from time to time).

b) Where an employee works in excess of four (4) hours of overtime, the employee will be entitled to a further meal allowance in accordance with the Nurses Award (as varied from time to time).

c) The above clause will not apply when the employee is working from home or working in another clinic and receiving the satellite/travelling allowance.

19.3. Travelling Allowance

a) When an employee is required to work at a satellite clinic or a clinic other than the clinic where the employee is based, the employee shall be entitled to a travelling allowance when required to spend a night or nights away from home.

b) For the duration of this Agreement, travelling allowance shall be $100 per night spent away from the employee's regular place of abode.

c) The travelling allowance shall be paid in addition to the reimbursement of reasonable and legitimate travel, accommodation, meals or other necessary work-related expenses incurred while the employee is away from home as per the Group Travel Policy.

19.4. Fertility/IVF On Call

a) In line with the operational requirement of a clinic, an employee may be required by the Employer to be on call and to return to work or respond to phone calls and / or the patient portal during the on call period.

b) The on call period will be approximately five (5) hours on any day. The timing of the on call period may vary between clinics depending on operational requirements; and mutually agreed between the employer and relevant employees

c) For the duration of this Agreement an employee required to be on call will be paid an on call allowance, in accordance with the following schedule:

Rates	$ per shift
Monday – Friday	$80
Saturday	$102.84
Sunday and Public Holidays (hours relevant to the day of the week)	$284.76

d) The on-call allowance will be adjusted in line with the March national CPI movement each financial year

e) The employer will provide a dedicated mobile phone and laptop for use by the on-call employee.

f) The on call roster is to be shared amongst employees. If, during the life of this agreement, the Employer determines the roster is unable to be resourced fairly and equitably or is unable to meet the operational needs of the business (patient needs) then a mutual agreement to alter the participation requirements must be made.

19.5. Recall to Clinic

a) If an employee, rostered to be on call, is required to return to the clinic for work, such work shall be remunerated as overtime at double time.

b) A minimum payment of three (3) hours shall be paid when an employee is recalled to the clinic, even if the work is completed in a shorter period.

19.6. Day hospital on call

No day hospital employee shall be required to be on call.

19.7. Higher Duties Allowance

An employee who is preauthorised to assume the duties of another employee, on a higher classification under this Agreement, for a period of three (3) or more consecutive working days shall be paid for the period, for which they have assumed such duties, at not less than the minimum rate prescribed for the classification applying to the employee so relieved.

19.8. Reimbursement of Child Care Expenses

a) Where an employer requires an employee to work outside of their rostered hours and, where notice of less than forty-eight hours, excluding weekends, is given of the work requirement, the employer will reimburse reasonable childcare costs provided by an independent and paid carer.

b) Reimbursement of costs is subject to the provision of a receipt for the expenditure which is to be provided within two (2) weeks of the work being completed.

19.9. Uniforms

a) Uniforms will be allocated as per the Monash IVF Group Uniform and Personal Presentation Policy, as updated from time to time.

b) In the event the Monash IVF Group Uniform and Personal Presentation Policy is revoked, Uniform Allowance provisions will be maintained as per the Group Policy at the time of its cessation, unless a mutual agreement is made between the employer and employee group.

19.10. Laundry Allowance

a) At clinics when employees are required to wear a uniform and where an employee's uniforms are not laundered by or at the expense of the employer, the employee will be paid a laundry allowance of:

   i. $0.32 per shift or part thereof on duty; or

   ii. $1.49 per week,

   iii. whichever is the lesser amount.

b) This will be provided on the proviso that the Company approved uniform is required and worn for all shifts.

19.11. Fire Warden Allowance

At clinics that operate independently and where no overarching fire responsibility exists; An employee who holds an appropriate Fire Warden qualification, such as a Certificate of Competency issued by a recognised training authority and who is appointed by the employer to perform Fire Warden duties listed below will be paid an allowance of $13.05 per fortnight. The amount will be adjusted in line with the national CPI movements each financial year (as defined by the March Quarter National CPI figure for the previous twelve (12) months)

a) Coordinate emergency and evacuation training, including fire drills (at least one (1) annually or two (2) every six (6) months when deemed necessary by the Fire Warden).

b) Organise fire warden training (including refresher training).

c) Take preventative actions including a regular assessment of the condition of the workplace and report as required.

d) Maintain up to date lists of Fire Wardens and ensure they are displayed within the workplace.

PART 4 LEAVE AND PUBLIC HOLIDAYS

20 ANNUAL LEAVE

The provisions of paid annual leave do not apply to casual employees.

20.1. Quantum of Annual Leave

a) A full-time employee is entitled to paid annual leave of five (5) weeks per annum which accrues progressively during a year of service according to the employee's ordinary hours of work.

b) Part-time employees shall accrue annual leave on a pro rata basis for every hour of ordinary time that is paid up to seventy-six (76) hours per fortnight.

c) To avoid any doubt, full-time and part-time employees are entitled to five (5) weeks of annual leave for each year of service with the Employer.

d) For the purpose of the additional annual leave provided for in the NES a shift worker is a full-time or part-time employee who:

   i. is regularly rostered over seven (7) days of the week; and

   ii. regularly works on weekends.

e) A full-time or part-time employee will be entitled to accrue up to an additional one (1) weeks annual leave if they meet the following criteria:

   i. Are rostered and complete to work a minimum of ten (10) weekend and/or public holiday days during the financial year;

f) For the purposes of this calculation an employee will be considered to have worked a weekend day, where they have completed a minimum of three hours on either a Saturday, Sunday or Public Holiday. To avoid any confusion, if the employee works both a Saturday and a Sunday in the same weekend this will be counted as two (2) weekend days or for further example, if an employee works on a Saturday and a Public Holiday which falls either side of the weekend, this would also be counted as two (2) weekend days.

g) The eligibility for the additional (1) week of paid annual leave, as mentioned in 20.1.e, will be checked at the end of each financial year and will be applied to those employees who have met the eligibility criteria.

20.2. Taking Accrued Annual Leave

a) Annual leave must be taken at a time mutually agreed between the employer and the employee.

b) Annual leave will be exclusive of public holidays which may occur during the period of that annual leave.

c) To assist in the redistribution of the employee's workload during their annual leave, the employee is encouraged to submit their request for annual leave four (4) weeks prior to the commencement date of that leave.

d) Where an employee has accrued more than eight (8) weeks of annual leave, either the employer or employee may initiate discussions to reach a mutual agreement on reducing or eliminating the excess leave balance.

   i. If an agreement cannot be reached, the employer may direct the employee to take annual leave to reduce or eliminate the excessive annual leave.

   ii. Employees will be consulted before any direction to take leave is issued, and reasonable consideration will be given to individual circumstances, including planned holidays, family commitments, and operational requirements.

e) The employer must not unreasonably refuse to agree to a request by the employee to take

annual leave.

20.3. Cashing Out of Annual Leave

a) Paid annual leave must not be cashed out except in accordance with an agreement under this clause.

b) Each cashing out of a particular amount of paid annual leave must be the subject of a separate agreement.

c) An employer and an employee may agree in writing to the cashing out of a particular amount of accrued paid annual leave by the employee.

d) An agreement must state:

   i. The amount of annual leave to be cashed out and the payment to be made.

   ii. The date on which the payment is to be made.

e) Every agreement must be signed by the employer and the employee.

f) The payment must not be less than the amount that would have been payable to the employee had the employee taken the annual leave at the time the payment is made.

g) An agreement must not result in the employee's remaining accrued entitlement to paid annual leave being less than four (4) weeks.

h) The employer must keep a copy of any agreement as an employee record.

i) An employer must not exert undue influence or undue pressure on an employee to make, or not make, an agreement under this clause.

20.4. Christmas / New Year Closure

a) The employer may plan an annual Christmas / New Year closure at which time the majority of employees shall be scheduled to take a portion of their accrued paid leave entitlement, including TOIL and annual leave.

b) The employer will provide four (4) weeks' notice to employees of the required shutdown period.

c) Should an employee's accrued annual leave be insufficient to cover the proposed close down period, the employer may:

   i. arrange for the employee to return to work at an earlier date; or

   ii. by mutual agreement, the employee may take leave without pay.

20.5. Sickness during Annual Leave

Where an employee becomes sick, whilst on annual leave for a period of time on which they would otherwise have worked, and at the earliest reasonable opportunity provides to the employer with a certificate from a legally qualified medical practitioner or dentist, then the number of days or hours specified in the certificate shall be deducted from any sick leave entitlement standing to the Employee's credit and shall be re-credited to their annual leave entitlement.

20.6. Loading on Annual Leave

The rate of pay as provided by Appendix A is inclusive of any leave loading that may be applicable.

21 PERSONAL LEAVE

The provisions of paid personal leave do not apply to casual employees

21.1. Paid Personal Leave

Paid personal leave will be available to an employee when they are absent because of:

i. personal illness or injury (sick leave); or

ii. for the purposes when an employee needs to look after a family member of their household who needs care or support because of a personal illness, injury, or an unexpected emergency.

21.2. Amount of Paid Personal Leave

a) A full-time employee is entitled to accrue ten (10) days of paid personal leave per year. The employee's entitlement to personal leave accrues progressively during a year of service and accumulates from year to year.

b) Part-time employees are entitled to personal leave on a pro rata basis.

c) In addition, employees (other than casual employees) are entitled to a further five (5) days (non cumulative) paid personal leave per annum.

i. The additional five (5) days personal leave will be available when all other paid personal leave has been exhausted.

ii. To access the leave, the employee will advise their manager and HR Business Partner/Advisor in writing.

21.3. Unpaid Personal Leave

In addition to the paid personal leave entitlement, an employee including a casual employee, is entitled to up to two (2) days unpaid carer's leave, or as agreed with the employer, for each occasion when a member of the employee's immediate family or a member of the employee's household requires care or support during such period because of:

i. a personal illness, or injury, of the member; or

ii. an unexpected emergency affecting the member; or

iii. an unexpected emergency.

21.4. Accrual of Paid Personal Leave

Unused personal leave shall accumulate to the credit of the employee and may be accessed as necessary as either sick leave or carer's leave subject to the notice and evidence requirements. However, unused personal leave will not be paid out to an employee on termination of employment.

21.5. Notice and Evidence

a) An employee must inform the employer of the employee's absence from scheduled work and the expected duration of the absence as soon as practicable.

b) The employer is entitled to request evidence that would substantiate the reason for personal leave.

c) The employee is not entitled to the leave if they fail to provide either:

i. notice (as soon as practicable); or

ii. evidence (when requested) that would satisfy a reasonable person.

21.6. Personal Leave Certification

a) Sick Leave: A medical certificate from a registered medical practitioner or dentist, certifying that the employee is not fit for work, shall be required for the payment of personal leave in the event of:

i. single or two (2) day absences beyond three (3) occasions in any year of service; and

ii. absences of more than two (2) days in duration.

b) A statutory declaration (on no more than three (3) occasions in any calendar year) or a medical certificate from a registered medical practitioner or dentist, certifying that the employee is not fit for work, shall be required for the payment of leave in the event of:

i. leave taken before or after a weekend and

ii. leave taken before or after a public holiday.

c) Carer's Leave: A medical certificate from a registered medical practitioner or dentist, certifying a member of the employee's immediate family is ill, injured or has undergone treatment and requires the care and support of the Employee, or other evidence acceptable to the employer, shall be required for the payment of leave.

d) Compassionate Leave: Reasonable evidence proving the illness, injury or death of an immediate family member may be required for the payment of leave.

e) Personal Leave during Annual Leave: Certification from a registered medical practitioner or dentist shall be required for all instances where an employee wishes to claim personal leave entitlements during a period of annual leave.

22 COMPASSIONATE LEAVE

The provisions of paid leave do not apply to casual employees.

a. An employee is entitled to a period of up to four (4) days paid leave as Compassionate Leave for each occasion when a member of the employee's immediate family or a member of the employee's household:

i. contracts or develops a personal illness that poses a serious threat to his or her life; or

ii. sustains a personal injury that poses a serious threat to his or her life; or

iii. dies.

iv. Where an employee or their spouse or de facto partner has a miscarriage; or

v. Where a baby in the employee's immediate family or household is stillborn, and the employee is not eligible for Primary Carer or Partner leave as defined below.

b. An employee may take an additional day of paid leave from their personal leave, provided they have sufficient leave entitlements accrued.

c. An employee may take compassionate leave for a particular permissible occasion as a single continuous period; or separate periods of single day instances; or any separate periods to which the employee and the employer agree.

23 PARENTAL LEAVE

Employees are entitled to unpaid Parental Leave in accordance with the provisions of the Act, as amended from time to time.

23.1. Primary Carer Payment

a) The employer recognises the financial burden staff face when starting or extending their family.

b) Permanent employees eligible for Parental Leave shall be entitled to a Primary Carer or Adoption Payment equivalent to fourteen (14) weeks of pay.

c) Payment will be based on:

i. The employee's contracted minimum weekly hours immediately prior to taking parental leave.

ii. The employee's base rate of pay immediately prior to taking parental leave.

d) The Primary Carer Payment can be paid fortnightly, at half pay (50% for twenty-eight (28) weeks) or as a lump sum at the commencement of parental leave.

e) The Primary Carer or Adoption Payment is not ordinary time earnings.

f) Superannuation Guarantee Contributions (SCG) will be paid on the Primary Carer Payment.

g) In the case of a stillbirth, as defined by the Fair Work Ombudsman, eligible employees will have access to the entitlement of parental leave. This leave is in addition to other existing

leave entitlements.

23.2. Partner's Leave

a) An employee, whose spouse, including a de facto spouse or a same sex spouse, is giving birth to or adopting a child, is entitled to four (4) weeks of paid partner's leave

b) This leave is in addition to other existing leave entitlements.

c) Superannuation Guarantee Contributions (SCG) will be paid on the Paid Partner's Leave

d) In the case of a stillbirth, as defined by the Fair Work Ombudsman, eligible employees will have access to the entitlement of partner leave. This leave is in addition to other existing leave entitlements.

24 REPRODUCTIVE HEALTH AND WELLBEING LEAVE

At Monash IVF Group, we recognise that hormonal medical conditions can significantly impact both physical health and emotional wellbeing. Our Reproductive Health and Wellbeing Leave is designed to support employees who need time away to manage these challenges, ensuring they can prioritise their health.

24.1. Reproductive Health and Wellbeing Leave Eligibility

a) Monash IVF Group employees who are undergoing

i. Fertility and assisted reproductive treatments (e.g., IVF, other fertility treatments, assisted reproductive health services).

ii. Surgical and preventative care (e.g., vasectomy, hysterectomy, breast/cervical/prostate/testicular surgeries, preventative screenings).

iii. Treatment for endometriosis (e.g. diagnostic and/or excision laparoscopy), fibroids, and PCOS.

iv. If your circumstance is not listed, leave may still be granted at the discretion of your manager and HR.

b) Will be eligible for up to five (5) days (Part Time & eligible Casual pro rata) of paid leave in any twelve (12) month period for the purpose of receiving and/or recovering from treatment.

c) The twelve (12) month period begins from the first day that the Reproductive health and wellbeing leave is taken. Any unused amount cannot be carried forward to the next twelve (12) months.

d) To be eligible, employees must be:

i. A permanent full-time or part-time employee with at least six (6) months' service; or

ii. A casual employee with six (6) months regular and systematic service who has a reasonable expectation of continuing regular and systematic work.

24.2. Taking Reproductive Health and Wellbeing Leave

a) Time off can be requested as a single block, full days or half days and is to be entered into Tempus (or equivalent) for approval.

b) Employees are requested to provide their manager as much notice as possible.

c) Monash IVF Group may request evidence to support the leave application.

24.3. Evidence and Confidentiality

a) Monash IVF Group may ask an employee to provide evidence that the employee has a reproductive condition and needs to take leave as a result.

b) The employee must comply with the request

c) Appropriate documentary evidence is evidence that would satisfy a reasonable person of

the employee's entitlement to take leave. For example, an employee may provide a medical certificate from their treating practitioner that states they are experiencing symptoms associated with a reproductive health condition, as listed above.

d) Employees are not required to disclose sensitive medical details.

e) Monash IVF Group employees who receive evidence under this clause must not disclose the evidence to someone else unless the disclosure is required or permitted under an Act.

24.4. Workplace Supports

a) All eligible employees may still access other workplace supports to assist them managing their reproductive health and wellbeing. Access to workplace supports is not dependent on an employee's eligibility for paid leave.

b) Employees will discuss and agree to these workplace supports with their line manager in advance and in accordance with the Monash Group Flexible Ways of Working Policy.

c) Supports that may help employees to manage symptoms or attend appointments may include accessing flexible work arrangements include:

i. working from home or other workplaces or another safe work environment, where it is supported operationally,

ii. altering start or finish times,

iii. taking additional breaks throughout the workday,

iv. swapping ordinary workdays and non-workdays,

v. access to quiet working spaces (where available),

vi. other reasonable adjustments to the workplace environment as agreed with Monash IVF Group.

25 FAMILY AND DOMESTIC VIOLENCE LEAVE

a) Domestic violence includes physical, sexual, financial, verbal or emotional abuse by a family or household member as defined under the Family Violence Act.

b) Monash IVF Group will provide all employees experiencing domestic violence with paid leave of ten (10) days per calendar year (non-cumulative) for the purposes of attending medical appointments, legal proceedings, seeking safe housing or other activities related to dealing with domestic violence (supporting evidence or proof may be required).

c) Monash IVF Group will facilitate the implementation of family and domestic violence leave through a policy and procedure that will ensure confidentiality and timely support for employees who may apply for leave.

d) This leave will be in addition to other existing leave entitlements and does not accrue from year to year.

Employees may access paid carer's leave to provide care and support to members of their immediate family or household who are experiencing domestic violence as defined in subclause (a) of this clause.

e) Additional leave, paid and / or unpaid, may be granted on a case-by-case basis.

26 LONG SERVICE LEAVE

26.1. Long Service Leave Prior to the Approval of this Agreement

Prior to the approval of this Agreement, Long Service Leave accrues in accordance with the prior Enterprise Agreements and state legislation covering that employee, unless the terms of an existing individual employment agreement provides more favourable terms, in which case such more favourable terms shall prevail.

26.2. Long Service Leave after the Approval of this Agreement

a) From the first pay period on or after the date of approval of this Agreement, all employees shall be entitled to Long Service Leave as follows:

   i. A full time employee is entitled to thirteen (13) weeks Long Service Leave after ten (10) years of continuous service with the Monash IVF Group.

   ii. The same provisions shall apply to part-time and eligible casual employees on a pro rata basis.

   iii. Continuous service excludes periods of leave taken without pay.

b) Long Service Leave is payable on a pro rata basis after seven (7) years of continuous employment.

c) Requests to take Long Service Leave after seven (7) years will not be unreasonably refused, unless legislation provides more favourable terms, in which case the more favourable terms shall prevail.

d) Long service leave will continue to accrue progressively at 1.3 weeks per year of service with an entitlement of six and a half (6.5) weeks every five (5) years after the initial ten (10) year entitlement.

e) Where not specifically overridden by this Agreement, the respective State Long Service Leave provisions will apply in respect to all other entitlements an employee has to Long Service Leave.

f) At the written request of the employee and at the discretion of the employer, bearing in mind resourcing requirements of the site, the employee may request to take long service leave as double Long Service Leave at half pay or as otherwise agreed as individual State legislation permits

26.3. Long Service Leave Exclusive of Public Holidays

Long Service Leave shall be exclusive of any of Public Holidays. If any such holiday falls within an employee's period of Long Service Leave and is observed on a day which in the case of that employee would have been an ordinary working day, there shall be added to the period of Long Service Leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

27 CEREMONIAL LEAVE

An employee who is legitimately required by Aboriginal tradition to be absent from work for Aboriginal ceremonial purposes will be entitled to up to ten (10) working days unpaid leave in any one (1) year, with the approval of the employer.

28 JURY SERVICE

a) Employees are entitled to jury service leave in accordance with the NES.
b) An employee required to attend jury service during the employee's ordinary working hours is entitled to receive an amount equal to the difference between the amount paid in respect of the employee's attendance for such jury service and the amount that they could reasonably expect to have received from the Employer as earnings for that period had they not been performing jury service.

c) The employee shall advise the employer as soon as practicable that they had to attend and produce their notice to attend.

d) The employee shall give the employer proof of attendance, the duration of such attendance and the amount received in respect of such jury service.

29 COMMUNITY SERVICE LEAVE

An employee is entitled to unpaid community service leave in accordance with the NES. The employer will facilitate an employee who is a member of a voluntary emergency relief organisation such as the Country Fire Authority, Red Cross, St John Ambulance or the State

Emergency Service to be released from normal duty for a period of unpaid leave or to use a period of accrued annual leave, to assist in regard to a critical incident where a local emergency situation arises that requires the attendance of the employee. An employee so released to perform volunteer emergency duty will not be required to re-attend for work within ten (10) hours of completion of the volunteer duty even where rostered to do so. The employer may request confirmation in writing from the relevant emergency authority that the employee was engaged in emergency work.

30 PUBLIC HOLIDAYS

30.1. Prescribed Holidays

a) Prescribed public holidays for South Australian, Queensland, New South Wales Victorian and Western Australian Employees will be those days gazetted as public holidays by the relevant state governments or federal government.

b) Monash IVF Group recognises the cultural diversity and values of its employees and therefore, an employee may request to substitute another day for any prescribed day in this clause. With the mutual agreement of the employer and the employee, another day of cultural significance may be substituted.

30.2. Public Holidays Worked

a) Where a full-time or a part-time employee is required to work on a public holiday, the employee shall be paid double time and a half for all hours worked plus payment at ordinary time for any contracted hours not worked.

b) A casual employee shall be paid double time and a half plus the 25% casual loading for all hours worked on a public holiday.

c) Where an employee is required to work a public holiday, a minimum of four (4) hours shall be recorded on the timesheet and the employee shall be considered to have worked a minimum of four hours, regardless of the actual hours worked.

d) Public holiday shifts will be determined based on operational needs of the clinic in advance.

30.3. Public Holidays Not Worked

a) An 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 they are required to work on that public holiday.

b) An employee who is ordinarily required to work on that day of the week on which a particular holiday is observed, and does not work any or all of their contracted hours on that day, shall be paid those ordinary hours not worked at the ordinary rate of pay.

c) In determining whether an employee who works a rotating roster is entitled to receive Agreement benefits for a particular public holiday not worked, the employer will determine this by reviewing the roster pattern of the individual over the previous six (6) months, excluding periods of paid or unpaid leave. If the rosters show that the employee has worked 50% or more of the days of the week on which a particular public holiday falls, the employee shall be entitled to receive the benefit for that public holiday.

31 OTHER LEAVE

All other leave requests will be considered in line with the Monash IVF Group Leave Policy

PART 5 – LEARNING AND DEVELOPMENT

32 PROFESSIONAL DEVELOPMENT PROGRAM

The employer will provide all permanent employees with a comprehensive Professional Development Program that enables them to perform competently in their current position, meet best practice objectives, and thereafter, to develop additional skills and abilities to progress their careers throughout the Monash IVF Group. Part 5, Learning and Development, is to be read in conjunction with the Monash IVF Group Learning and Development Policy as amended from time to time.

32.1. Career Development

a) Employees are jointly responsible for managing their career development and for making use of the resources available within and external to the employer or the Monash IVF Group. Managers will guide and support employees in identifying and participating in suitable training and development courses and further studies.

b) On the basis of assessed needs, a range of programs will be provided by the employer, and employees are expected to attend.

c) The provision of mandatory training and skills updates as per state and federal legislation is the responsibility of the employer. Attendance at such mandatory training and skills updates sessions is the responsibility of the employee.

d) The employer will make adequate provision in its annual budget to deliver its Professional Development Program.

32.2. Tertiary Assistance and Further Education

a) The employer is committed to the development of a skilled and motivated workforce. employee development is seen as a vital aspect of the growth and effectiveness of both the individual employee and the organisation as a whole and is designed to assist employees to meet new workplace demands.

b) The Tertiary Assistance and Education Scheme assists employees to gain a qualification that is relevant to their current position and maximises their contribution to the achievement of the organisation's goals, or where it can be demonstrated there is a career path within the organisation and/or where there is or is likely to be a shortage of skilled employees within that profession.

32.3. Conditions for Assistance

a) Eligibility: Assistance is usually provided for part-time study and may consist of one or both of the following:

   i. study release.

   ii. financial support.

b) A full-time employee who has completed at least two (2) years of continuous service with the Monash IVF Group and is employed on a permanent basis is eligible to apply for study assistance.

c) Part-time employees are eligible for pro-rata assistance.

d) Casual employees are not eligible for any assistance.

32.4. Recognised Course of Study

a) Courses normally approved for the Tertiary Assistance and Education Scheme are those that lead to a recognised qualification from an institution acceptable to the organisation such as:

   i. a University

ii. a TAFE college

iii. any other accredited course at a tertiary institution or professional organisation

b) Courses may include any special or bridging course provided by an acceptable institution. Courses may be undertaken by:

i. course work, i.e. face to face instruction, or

ii. distance education; or

iii. web-based learning.

c) Employees should consult with their manager to ensure that the identified course is one that is recognised by the organisation.

32.5. Indication of Intention to Undertake Studies

a) The employee will indicate their intention to undertake studies in the next financial year at the time of their performance review in order that the manager can consider the budget for any financial assistance for the following year.

b) The employee will be required to apply for approval each year/semester for which financial assistance is sought.

32.6. Study Release

a) Employees shall endeavour wherever possible to attend subjects in their own time, and in such a way as not to disrupt normal position accountabilities and expectations. Where this is not possible, Monash IVF Group may approve study release of up to four (4) hours per week.

b) The following conditions apply to study release:

i. study release must be used for study purposes e.g. attendance at lectures/tutorials, to undertake research or to meet external study requirements.

ii. study release will not be granted where alternative classes are available outside normal working hours, unless special circumstances make it unreasonable for the employee to attend these classes.

iii. any request for study release must be supported by official documentation and/or timetable issued by the institution providing the course.

iv. cannot be used to repeat a course.

v. is forfeited when the employee withdraws from the course.

vi. is not available while the employee is on other forms of leave, for example, sick, parental or annual leave.

32.7. Study Release Organisational Impact

a) In calculating and approving study release, supervisors and managers will need to take into account:

i. how the employee's study needs can best be supported.

ii. the business requirements of the local area, the impact on other employees and how the level of service provision can be maintained in employee's absence.

iii. the number of requests from other employees for study release and how this can be managed fairly and equitably.

iv. that study release time would not normally be approved if it will result in the replacement of employees, paid overtime or a request for leave in lieu of

overtime.

32.8. Examination Leave

a) The employer will grant paid leave for an employee to attend examinations, including entrance examinations if required as described below:

   i. Three (3) hours of leave for examinations of less than two (2) hours duration

   ii. four (4) hours leave for examinations of two (2) hours or more

   iii. the entire day or shift when more than one (1) examination is to be sat on a day.

b) Time off will not be granted when an examination falls on a rostered day off, a public holiday or during annual leave.

c) Examination leave will not be provided where the examination is held outside of the normal rostered hours of the employee.

d) To apply for examination leave the employee must submit an Application for Leave to their manager for approval.

32.9. Financial Support

a) Monash IVF Group will consider providing financial support for the year or semester for employee's undertaking a recognised course of study as follows:

   i. Doctorate

   ii. Masters Degree

   iii. Post Graduate Diploma

   iv. Bachelors Degree

   v. Diploma

   vi. Graduate Certificate

   vii. TAFE Certificate

b) Assistance of 50% of the cost of the enrolment for that semester / year up to a maximum of $5,542 will be provided, subject to successful completion of the semester or year and the conditions of this Agreement for full time Employees and pro rata for part time Employees

c) The financial support in clause 32.9.b will be adjusted in line with the March national CPI movement each financial year

d) The employee will complete the form Application for Tertiary and Further Education Assistance at the start of the semester or year and submit to the manager for approval. On approval the manager will forward to Human Resources. No financial payment will be made until the employee has successfully completed the semester or year.

e) At the completion of the semester or year the employee will complete the form Application for Reimbursement of Tertiary and Further Education Fees and submit to the manager for approval together with a copy of the results and receipts for the cost of the course. A Fringe Benefits Tax Declaration form must be completed and forwarded to payroll for processing.

f) Fees reimbursed to an employee are charged to the employee's business unit and, where applicable, FBT will be included on the employee's payment summary.

32.10. Employee Commitment

a) The employee commits to remain with the Monash IVF Group for a period of no less than twelve (12) months following completion of the year or semester in which financial assistance has been provided for tertiary and further education. Should the employee resign prior to this time they will be required to reimburse the Employer the cost of the

financial assistance.

b) In the event 32.10.a occurs, the employer will;

i. discuss with the employee the amount owed and the methods by which the employee may repay the amount (which may include a combination of deductions and direct payments).

ii. Obtain the employee's written agreement on how the amount will be repaid to the employer.

iii. Ensure that that deductions do not occur in relation to any National Employment Standards (NES) entitlements.

33 EXTERNAL CONFERENCES AND SHORT COURSES

a) The employer recognises and supports the need for all managerial and professional employees to remain abreast of contemporary standards, innovation and legislative change in their specific area/s of expertise. To achieve this objective, in addition to any structured in- house training or specific training programs that have been identified and provided by the employer, employees may apply for approval to attend relevant external conferences and short courses.

b) Where a manager/professional employee wishes to attend a professional development program, they must discuss the request with their manager. Courses and conferences should satisfy at least one of the following criteria:

i. Improve the employee's technical expertise.

ii. Increase the employee's professional network.

iii. Maintaining up-to-date knowledge regarding new trends, legislation acts or technology.

c) Where an external conference or short course has been approved, the employer will provide the following assistance.

i. Payment of travel costs to and from the conference/course venue

ii. Payment of meals and accommodation costs for the duration of the conference/course

iii. Payment of the employee's normal salary for the duration of the conference/course

iv. Payment of conference/course registration fees

d) Clause 33 is to be read and applied in conjunction with the Monash IVF Group Travel Policy and Monash IVF Group Learning and Development policy.

e) When claiming entertainment expenses, a Meals & Entertainment Expense form must be completed and submitted with the Expense Reimbursement form. This must be authorised by the manager.

f) Expenses will be reimbursed only for 'reasonable' food and non-alcoholic beverages and in line with the Monash IVF Group Travel Policy.

34 FERTILITY SOCIETY OF AUSTRALIA (FSA) CONFERENCE (ANNUAL INDUSTRY EVENT)

To enable more employees to attend this annual conference, the following expense reimbursement has been established:

a) The employer makes a commitment that a minimum of two (2) nurses per state are able to attend the conference.

b) Conference attendance must be approved by the Regional Manager (or authorised delegate). Preference will be given to employees who are presenting abstracts. Shared registrations have been an effective method of allowing more employees to participate in the conference.

c) The Regional Manager (or authorised delegate) in each state will coordinate, or nominate

a person to coordinate, attendance and cost-effective travel and accommodation.

d) The employer will only reimburse the early registration fee. The balance of a late registration fee is the responsibility of the employee.

e) Where employees are required to travel from airports to venues, reasonable costs will be reimbursed. Shared transport, where possible is expected.

f) Where conference meals are not provided the employer will reimburse reasonable costs of meal expenses.

g) Should an employee be attending the conference, it is a requirement that the attendee is present at all sessions, unless preapproved by their Leader.

h) Employees are expected to follow the Group Travel policy when travelling to and attending the event.

i) Final decisions regarding attendance will be at the discretion of the Regional Manager or authorised Delegate.

35 PROFESSIONAL BODY SUBSIDY

On the basis of Monash IVF Group encouraging continuous development and engagement in an Employee's professional development, the following subsidy has been established:

a) The employer will reimburse up to $225 per annum for an employee's professional membership fee.

b) The Professional Body Subsidy will be adjusted in line with the March national CPI movement each financial year

c) The professional membership must be relevant to the employee's specific area of expertise.

d) The employee must have passed their Qualifying Period for eligibility.

e) The amount will be reimbursed upon proof of purchase (Receipt).

36 SHARING INFORMATION

Within one (1) month of completing a Company sponsored Conference or Short Course, the participating employee shall complete an appropriate report on the main outcomes and lessons learned from the Conference for circulation to relevant colleagues throughout the Monash IVF Group. A copy of the completed report and details of the Conference are also to be placed upon the employee's personal file

PART 6 – TERMINATION OF EMPLOYMENT

37 NOTICE OF TERMINATION

a) Notice of termination shall one (1) week within the first six (6) months qualifying period of employment and thereafter four (4) weeks

b) The notice of termination required to be given by an employee is the same as that required of an employer except that, if the employee is over forty-five (45) years of age and has completed more than two (2) years of continuous service, then the employer shall provide an additional week of notice to the employee.

c) At its sole discretion, the employer may make payment in lieu of notice for part or all of the notice period.

d) If an employee fails to give the required notice, the employer may with the authorisation of the Employee, withhold from any monies due to the employee on termination, an amount not exceeding one (1) week of pay.

    i. Clause 37.d does not include employees under the age of eighteen (18).

e) Job search entitlement; where an 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.

f) An employee's final pay will be paid in the next applicable pay run after their last working day.

g) The notice of termination requirements do not apply:

    i. in the case of dismissal for serious misconduct,

    ii. to employees engaged for a fixed term,

    iii. to employees engaged for specific tasks, and

    iv. to casual employees.

h) Monash IVF Group shall inform an employee who seeks to provide notice of the consequence of providing less than the notice required in 37(a) and provide that employee with an opportunity to provide the required notice.

38 REDUNDANCY

a) Redundancy occurs where the employer has made a definite decision that the employer no longer wishes the job the employee has been doing to be 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.

b) Where an employee is transferred to lower paid duties by reason of redundancy, 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 may, at the employer's option, make 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.

c) An employee given notice of termination in circumstances of redundancy may terminate their employment during the period of notice. In this circumstance, the employee is entitled to receive the benefits and payments they would have received under this clause had they remained in employment with the employer until the expiry of the notice period, but will not be not entitled to payment instead of notice.

d) An employee given notice of termination in circumstances of redundancy must be allowed up to one (1) day of time off without loss of pay during each week of notice for the purpose of seeking other employment. If the employee has been allowed paid leave for more than one (1) 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 the time absent. For

this purpose, a statutory declaration is sufficient.

e) At the employee's request the employer must provide to an employee whose employment has been terminated a written statement specifying the period of the employee's employment and the classification of or the type of work performed by the employee.

38.11. Redeployment

It is preferable that an employee is transferred to an equivalent position within the employees existing classification level. However, it is recognised that this may not be possible. Where an employee whose job has become redundant accepts an offer of alternative work by the employer the rate of pay for which is less than the rate of pay for the former position, the employee is entitled to the same period of notice of the date of commencement of work in the new position as if the employee's employment had been terminated. The employer may pay in lieu thereof an amount equal to the difference between the former rate of pay and the new lower rate for the number of weeks of notice still owing.

38.12. Written Notice

a) The employer must, as soon as practicable, but prior to the termination of the employee's employment give the employee a written notice containing, among other things, the following:

i. The date and time of the proposed termination of the employee's employment;

ii. Details of the monetary entitlements of the employee upon the termination of the employee's employment including the manner and the method by which those entitlements have been calculated;

iii. Advice as to the entitlements of the employee to assistance from the employer, including time off without loss of pay in seeking other employment, or arranging training or retraining for future employment; and

iv. Advice to the entitlements of the employee should the employee terminate employment during the notice period.

v. Refer to the consultation clause.

39 SEVERANCE PAY

39.1. Severance Payments

An employee whose employment is terminated by reason of redundancy is entitled to the following amount of severance pay in respect of the period of continuous service, in addition to the period of notice that may be worked or paid in lieu at the employer's discretion.

Period of continuous service	Severance pay
Less than 1 year	Nil
1 year and less than 2 years	4 weeks of pay
2 years and less than 3 years	6 weeks of pay
3 years and less than 4 years	7 weeks of pay

4 years and less than 5 years	8 weeks of pay
5 years and less than 6 years	10 weeks of pay
6 years and less than 7 years	11 weeks of pay
7 years and less than 8 years	13 weeks of pay
8 years and less than 9 years	14 weeks of pay
9 years and over	16 weeks of pay
An employee over 45 years of age	One additional week of pay

weeks of pay *means the ordinary time rate of pay for the Employee concerned at his or her contracted hours.*

39.2. Alternative Employment

The employer, in a particular redundancy case, may make application to Fair Work Commission to have the general severance pay prescription varied if the employer obtains acceptable alternative employment for an employee.

PART 7 – CONSULTATION AND DISPUTE RESOLUTION PROCEDURE

40 WORKPLACE DELEGATES RIGHTS

a) Clause 40 provides for the exercise of rights of workplace delegates set out in section 350C of the Fair Work Act.

40.1. Definitions for Clause 40

a) Employer means the employer of the workplace delegate;
   i. delegate's organisation means the employee organisation in accordance with the rules of which the workplace delegate was appointed or elected; and
   ii. eligible employees means members and persons eligible to be members of the delegate's organisation who are employed by the employer in the enterprise.

b) Before exercising entitlements under clause 40, 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.

c) An employee who ceases to be a workplace delegate must give written notice to the employer within fourteen (14) days.

40.2. Right of Representation

A workplace delegate may represent the industrial interests of eligible employees who wish to be represented by the workplace delegate in matters including:

a) Consultation about major workplace change;

b) Consultation about changes to roster or hours of work;

c) Resolution of disputes;

d) Disciplinary processes;

e) Enterprise bargaining where the workplace delegate has been appointed as a bargaining representative under section 176 of the Fair Work Act or is assisting the delegate's organisation with enterprise bargaining; and

f) Any process or procedure within an award, enterprise agreement or policy of the Employer under which eligible employees are entitled to be represented.

40.3. Entitlement to Reasonable Communication

a) A workplace delegate may communicate with eligible employees for the purpose of representing their industrial interests under clause 40. 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.

40.4. 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 40 if:

vi. The workplace does not have the facility;
vii. 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
viii. The employer does not have access to the facility at the enterprise and is unable to obtain access after taking reasonable steps.

40.5. Entitlement to Reasonable Access to Training

Unless the employer is a small business employer, the employer must provide a workplace delegate with access to up to five (5) days of paid time during normal working hours for initial training and at least one (1) day each subsequent year, to attend training related to representation of the industrial interests of eligible employees, subject to the following conditions:

a) 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 fifty (50) eligible employees.

b) 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:

i. Full time or part time employees; or
ii. Regular casual employees.

c) 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.

d) The workplace delegate must give the employer not less than five (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.

e) If requested by the employer, the workplace delegate must provide the employer with an outline of the training content.

f) The employer must advise the workplace delegate not less than two (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.

g) The workplace delegate must, within seven (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.

40.6. Exercise of Entitlements Under Clause 40

a) A workplace delegate's entitlements under clause 40 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 40 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 40 does not require an eligible employee to be represented by a workplace delegate without the employee's agreement.

d) Under section 350A of the Fair Work Act, the employer must note:

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 Fair Work Act or clause 40.

41 CONSULTATION

41.1. Consultation Regarding Major Workplace Change

a) Where the employer has made a definite decision to introduce a major change to production, program, organisation, structure or technology that are likely to have significant effect on employees to which this enterprise agreement applies, or

b) The employer proposes to introduce a change to the regular roster of ordinary hours of work of employees.

c) Under clause 41, the term "relevant employees" means the employees who may be affected by a change referred to in clause 41.1.a or 41.1.b.

d) For clause 41.1.a, the employer must notify the relevant employees of the decision to introduce the major change and the following subclauses apply.

e) The relevant employee or employees may advise the employer that a person or employee organisation is their representative for the purposes of the procedures in this clause in relation to a major workplace change.

f) If a relevant employee, or the relevant employees, advise the employer that a person or employee organisation is their representative for the purposes of consultation and the employee or employees advise the employer of the identity of the representative, the employer must recognise the representative.

g) The employer must notify the relevant employees and their representatives (if any) of the decision to introduce the change.

h) As soon as practicable after making its decision, the employer must;
i. Consult with the relevant employees and their representatives (if any), including by discussing with them, the introduction of the change, and the effect the change is likely to have on the employees, and measures to avoid or reduce any adverse effect of the change on the employees, and:
ii. For the purposes of consultation, provide, in writing, to the relevant employees and their representatives (if any), all relevant information about the change, including the nature of the change proposed, and, the reasons or justification for the change, and information about the expected effects of the change on the employees, and any other matters likely to affect the employees.

i) However, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees or their representatives (if any).

j) The employer must give prompt and genuine consideration to matters raised about the major change by the relevant employees and their representatives (if any).

k) 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).

l) If a term in this agreement provides for the introduction of a major workplace change in relation to the enterprise of the employer, the requirements to consult contained in clauses 41.7.c to 41.7.j are taken not to apply.

m) In this term, a major workplace change is “likely to have significant effect on the employees” if it results in:

i. The termination of the employment of employees; or
ii. Major change in the composition, operation or size of the employer’s workforce or to the skills required of employees; or
iii. The loss of, or reduction in, job or promotion opportunities or
iv. The loss of, or reduction in job tenure or job security; or
v. The alteration of hours of work; or
vi. The need for employees to be retrained or transferred to other work or locations; or
vii. Job restructuring.

41.2. Consultation About Changes to Rosters or Hours ofWork

a) For a change referred to in subclause 41.7.b:
   i. The Employer must notify the relevant employees and their representatives (if any) in writing of the proposed change; and
   ii. Subclauses 41.2.b to 41.2.h apply.

b) The relevant employee or employee group may advise the employer that a person or employee organisation is their representative for the purposes of the procedures in this clause in relation to changes to regular rosters or ordinary hours of work.

c) If a relevant employee, or the relevant employees, advise the employer that a person or employee organisation is their representative for the purposes of consultation and the employee or employees advise the employer of the identity of the representative, the employer must recognise the representative.

d) As soon as practicable after proposing to introduce the change, the employer must:
   i. Consult with the relevant employees and their representatives (if any) about the introduction of the change, including by discussing the change with them, and
   ii. For the purposes of the consultation, provide to the relevant employees and their representatives (if any)
      i. All relevant information about the change, including the nature and expected duration of the change; and
      ii. Information about what the employer reasonably believes are likely to affect the employees; and
      iii. Information about any other matters that the employer reasonably believes are likely to affect the employees

e) invite the relevant employees and their representatives (if any) to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities).

f) however, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees or their representatives (if any).

g) The employer must give prompt and genuine consideration to matters raised about the change by the relevant employees or their representatives (if any).

h) 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 change to the regular roster or ordinary hours of work of employees by the relevant employees and their representatives (if any).

42 DEALING WITH DISPUTES

a) If a dispute relates to:
   i. a matter arising under the Agreement or
   ii. the National Employment Standards

this term sets out procedures to settle the dispute.

b) The parties to a dispute referred to in this procedure may include:
   i. An employee or employees covered by the agreement who are, or will be, affected by the dispute;
   ii. The employer or employers covered by the agreement; and
   iii. An employee organisation who:
      i. Has a member who it is entitled to present and who is an employee referred to in 42.a.i: or
      ii. Is covered by the enterprise agreement and entitled to the benefit of, or has a role or responsibility with respect to, the matter in dispute.

c) An employee who is a party to the dispute may advise the employer that a person or employee organisation, which may include a Union representative, is their representative for the purposes of the procedures in this term.

d) In the first instance, the parties to the dispute must try to resolve the dispute at the workplace level, by discussions between the relevant employee or employees, relevant supervisors and/or management.

e) If discussions at the workplace level do not resolve the dispute, a party to the dispute may refer the matter to Fair Work Commission.

f) The Fair Work Commission may deal with a dispute referred to it under clause 42.e even if the requirement for discussions has not been complied with if the Fair Work Commission is satisfied that it is appropriate in all the circumstances to do so.

g) The Fair Work Commission may deal with the dispute in two (2) stages:
   i. the Fair Work Commission will first attempt to resolve the dispute in such manner as it considers appropriate, including by mediation, conciliation, expressing an opinion or making a recommendation; and
   ii. if the Fair Work Commission is unable to resolve the dispute at the first stage, the Fair Work Commission may then:
      a. arbitrate the dispute; and
      b. make a determination that is binding on the parties

Note: If Fair Work Commission arbitrates the dispute, it may also use any of the powers that are available to it under the Fair Work Act 2009, including, but not limited to, the power to grant interim relief,. A decision that Fair Work Commission makes when arbitrating a dispute is a decision for the purpose of Division 3 of Part 5.1 of the Fair Work Act and a person aggrieved by the decision may seek to appeal the decision as provided for in the Act..

h) Subject to any order made by the Fair Work Commission, while the parties are trying to resolve the dispute using the procedures in this term:
   i. an employee must continue to perform their work as the employee normally would unless the employee has a reasonable concern about an imminent risk to health or safety; and
   ii. 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:
      a. the work is not safe; or
      b. applicable occupational health and safety legislation would not permit the work to be performed; or
      c. the work is not appropriate for the employee to perform; or
      d. there are other reasonable grounds for the employee to refuse to comply with the direction.

i) The parties to the dispute agree to be bound by a decision made by Fair Work Commission in accordance with this term.

PART 8 – GENERAL

43 PROPERTY OF THE COMPANY

a) Employees are required to take all reasonable care in the use of Company property and to protect any Company property in their care.

b) On termination of employment or upon request to do so, employees must return in good condition (subject to fair wear and tear) any property in their possession belonging to the employer.

44 FLEXIBILITY

a) An 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:

i. the Agreement deals with one (1) or more of the following matters:

- arrangements about when work is performed;
- overtime rates;
- penalty rates;
- allowances;
- leave loading; and

ii. the arrangement meets the genuine needs of the employer and employee in relation to the matters it deals with, and

iii. the arrangement is genuinely agreed to by the employer and employee, without coercion or duress.

b) An individual flexibility arrangement may only be made after the individual employee has commenced employment with the employer.

c) As employer who wishes to initiate the making of an individual flexibility arrangement must:

ii. Give the employee a written proposal, and:

iii. 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.

d) If the employer proposes to enter into an individual flexibility arrangement with an employee, the employer must meet with the employee to discuss the proposal prior to entering the individual flexibility arrangement if the employee requests such a meeting.

e) The employer must ensure that the terms of the individual flexibility arrangement:

i. are about permitted matters under section 172 of the Fair Work Act 2009; and

ii. are not unlawful terms under section 194 of the Fair Work Act 2009; and

iii. result in the employee being better off overall than the employee would have been if no individual flexibility arrangement were agreed to.

f) The employer must ensure that the individual flexibility arrangement:

i. is in writing; and

ii. includes the name of the employer and employee; and

iii. 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

iv. includes details of:

- the terms of the Enterprise Agreement that will be varied by the arrangement; and
- how the arrangement will vary the effect of the terms; and
- 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

v. states the day on which the arrangement commences.

vi. Describes how the individual flexibility arrangement can be terminated.

g) The employer must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.

h) The employer or employee may terminate the individual flexibility arrangement:

i. by giving twenty-eight (28) days written notice to the other party to the arrangement; or

ii. if the employer and employee agree in writing, at any time.

i) An individual flexibility arrangement terminated in accordance with clause 43.h ceases to have effect at the end of the period of notice required under that clause.

j) The employer or employee may use the dispute settlement procedure in this enterprise agreement, clause 42, to deal with disputes that may arise concerning the matters dealt with in the individual flexibility arrangement.

45. SIGNATURE PAGE

Signed on this day _____of _____

Name (Print):
Address:
Position & authority to sign:
Signature:
Witness
Name (Print):
Address:
Position:
Signature:
Nominated Representative
Name (Print):
Address:
Position & authority to sign:
Signature:
Witness:
Name (Print):
Address:
Position:
Signature:

46. SCHEDULE A – CLASSIFICATION STRUCTURE

SCHEDULE A – CLASSIFICATION STRUCTURE

Monash IVF Group Nurses Classification Structure

Registered Nurses/Midwives and Enrolled Nurses employed by Monash IVF Group (Monash IVF) are required to work as part of a multidisciplinary team to provide expert nursing care across four streams, Clinic, Day Hospital/Surgery, Fertility and New Patient Coordinators/Nurse Enquiry.

**Note, not all sites require all streams of the classification structure.*

Registered Nurses/Midwives and Enrolled Nurses are required to hold current registration with AHPRA, comply with their core competency requirements, and abide by the Nurses' Code of Conduct/Scope of Practice. It is the employee's responsibility to inform the employer if their AHPRA registration or scope of practice changes.

Knowledge of legislation relevant to their field and scope of practice, is also required along with awareness of, and compliance with Standards of Practice that relate to the specific streams in which they may work within Monash IVF Group (E.g. RTAC, NHMRC, NSQHSS, Quality Assurance, NATA, ACORN Standards, Assisted Reproductive Technology ACT).

In addition to this, Employees are also required to:

- Act in accordance with Monash IVF Principles
- Comply with Monash IVF Group policies and procedures.
- Accept accountability and responsibility for own actions
- Recognise and practice within own scope of knowledge and skills and scope of practice
- Use resources in a cost-effective manner
- Participates in professional development, completing CPD and maintaining their Nursing Pathway to Excellence Training & Competency Record (or equivalent)
- Without exception, maintain patient confidentiality

Employer obligation to consult

Where Monash IVF proposes to make changes to the role of an employee, Monash IVF will consult with the affected employee(s) and their nominated representative (if any). For the avoidance of doubt this includes, but is not limited to, any proposed requirement for employees to perform cannulation, phlebotomy, or scanning duties. If agreement cannot be reached, the matter will be dealt with under the "Dealing with Disputes" clause in this Agreement.

For all other matters requiring consultation, the consultation clause within the agreement will be followed.

Standard progression through the classification structure

Newly employed experienced Nurses/Midwives will enter the Agreement based on both the role and stream for which they have been employed and their years of relevant prior experience in the role for which they have been employed. Where an employee has not been actively/regularly employed or has not worked in the role for which they have been employed for more than five (5) years, their prior experience will not be considered.

A Nurses/Midwife will progress through the grades and levels contained within, based on years of experience and being able to demonstrate:

- with their performance appraised by nursing management, no less than “Achieving” in all components at their annual performance review;
- Meeting the requirements set out for each level;
- By appointment to an established position; and/or
- After a year of experience (see definition next paragraph)
- Employees will not progress automatically if there are formal performance or conduct concerns, for example an employee under a Performance Improvement Plan

A year of experience is defined as experience gained from working 1128 hours per year, which averages 23.5 hours per week

If an employee does not meet the 1128 hours in 12 months, they can progress once this has been met. Employees and line managers are equally accountable for requesting a review of hours worked to be completed by the HR Representative.

Where employees covered by this agreement engage in external nursing roles out of Monash IVF, if the duties involved are similar to those that they perform at Monash IVF, the hours worked may be considered towards progression.

Where necessary Monash IVF, retains the right to request that an Employee, supply evidence that would satisfy a reasonable person of their years of experience to support either where the employee enters the classification structure or for progression purposes.

Alternate pathway to progress

Alternatively, to the standard progression, an employee, can make an application in writing to progress through the levels, to their direct manager earlier than the minimum hours of experience indicated for that level, when they can demonstrate, using contemporary evidence from within the last twelve (12) months, they have:

- If new to the organisation has successfully completed their qualifying period
- For current employees, their performance appraised by nursing management, no less than “Achieving” in all components at their annual performance review;
- met ongoing training and competency requirements for the level for which they are applying;
- is operating independently within their role and requires only routine supervision; and
- is maintaining the standards of the level for which they are making an application.
- Are not under any formal performance or conduct concerns

Any matters arising under the application of this clause will be dealt with under the “Dealing with Disputes” clause of this Agreement.

The reclassification process is located at end of the document as is to be used as a guide for employees and employers when applying for reclassification.

General notes

If a role or its associated tasks are changed due to operational needs or best practice, Monash IVF will ensure that all affected employees receive comprehensive training and are assessed as competent in any duties or responsibilities.
All Nurses/Midwives are required, where relevant to role and clinic, and where reasonable to:

- Undertake training, maintain availability for and regularly participate in an on-call phone roster as required.
- Undertake training, maintain availability for and regularly participate in a weekend roster as required.
- Undertake training, maintain availability, and participate as a nurse at another clinic as required.

In determining if the Employer's request for the Employee to participate in on call, weekend or satellite roster is reasonable or unreasonable the following must be taken into consideration:

- Any risk to the Employee's health and safety.
- The Employee's personal circumstances, including family responsibilities.
- The needs of the clinic where the Employee is employed.
- Any notice given by the Employer of any request of requirement to participate.
- Any notice provided by the Employee of their intention not to participate.
- The nature of the Employee's role and their level of responsibility.
- How such a request impacts on their ordinary patterns of hours; and
- Any other relevant matter.

Any concern about reasonableness, should be raised both verbally and in writing, with the relevant manager (or authorised delegate) in consultation with the relevant DON and Human Resources.

If an employee has been approved to opt out of the above, this will be reviewed on a periodic basis (six months).

If an employee returns to the above, four weeks' notice will be provided.

Stream descriptors

Note: For all classification streams, not all sites and departments require every descriptor. Only relevant descriptors will be considered when reviewing role entry, performance and progression.

Fertility Stream/RN/RM

Employees classified within this level develop from a novice to a proficient level of practice. They consolidate knowledge and skills and develop in capability through continuous professional development and experience. An employee at this level accepts accountability or their own standards of nursing/midwifery care.

Note: not all sites and departments require each descriptor. Only relevant descriptors will be considered when reviewing role entry and/or performance.

Fertility Stream - Role titles: Fertility Nurse (SA/WA), IVF Nurse (QLD/NSW/VIC)	
Level 1.1	• Requires full training as little or no prior knowledge in Fertility Nursing and works under close supervision • Shows understanding of male and female reproductive system and menstrual cycle • Demonstrate an awareness of common causes of infertility, fertility preservation and how ART may be of benefit. • Demonstrate an understanding of primary investigations, cycle tracking and management • Developing knowledge of hormone levels and pregnancy results • Developing phlebotomy skills (if required by site) • Introduction to ultrasound skills (if required by site) • Introduction to medication management • Continue own professional development, seek learning opportunities, and maintain own professional development portfolio of learning and experience. • Demonstrate understanding of Monash information systems ensures accurate patient records are maintained • Practices in compliance with RTAC Code of Practice • Completion of onboarding process and annual PRDP • Triage to counselling as appropriate.
Level 1.2	In addition to the Registered Nurse/Midwife Level 1.1 core components, the Level 1.2 Nurse/Midwife has: • Continue to build on knowledge of routine fertility care such as patient enquiries, ART cycle book-on, management, results and IUI procedure set up • Continued to build upon phlebotomy, ultrasound and medication management (as required by site) • Conducts patient education • Growing knowledge of patient results appropriate to treatment and patient outcome • Has a basic understanding of the donor & surrogacy programs
Level 1.3	In addition to the Registered Nurse/Midwife Level 1.2 core components, the Level 1.3 Nurse/Midwife can: • Recognize and report deviations from normal range of patient results • Demonstrate ability to prioritize workloads and meet timelines whilst working under minimal supervision • Demonstrate a good understanding of ART cycles and procedures performed within the unit • Competent skills in phlebotomy, ultrasound and medication management (as required by site) • Communicate with multidisciplinary team to identify patient's

	individual needs and implement care • Provide education and support for patients and their families.
Level 1.4	In addition to the Registered Nurse/Midwife Level 1.3 core components, the Level 1.4 Nurse/Midwife; can • Demonstrated competency in more complex fertility care such as ULDR, donor/recipient cycles, Surrogacy • cycles • Demonstrate an ability to independently understand a patient's treatment management plan and provide timely advice • Works without supervision across multiple sites, as required by the employer • Ability to undertake role as shift coordinator and delegate daily work activities to team members • Provide supervision and support to new or less experience RN/M's and EN's
Level 1.5	In addition to the Registered Nurse/Midwife Level 1.4 core components, the Level 1.5 Nurse/Midwife can; • Demonstrates a degree of mastery in routine ART cycles, results and procedures across multiple disciplines within the unit. • Demonstrated initiative and flexibility, within the department • Ability and willingness to undertake audits as required by the department • Work in collaboration with DON and TL to ensure all other departments are supported • Willingness to learn and perform specialty-specific procedures as required by the department • Provides education, training and mentorship to staff working in their area
Level 1.6	In addition to the Registered Nurse/Midwife Level 1.5 core components, the Level 1.6 Nurse/Midwife; can • Demonstrate leadership and decision-making abilities • Participate in problem solving, and complex patient management • Participate in audits, preparation of audit reports and uploading documents on the internal audit schedule as required • Participates and collaborates in the design and conduct of quality improvement initiatives as required
Level 1.7	In addition to the Registered Nurse/Midwife Level 1.6 core components, the level 1.7 Nurse/Midwife; can • Be regarded as a senior advisory within the fertility area by peers. • Demonstrates expert understanding of all routine aspects and practices within the fertility nursing field • Assist the Team Leader and DON with higher duties as required • Assist in the review of RiskMan's with a focus on the reduction of incidents, accidents, and complaints. • Make a significant contribution to the overall performance of the fertility/IVF nursing area. • Awareness and clinical support of current research being conducted within the business
Level 1.a Satellite Not required by	The Level 1.a position is an appointment-based position as determined and required by the department and relevant DON. In addition to the Registered Nurse/Midwife Level 1.1 - 1.7

all sites and states	competencies, a nurse/midwife in Level 1.a can: • Participate in satellite clinics as required. • Be proficient at working individually and with a small team within the satellite clinic
Level 2.1 Senior Fertility Nurse Senior IVF Nurse	The Level 2 Nurse/Midwife is an appointment-based position as determined and required by the department. Where an RN level 1considers that they possess the qualifications and skills for appointment to the Level 2 classification they may make a request to the relevant DON to consider appointment to that level. In addition to the Registered Nurse/Midwife Level 1-7 core components, the Level 2 Nurse/Midwife can: • Demonstrate leadership, organizational and decision-making abilities • Ability to step into 2IC role in their absence (where 2IC exists), otherwise deputise for the Team Leader in their absence • Be actively involved in the positive mentoring of Level 1 RN/M's and ENs • Contributes to the development, implementation, and evaluation of standards of practice, policies, procedures, and guidelines • Assist with the maintenance of equipment and the readiness of facilities in conjunction with the Team Leader. • Ability to manage first line patient complaints • Assists with the development and review of policies and procedures to promote and improve work practices • Provides inter or intrastate support in another clinic as required • Assist Team Leader and/or DON with RTAC accreditation readiness • Coordination and liaising with other departments and external agencies regarding research activities as required • Continue own professional development, seek learning opportunities, and maintain own professional development portfolio of learning and experience. • Many hold a specialist portfolio (for example, education)
Level 2.2	After 12 months of successful experience in Level 2.1 and continuing to fulfill the components outlined in level 2.1, a Senior Nurse may progress to a Level 2.2.
Level 2.3 (2IC Only) – not all sites have this role.	A Senior Nurse may be appointed to a Level 2.3 Senior Nurse 2IC role following a selection process. In addition to the Senior Nurse Level 2.1 and 2.2 criteria, a Level 2.3 Senior Nurse 2IC will support a Team Leader in a multisite environment with tasks such as solving day to day operational issues, efficient use of resources, rostering, or authorising leave, and overtime management, once appropriate training has been completed.
Level 3.1 Team Leader	An RN/M Level 3 Team Leader applicant will be appointment to an established position after a selection process. In addition to maintaining Level 1 and 2 competencies, the Team Leader is accountable for: • The visible leadership of the team • The communication of business objectives • Trouble shooting and resolving day to day business operational and technical issues • Manage rostering, leave management and the authorisation of time sheets.

	• Responsible for RTAC accreditation readiness. • Ensure compliance with all professional standards of practice e.g. ARHRA, RTAC, and other relevant industry compliance requirements. • Implementation of approved new and varied policies and processes • Be alert to, and proactive in exploring and implementing opportunities for improvement • Investigating and resolving RiskMan reported events • Conduct and manage annual PRDPs for relevant employees. • Actively engage with other departments to ensure that process and communication is best practice and in the best interests of patient care • Where required and in collaboration with DON, develop operational budget and workforce plan • Where required and in collaboration with DON, develop and maintain service agreements and relationships with external suppliers and capital expenditure budget.
Level 3.2	A Team Leader may be appointed to Nurse Team Leader, Level 2 after a selection process. In addition to the Level 1 Nurse Team Leader competencies, a Level 2 Nurse Team Leader will lead a team of six or more full-time equivalent staff.
Clinic Team Leader Not all sites have this role.	A Registered Nurse may be appointed to an established Clinic Team Leader position after a selection process. At this level, in addition to Senior Nurse and Nurse Team Leader accountabilities, the Clinic Team Leader will be responsible for: • in the absence of a Team Leader the team leader responsibilities listed above; • maintenance of equipment and the readiness of facilities; • accreditation readiness; • implementation of approved new and varied protocols; • the QC/QA system; • significant responsibility for a nursing or business subunit as determined by Clinic Management; • employee competency and training; • Team Leader with responsibility for multiple sites; and • All other responsibilities of a Nurse Manager as per the latest version of the RTAC Code of Practice. In collaboration with management, developing the: • Operational budget; • Workforce plan; and • Service agreements and relationships with external suppliers, and capital expenditure budget.

Day Hospital/Day Surgery stream RN

Registered Nurse/Midwife

Employees classified within this level develop from novice practitioners to a proficient level of professional practice. They consolidate knowledge and skills and develop in capability through continuous professional development and experience. An employee at this level accepts accountability for his or her own standards of nursing/midwifery care. Employees in these roles will, with increasing capability meet the following requirements:

Level 1.1	• Provide direct person-centred nursing care to patients in a defined clinical area with increasing autonomy over time. • Demonstrates knowledge and skill in assessment, care, and routine procedures for area of practice. • Provide health promotion and education, to patients or groups and carers to improve the health outcomes of the individual. • Continue own professional development, seek learning opportunities, and maintain own professional development portfolio of learning and experience. • Demonstrate understanding of Monash information systems • Completion of on boarding process and annual PRDP
Level 1.2	In addition to the Registered Nurse/Midwife Level 1.1 core components, the Level 1.2 Nurse/Midwife can; • Provide, with increasing capacity over time, support, and guidance to newer or less experienced Registered Nurses/Midwives and Enrolled Nurses. • Consistently manages an acceptable patient caseload with minimal supervision.
Level 1.3	In addition to the Registered Nurse/Midwife Level 1.1 – 1.2 core components, the Level 1.3 Nurse/Midwife can; • Demonstrated competency in routine procedures and / or post - operative care in their specific discipline (recovery / theatre) independently in a collaborative team • Takes on accountability for additional portfolio of duties, that assist in the day to day running of the unit, for e.g.: lipid scheduling, gynae scheduling, equipment maintenance, drug inventory, OxHealth or relevant patient systems – as required
Level 1.4	In addition to the Registered Nurse/Midwife Level 1.1 - 1.3 core components, the Level 1.4 Nurse/Midwife can: • Demonstrate competency in routine procedures and / or post-operative care across multiple disciplines (e.g., admission, scrub, scout, aesthetics, stage 1 and stage 2 recovery) • Communicates within a multidisciplinary team to identify patient's individual needs and implement appropriate care • Support the quality assurance and quality control processes within the business unit (as required)
Level 1.5	In addition to the Registered Nurse/Midwife Level 1.1 – 1.4 core components, the Level 1.5 Nurse/Midwife can; • Demonstrate a degree of mastery in routine procedures and post-operative care across multiple disciplines within the unit. • Be respected and regarded as a senior advisory within the day surgery by DON and peers • Ability and willingness to participate in clinical auditing and

	policy review as required.
Level 1.6	In addition to the Registered Nurse/Midwife Level 1.1 - 1.5 core components, the Level 1.6 Nurse/Midwife can; • Provides leadership and direction, act as a role model, mentor, and resource person. • Participates in the design and conduct of quality improvement initiatives that contribute to patient safety, risk minimalization and safe working activities within the practice setting
Level 1.7	In addition to the Registered Nurse/Midwife Level 1.1 - 1.6 core components, the Level 1.7 Nurse/Midwife can; • Clinically practices at an expert level with autonomy while leading and providing expert clinical care and decision making • Demonstrates proficiency with all procedures and protocols
Level 2.1 Senior Nurse or CNS & CNE	The Level 2 Nurse/Midwife is an appointment-based position as determined and required by the department. In addition to the Registered Nurse/Midwife Level 1 core components, the Level 2 Nurse/Midwife can competently: • Is able to act within higher duties when required, as directed by the DON. • Participate in audits, preparation of audit reports • Assists in the review of RiskMans arising in the clinical setting with a focus on the reduction of incidents, accidents, and complaints • Provides ongoing support and development to peers • Coordinates the audit schedule and internal audit reporting. • Contributes to the development, implementation, and evaluation of standards of practice, policies, procedures, and guidelines. • Participates in quality improvement and risk management their activities • Continue own professional development, seek learning opportunities, and maintain own professional development portfolio of learning and experience. • Assist DON with NSQHSS accreditation readiness.
Level 2.2	After 12 months of successful experience in Level 2.1, and continuing to fulfill the performance components outlined in level 2.1, a Senior Nurse may progress to a Level 2.2.
Level 3.1 Team Leader	As required by the department, an RN/RM Level 3 Team Leader applicant will be appointment to an established 0.8 – 1.0 FTE position after a selection process. In addition to maintaining Registered Nurse/Midwife Level 2 competencies, the Team Leader is accountable for: • Within the guidelines and practices established by the Director of Nursing, assists in the overall clinical and administrative management of the unit. • Is able to act with higher duties when required as directed by the DON • Develops and maintains a learning environment, taking a coaching approach to team development, individual capability development and performance development. • The communication of business objectives and daily work priorities to team members. • Trouble shooting and resolving day to day business operational and technical issues

	• In collaboration with the DON, manage rostering, leave management and the authorisation of time sheets • Oversee Onboarding and the induction of new employees. • Assist DON with NSQHSS accreditation readiness. • Implementation of approved new and varied protocols • Investigating and resolving RiskMan reported events • Overseeing the running of DSU CSSD including maintaining employee competencies • Preparation for annual audits by STEAM consulting, in adherence to NSQHSS Standard 3 regulations • In conjunction with DON and as required, the ability to conduct annual DSU employee and CSSD employee PRDPs. • Ensure compliance with all Day surgery standards of practice e.g. NSQHSS, RTAC, ACORN, APHRA and other relevant industry compliance requirements. • Ensure competencies and professional standards are maintained within the Nursing Team.
Level 3.2 Team Leader	A nurse may be appointed to Nurse Team Leader, Level 2 after a selection process. In addition to the Level 1 Nurse Team Leader competencies, a Level 2 Nurse Team Leader will lead a team of six or more full-time equivalent staff.
Repromed DSU Nurses	In addition to the duties listed above, Repromed Day Surgery Nurses perform additional duties, as listed below: • Schedule theatre lists in alignment with patient IVF results to ensure optimal timing and care as required • Communicate with patients regarding upcoming procedures, providing clear information on pre and post procedure expectations within the context of the patient's IVF cycle • Provide post-operative education on luteal phase medications and outline the next steps for patients proceeding to embryo transfer • Demonstrate sound understanding of IVF-related procedures and medications to allow collaboration with IVF clinicians. • In consultation with IVF Clinicians, individualise post OPU medication plans and care, including arranging prescriptions and scheduling follow-up appointments • Coordinate required blood tests and imaging for IVF cycles while patients are under the care of the day surgery • Develop trauma-informed care plans, in consultation with counselling team and clinicians, for patients with a history of trauma

Enrolled Nurse – Day Hospital

Enrolled Nurse Entry	• Requires full training as little or no prior knowledge • Works in collaboration with senior nurse to identify learning needs. • Developing understanding of Monash information as needed • Ensures accurate patient records are maintained • Developing knowledge of consents to be viewed • Provide empathetic and high standard of care to patients attending theatre. • Demonstrate an awareness of procedures completed in

	relevant theatre • Practices in compliance with ACORN standards • Participates in ongoing education and information sessions. • Completion of on boarding process, and annual PDP • Continue own professional development, seek learning opportunities, and maintain own professional development portfolio of learning and experience.
Enrolled Nurse Level 1	In addition to the Enrolled Nurse Entry Level core components, the Level 1 Enrolled nurse can: • Developing knowledge of all procedures performed within the unit. • May require detailed instructions with some duties / tasks. • Consistently manage acceptable workload within the unit • Ability to deliver clear and unambiguous information to patients. • Growing understanding of Monash information systems
Enrolled Nurse Level 2	In addition to the Enrolled Nurse Entry Level – Level 1 core components, the Level 2 Enrolled nurse can: • Demonstrated competency in routine procedures • Demonstrated ability to prioritize workloads and meet timelines • Demonstrates a good understanding of Monash information systems • Communicates with senior nurse to identify patient's individual needs and implement care. • Anticipates and prepares patient and environment for procedures as required. • May still require detailed instructions with some duties / tasks. • Gaining confidence in managing patient enquiries and next steps in the patient's journey.
Enrolled Nurse Level 3	In addition to the Enrolled Nurse Entry Level – Level 2 core components, the Level 3 Enrolled nurse can: • Communicates within the theatre team to identify individual patient needs and implements appropriate care. • Demonstrates competency with all theatre procedures and protocols within scope of practice • Excellent understanding of Monash information systems, Proficient with more than one area of the day surgery and its associated duties
Enrolled Nurse Level 4	In addition to the Enrolled Nurse Entry Level – Level 3 core components, the Level 3 Enrolled nurse can: • Provides high-level care to patients attending theatre • Highly skilled to assist with relevant procedures within scope of practice. • Able to manage patient enquiries independently and next steps in the patient's journey. • Self-motivated to participate in ongoing education and information sessions. • Excellent understanding of Monash information systems, including but not limited to, RIMS and OxHealth or relevant patient systems • Works collaboratively within the team to support all team

	members
Enrolled Nurse Level 5	In addition to the Enrolled Nurse Entry Level – Level 4 core components, the Level 5 Enrolled nurse can: • Highly skilled to assist with relevant procedures within scope of practice, • Communicates effectively across departments • Manage patient enquiries independently and facilitate next steps in the patient's journey. • Self-motivated to participate in ongoing education and information sessions/ • Technical understanding of Monash information systems, where their roles require. For example RIMS; FYDO, and OxHealth or relevant patient systems • Provides mentorship and guidance to new team members • Be aware and supportive of quality activities within the unit Anticipates and prepares for all procedures

Patient Enquiry Team/New Patient Coordinator (NPC) RN/RM/EN Stream

Is a **Registered Nurse/Midwife or Enrolled Nurse** who facilitates patient enquiries and assists in setting up the next steps in the patient's journey.

Level 1.1 New Patient Coordinator (NPC) or Patient Coordinator	• Requires full training as little or no prior knowledge and works under close supervision • Works in collaboration with team mentor to identify learning needs • Developing understanding of Monash information systems, • Ensures accurate patient records are maintained • Awareness of how to triage incoming calls, web, online and social media enquiries • Provide empathetic and high standard of nursing assistance to persons making enquiries • Have an awareness of ART treatments and protocols • Demonstrate an awareness of common causes of infertility, fertility preservation and how ART may be of benefit. • Awareness of new business enquiries and how to manage • Awareness of key messages and proof points to convey our point of difference • Demonstrate an understanding of preliminary investigations and costings • Conducts fertility chats with potential patients under supervision • An awareness of the donor and surrogacy programs • Practices in compliance with RTAC Code of Practice • Completion of on boarding process, 3-month review and annual PDP • Participates in ongoing education and information sessions
Level 1.2	In addition to the Level 1.1 NPC/PC core components, the Level 1.2 NPC/PC nurse can: • Knowledge and understanding of our key messages and proof points to convey our point of difference and • improve conversion of enquiries to appointments • Developing skill in how to triage incoming calls, web, online and

	social media enquiries • Works with moderate supervision as required • Knowledge to direct other enquiries appropriately to relevant areas of the business • Understanding of new business enquiries and how to manage • Conducts and plans fertility chats with potential patients with minimal support • Manage patient case load - enquiries, contacts, ROI with the support of the team • Growing knowledge of ART treatments and protocols performed within the unit • Growing knowledge of the donor and surrogacy programs • Ability to deliver clear and unambiguous information to patients. • May require detailed instructions with some duties • Growing understanding of Monash information systems
Level 1.3	In addition to the Level 1.1 – Level 1.2 NPC/PC core components, the Level 1.3 NPC/PC nurse can: • Can confidently triage incoming calls, web, online and social media enquiries • Ability to manage new business enquires • Competent in on-boarding of routine patients • Consistently manage patient case load - enquiries, contacts, ROI with minimal supervision and instruction • Demonstrated ability to prioritize workloads and meet timelines whilst working under minimal supervision • Demonstrates a good understanding of Monash information systems, • Communicates with multidisciplinary team to identify patient's individual needs and implement care • Provides education, support and counselling for patients and their families. • Provide support to new or less experience RN/M's and EN's • Sound knowledge of ART treatments and protocols • May still require detailed instructions with some duties / tasks
Level 1.4	In addition to the Level 1.1 – Level 1.3 NPC/PC core components, the Level 1.4 NPC/PC nurse can: • Demonstrated competency in on-boarding of more complex patients • Demonstrated ability to independently understand patient referrals/requests, and plan investigations in an appropriate timeframe • Works independently in a collaborative team • Works without supervision • Ability to prioritise daily work activities to team members • Excellent understanding of Monash information systems • Provide supervision and support to new or less experience RN/M's and EN's
Level 1.5	In addition to the Level 1.1 – Level 1.4 NPC/PC core components, the Level 1.5 NPC/PC nurse can: • Demonstrates a degree of mastery in handling enquires and converting to appointments • Expert knowledge to provide advice, guidance, and support to prospective patients

	• Demonstrated initiative, flexibility, and creativity • Provide direction, supervision, and support to less experience RN/M's and EN's and other departments • Ability and willingness to undertake Audits as required by the department • Maintains competency and may use their skills in more than one discipline within the unit e.g., Fertility, DSU • or Clinic • Independently co-ordinate complex plans for the patient through liaison with the multidisciplinary teams • Technical understanding of Monash information systems • Participates in quality improvement and risk management activities within the department • Willingness to learn and perform specialty-specific procedures e.g. (Follicular scanning, assist with endometrial Biopsy)
Level 1.6	In addition to the Level 1.1 – Level 1.5 NPC/PC core components, the Level 1.6 NPC/PC nurse can: • Demonstrate leadership and decision-making abilities • Experience in problem solving, negotiating and conflict management, both patient and peers in a positive manner. • Participate in audits, preparation of audit reports and uploading documents on the internal audit schedule • Demonstrates autonomous and self-directed practice • Participates and collaborates in the design and conduct of quality improvement initiatives e.g., research, committee participation • Provides education, training and mentorship to peers working in their area • Independently manage complex patients • Maintains competency and evidence that regularly uses their skills in more than one discipline within the unit e.g., Clinic, Fertility or DSU • Proficiency to perform specialty-specific procedures e.g. (Follicular scanning, assist with endometrial Biopsy) • Presents and participates in ongoing education and information sessions
Level 1.7	In addition to the Level 1.1 – Level 1.6 NPC/PC core components, the Level 1.7 NPC/PC nurse can: • Has expert understanding of all routine aspects and practices within the New Patient/NET domain • Assists the Team Leader and DON with higher duties as required • Assist in the review of RiskMan's arising in the clinical setting with a focus on the reduction of incidents, accidents, and complaints. • Makes a significant contribution to the overall performance of the NPC/NET team. • Demonstrates proficiency with all procedures and protocols • Respected and regarded as a senior advisory within the NPC/NET area by peers. • Is actively involved with high level non-routine communications with patients & clinicians e.g., patient complaints, significant adverse events

	• Positive, non-judgmental mentorship to peers within and outside of the NPC/NET discipline.

Dr's Rooms or Clinic Stream RN and EN

Employees classified within this level develop from a novice to a proficient level of practice. They consolidate knowledge and skills and develop in capability through continuous professional development and experience. An employee at this level accepts accountability or their own standards of nursing/midwifery care.

Note: not all sites and departments require each descriptor. Only relevant descriptors will be considered when reviewing role entry and/or performance.

Registered Nurse

Level 1.1 Clinic Nurse Fertility Nurse (Dr's rooms)	• Requires full training as little or no prior knowledge and works under close supervision • Works in collaboration with team mentor to identify learning needs • Developing understanding of Monash information systems • Ensures accurate patient records are maintained • Developing an understanding of clinic prep required • Developing knowledge of consents to be prepared, sent, and completed • Provide empathetic and high standard of nursing assistance to patients attending clinic • Demonstrate an awareness of common causes of infertility, investigations, and fertility preservation • Demonstrate an understanding of primary investigations and management • Developing phlebotomy skills • Conducts patient education (e.g., OxHealth or relevant patient systems, Investigations information) with minimal supervision • Practices in compliance with RTAC Code of Practice • Participates in ongoing education and information sessions • Completion of on boarding process, 3-month review and annual PDP • Continue own professional development, seek learning opportunities, and maintain own professional development portfolio of learning and experience.
Level 1.2	In addition to the Level 1.1 Clinic nurse core components, the Level 1.2 Clinic nurse can: • Developing knowledge of all investigations, procedures and ART cycles performed within the unit and externally • Growing knowledge of consents to be prepared, sent, and completed • Growing knowledge of clinic prep required • Competent phlebotomy skills – remains at main worksite • May require detailed instructions with some duties / tasks • Consistently manage acceptable patient caseload with supervision • Growing knowledge of patient management appropriate to investigations and treatments • Ability to deliver clear and unambiguous information to patients.

	• Prepares patient and environment for procedures and chaperones as required. • Growing understanding of Monash information systems • Able to work with limited supervision
Level 1.3	In addition to the Level 1.1 – 1.2 Clinic nurse core components, the Level 1.3 Clinic nurse can: • Demonstrated competency in routine procedures e.g., scan chaperone, pap smear and endometrial biopsy • High level of knowledge of consents to be prepared, sent, and completed • High level of knowledge and anticipation of clinic prep required • Demonstrated ability to prioritize workloads and meet timelines whilst working under minimal supervision • Advanced phlebotomy skills – confidence to work at multiple sites and completing shifts independently at satellite clinics • Manage patient enquiries and facilitate next steps in the patient's journey • Consistently manages an acceptable patient caseload with minimal supervision • Demonstrates a good understanding of fertility investigations and procedures performed within the unit and/ or at external sites • Demonstrates a good understanding of Monash information systems • Communicates with multidisciplinary team to identify patient's individual needs and implement care • Provide support to less experience RN/RM's and EN's • Anticipates and prepares patient and environment for procedures • Provides education, support and counselling for patients and their families. • May still require detailed instructions with some duties / tasks
Level 1.4	In addition to the Level 1.1 – 1.3 Clinic nurse core components, the Level 1.4 Clinic nurse can: • Takes on responsibility for additional tasks that assist in the day to day running of the clinic e.g.: daily allocations. • Demonstrate an ability to independently understand a patient's treatment management plan and provide timely advice and education • Prepares and maintains exceptional clinic and patient notes. • Manage patient enquiries independently and facilitate next steps in the patient's journey • Provides nursing assistance to patients attending clinic appointments in person, via Zoom or phone. • Willingness to work across multiple sites, as required by the employer and completing shifts independently at satellite clinics. • Communicates across the various teams within the clinic to identify individual patient needs and implements appropriate care. • Provides supervision and support to nurses/midwives working in their area • Demonstrates competency with all clinic procedures and protocols

	• Minimal supervision required for complex patient care. • Works independently in a collaborative team • Excellent understanding of Monash information systems
Level 1.5	In addition to the Level 1.1 – 1.4 Clinic nurse core components, the Level 1.5 Clinic nurse can: • Works independently across multiple sites, as required by the employer • Anticipates, prepares, and maintains exceptional clinic and patient notes. • Provides high-level nursing assistance to patients attending clinic appointments in person, via Zoom or phone. • Responsible for complex patient care, including patients with multiple comorbidities, those undergoing treatment involving donor and surrogacy arrangements, patients with psychosocial needs, and patients requiring a translator. • Highly skilled to assist with relevant procedures, as directed by Clinicians. • Expert phlebotomy skills. (Works multiple sites) • Communicates across the various teams within the clinic to identify individual patient needs and implements appropriate care. • Demonstrates proficiency with all clinic procedures and protocols • Technical understanding of Monash information systems, including but not limited to, RIMS and OxHealth or relevant patient systems • Participates in quality improvement and risk management activities within the department • Demonstrated initiative, flexibility, and creativity that benefits patients and clinic and business unit employees. • Capable of providing professional advice within and outside the Clinic, on appropriate clinical matters • Provide direction, supervision, and support to less experience RN/RM's and EN's • Beginning ability and willingness to undertake Audits as required by the department • Demonstrate an understanding of standard ART treatments and procedures performed within the unit • Co-ordinate treatment plans for the patient through liaison with the multidisciplinary teams
Level 1.6	In addition to the Level 1.1 – 1.5 Clinic nurse core components, the Level 1.6 Clinic nurse can: • Demonstrate leadership and decision-making abilities • Experience in problem solving, negotiating and conflict management, both patient and peers in a positive manner. • Demonstrated willingness, evidence and flexibility to work across all sites and roles within the fertility area on a regular basis • Participate in audits, preparation of audit reports and uploading documents on the internal audit schedule • Demonstrates autonomous and self-directed practice • Participates and collaborates in the design and conduct of quality improvement initiatives e.g., research, committees

	• Provides education and training mentorship to nurses working in their area • Independently manage complex patients including patients with multiple comorbidities, those undergoing treatment involving donor and surrogacy arrangements, patients with psychosocial needs, and patients requiring a translator. • Maintains competency and evidence that regularly uses their skills in more than one discipline within the unit e.g. Fertility, DSU or NPC/NET • Presents and participates in ongoing education and information sessions
Level 1.7	In addition to the Level 1.1 – 1.6 Clinic nurse core components, the Level 1.7 Clinic nurse can: • Has expert understanding of all routine aspects and practices within the Clinic area • Assists the Team Leader and DON with higher duties as required • Assist in the review of RiskMan's arising in the clinic setting with a focus on the reduction of incidents, accidents, and complaints. • Makes a significant contribution to the overall performance of the clinic. • Demonstrates proficiency with all procedures and protocols • Demonstrates advanced level of clinical skills in clinic nursing. • Respected and regarded as a senior advisory within the clinic area by peers. • Is actively involved with high level non-routine communications with patients & clinicians e.g., patient complaints, significant adverse events • Positive, non-judgmental mentorship to peers within and outside of the clinic area • Assumes accountability and responsibility for supporting Clinicians and Patients.

Enrolled Nurse

Level 1.1 Clinic Nurse Fertility Nurse	• Requires full training as little or no prior knowledge and works under close supervision. • Works in collaboration with team mentor to identify learning needs. • Developing understanding of Monash information systems • Ensures accurate patient records are maintained. • Developing an understanding of clinic prep required. • Developing knowledge of consents to be prepared, sent, and completed. • Provide empathetic and high standard of nursing assistance to patients attending clinic. • Demonstrate an awareness of common causes of infertility, investigations, and fertility preservation. • Demonstrate an understanding of primary investigations and management. • Developing phlebotomy skills as required • Conducts patient education (e.g., OxHealth or relevant patient systems, Investigations information) with minimal supervision. • Practices in compliance with RTAC Code of Practice

	• Participates in ongoing education and information sessions. • Completion of on boarding process, and annual PDP • Continue own professional development, seek learning opportunities, and maintain own professional development portfolio of learning and experience.
Level 1.2	In addition to the Level 1.1 Enrolled Nurse/ Clinic nurse core components, the Level 1.2 Clinic nurse can: • Developing knowledge of all investigations, procedures and ART cycles performed within the unit. • Growing knowledge of consents to be prepared, sent, and completed. • Growing knowledge of clinic prep required • Competent phlebotomy skills – remains at main worksite as required • May require detailed instructions with some duties / tasks. • Consistently manage acceptable patient caseload with supervision • Growing knowledge of patient management appropriate to investigations and treatments • Ability to deliver clear and unambiguous information to patients. • Prepares patient and environment for procedures and chaperones as required. • Growing understanding of Monash information systems • Able to work with moderate supervision from RN/RM
Level 1.3	In addition to the Level 1.1 – 1.2 Enrolled Nurse/ Clinic nurse core components, the Level 1.3 Clinic nurse can: • Demonstrated competency in routine procedures e.g., scan chaperone, pap smear and endometrial biopsy. As required • Demonstrated ability to prioritize workloads and meet timelines whilst working under minimal supervision. • High level of knowledge and anticipation of clinic prep required. • Advanced phlebotomy skills – confidence to work at multiple sites as required • Consistently manages an acceptable patient caseload with minimal supervision. • Demonstrates a good understanding of fertility investigations and procedures performed within the unit and/ or at external sites. • Demonstrates a good understanding of Monash information systems • Communicates with multidisciplinary team to identify patient's individual needs and implement care. • Anticipates and prepares patient and environment for procedures. • Provides education, support and counselling for patients and their families. • May still require detailed instructions with some duties / tasks. • High level of knowledge of consents to be prepared, sent, and completed. • Manage patient enquiries and facilitate next steps in the patient's journey. • Provide support to less experience RN/RM's and EN's
Level 1.4	In addition to the Level 1.1 – 1.3 Enrolled Nurse/ Clinic nurse core

	components, the Level 1.4 Clinic nurse can: • Takes on responsibility for additional tasks that assist in the day to day running of the clinic e.g.: daily allocations. • Demonstrate an ability to independently understand a patient's treatment management plan and provide timely advice and education. • Prepares and maintains exceptional clinic and patient notes. • Provides nursing assistance to patients attending clinic appointments in person, via Zoom or phone. • Manage patient enquiries and facilitate next steps in the patient's journey. • Willingness to work across multiple sites, as required by the employer. • Communicates across the various teams within Repromed to identify individual patient needs and implements appropriate care. • Provides support to nurses/midwives working in their area. • Demonstrates competency with all clinic procedures and protocols. • Minimal supervision required for complex patient care. • Works independently in a collaborative team. • Excellent understanding of Monash information systems
Level 1.5	In addition to the Level 1.1 – 1.4 Enrolled Nurse/ Clinic nurse core components, the Level 1.5 Clinic nurse can: • Works with minimal supervision across multiple sites, as required by the employer. • Anticipates, prepares, and maintains exceptional clinic and patient notes. • Provides high-level nursing assistance to patients attending clinic appointments in clinic, via Zoom or phone. • Responsible for complex patient care. • Highly skilled to assist with relevant procedures, as directed by Clinicians. • Expert phlebotomy skills. (Works multiple sites) • Communicates across the various teams within the clinic to identify individual patient needs and implements appropriate care. • Manage patient enquiries independently and facilitate next steps in the patient's journey. • Demonstrates proficiency with all clinic procedures and protocols. • Self-motivated to participate in ongoing education and information sessions. • Technical understanding of Monash information systems, including but not limited to, RIMS and OxHealth or relevant patient systems • Provides a high level of support to nurses/midwives working in their area and other departments • Participates in quality improvement and risk management activities within the department as required

Other roles:

Assistant	• Is solely required to assist in the performance of nursing duties

CSSD Sterilization Technician Orderly Assistant in Nursing	in the day surgery/hospital under the supervision of a Registered Nurse to deliver quality patient care in a day hospital/surgery/unit environment. • Specific duties will be listed in the position description and will be relevant to the site.

Graduate nurse

Graduate nurses employed under the Monash IVF Group graduate nursing program are employed for a twelve (12) month period and undergo rotations between departments, as per the Monash IVF Group graduate nursing program.

Ongoing employment after the program is not guaranteed. If a graduate nurse wishes to remain employed with Monash IVF Group, must apply for a vacant position if available. Graduate nurses must abide by the Nurses' Code of Conduct/Scope of Practice. It is the employee's responsibility to inform the employer if their AHPRA registration or scope of practice changes.

In addition to this, Graduate nurses are also required to:

- Act in accordance with Monash IVF Principles
- Comply with Monash IVF Group policies and procedures.
- Accept accountability and responsibility for own actions
- Recognise and practice within own scope of knowledge and skills and scope of practice
- Use resources in a cost-effective manner
- Without exception, maintain patient confidentiality

Graduate Nurse **One level only.**	• Completes the Monash IVF Group Graduate Nursing Program* • Requires full training as little or no prior experience and works under close supervision throughout program rotations. • Develops an understanding of male and female reproductive system and menstrual cycle • Demonstrate an awareness of common causes of infertility, fertility preservation and how ART may be of benefit. • Demonstrate an awareness of primary investigations, cycle tracking and management • Developing knowledge of hormone levels and pregnancy results • Developing knowledge and skill in assessment, care, and routine procedures for area of practice • Provide direct person-centred nursing care to patients in a defined clinical area • Continue own professional development, seek learning opportunities, and maintain own professional development portfolio of learning and experience. • Demonstrate understanding of Monash information systems ensures accurate patient records are maintained • Practices in compliance with RTAC Code of Practice and ACORN standards and within scope of practice

- **Refer to Monash IVF Group Graduate Nursing Program for a detailed description of the program rotation**

Reclassification applications

Progression to Level 2 (DSU RN & Fertility RN/RM) is an appointment-based position as determined and required by the department. Where an RN/M 1.7 considers that they possess the qualifications and skills for appointment to the classification RN/M Level 2, they may make a request to the relevant DON to consider appointment to that level.

Employee Reclassification Process

1) All applications for reclassification are to be addressed to your Team Leader (or authorised delegate) and Director of Nursing (or authorised delegate)
    a. A written application must be submitted addressing all relevant points within the Classification structure
2) Your Team Leader (or authorised delegate) will acknowledge receipt of your application within 3 business days
    a. If your Team Leader (or authorised delegate) is on leave, this timeframe may be extended
3) Your Team Leader (or authorised delegate) in consultation with the Director of Nursing will consider the application against the Classification structure
    a. An outcome will be determined within 21 days
    b. If your Team Leader (or authorised delegate) or Nursing is on leave, this timeframe may be extended
    c. You will be notified of the time frame by which the outcome determination will be extended
4) After a determination is made, the employee will be notified of the outcome:
    a. If successful, a letter confirming the change will be provided to the employee and the new classification will commence at the start of the next pay period
    b. If unsuccessful, the employee will receive feedback noting which criteria has not been achieved and will be given an opportunity to discuss with the Team Leader (or authorised delegate) and Director of Nursing how they may be supported in their endeavour to reach the classification requirements.
    c. An appeal may be made following the Grievance Policy (Controlled Version located on the Intranet)
    d. A support person may be present, as per the Grievance Policy

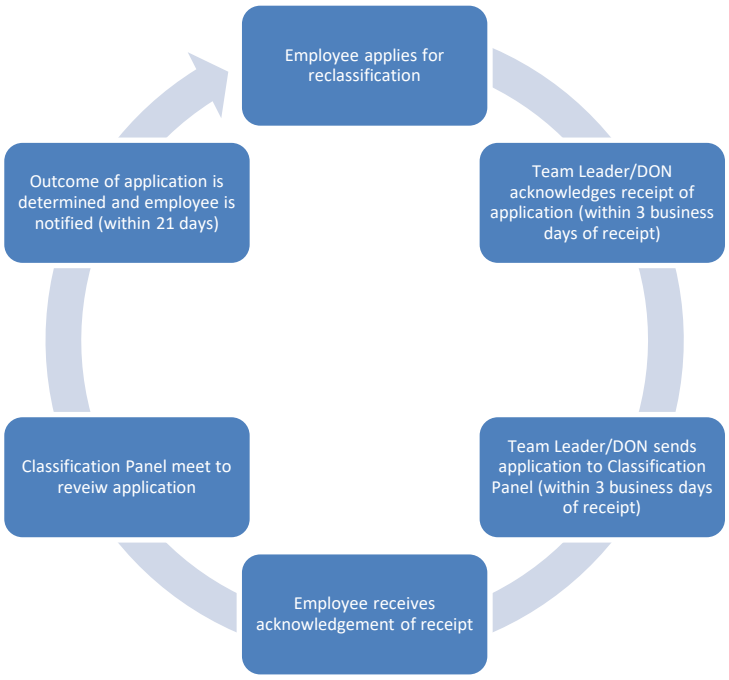
List of Criteria to apply for Reclassification

a) Employees must not be under performance management of any sort
b) The Reclassification Panel must be satisfied that all relevant points in the classification structure have been met to be successful for reclassification
c) Principles in action, leadership skills and general conduct will also be considered in applications for reclassification
d) Members of the panel may seek confidential feedback from other stakeholders as required

Members of the Classification Panel

Technical Expertise
Line Manager
Director or Nursing (IVF or Day Surgery)
Advisory
HR Representative

Process Chart



45. SCHEDULE B – Wage Table

Fertility, NET & Clinic RN/RM stream	If diff rate	Current	Increase (%) July 2026	Jul-26	Increase (%) July 2027	Jul-27	Increase (%) January 2028	Jan-28	Increase (%) July 2028	Jul-28
RN 1.1	$50.61	$50.64	3.0%	$52.16	3%	$53.72			3%	$55.34
RN 1.2	$52.76	$52.78	3.0%	$54.36	3%	$55.99			3%	$57.67
RN 1.3		$53.44	3.0%	$55.04	3%	$56.69			3%	$58.40
RN 1.4	$56.29	$57.15	3.0%	$58.86	3%	$60.63			3%	$62.45
RN 1.5	$57.24	$58.84	3.0%	$60.61	3%	$62.42			3%	$64.30
RN 1.6	$58.20	$59.67	3.0%	$61.46	3%	$63.30			3%	$65.20
RN 1.7	$59.15	$60.87	3.0%	$62.70	3%	$64.58			3%	$66.51
Level 2.1		$61.00	Refer to Senior Nurse table from now							
Level 2.2	$62.05	$62.71	Refer to Senior Nurse table from now							
Level 2.3 (2IC) - Specific sites only		$62.92	Refer to Senior Nurse table from now							

Day Surgery RN/RM Stream exclusive of Repromed DSU	Current (July 2025)	Increase (%) July 2026	Jul-26	Increase (%) July 2027	Jul-27	Increase (%) January 2028	Jan-28	Increase (%) July 2028	Jul-28
Entry	$42.56	5.00%	$44.69	4.00%	$46.48	3.00%	$47.87	4.50%	$50.02
Perioperative Nurse Level 1	$44.75	5.00%	$46.99	4.00%	$48.87	3.00%	$50.33	4.50%	$52.60
Perioperative Nurse Level 2	$46.96	5.00%	$49.31	4.00%	$51.28	3.00%	$52.82	3.50%	$54.67
Perioperative Nurse Level 3	$49.16	4.00%	$51.13	4.00%	$53.17	3.00%	$54.77	3.50%	$56.68

Perioperative Nurse Level 4	$51.37	3.50%	$53.17	3.00%	$54.76	5.00%	$57.50	3.50%	$59.51
Perioperative Nurse Level 5	$53.58	3.00%	$55.19	3.00%	$56.84	5.00%	$59.69	3.50%	$61.77
Perioperative Nurse Level 6	$55.78	3.00%	$57.45	3.00%	$59.18	5.00%	$62.14	3.50%	$64.31
Perioperative Senior Nurse Level 1	$60.54	4.50%	$63.26	3.00%	$65.16	1.00%	$65.81	3.00%	$67.79
Perioperative Senior Nurse Level 2	$62.05	4.50%	$64.84	3.00%	$66.79	1.00%	$67.46	3.00%	$69.48
Perioperative Senior Nurse Level 3 (Specific sites only)	$62.92	4.50%	$65.75	3.00%	$67.72	1.00%	$68.40	3.14%	$70.55

Enrolled Nurse - all streams	If diff rate	Current (July 2025)	Increase (%) July 2026	Jul-26	Increase (%) July 2027	Jul-27	Increase (%) January 2028	Jan-28	Increase (%) July 2028	Jul-28
Entry	$36.55	$36.96	10.00%	$40.66	4.00%	$42.28	8.00%	$45.66	3.00%	$47.03
Enrolled Nurse - Level 1	$37.67	$37.69	10.00%	$41.46	3.50%	$42.91	8.00%	$46.34	3.00%	$47.73
Enrolled Nurse - Level 2		$40.04	6.50%	$42.65	3.50%	$44.14	6.00%	$46.79	3.00%	$48.19
Enrolled Nurse - Level 3	$42.39	$42.40	3.00%	$43.68	3.00%	$44.99	7.00%	$48.14	3.00%	$49.58
Enrolled Nurse - Level 4		$45.16	3.00%	$46.51	3.00%	$47.91	4.50%	$50.06	3.00%	$51.56
Enrolled Nurse - Level 5	$47.92	$48.62	3.00%	$50.08	3.00%	$51.58	4.50%	$53.90	3.00%	$55.52

Repromed DSU - RN/RM	Current (July 2025)	Increase (%) July 2026	Jul-26	Increase (%) July 2027	Jul-27	Increase (%) January 2028	Jan-28	Increase (%) July 2028	Jul-28
RN 1.1	$50.61	3.00%	$52.13	3%	$53.69			3%	$55.30
RN 1.2	$52.76	3.00%	$54.38	3%	$56.01			3%	$57.69
RN 1.3	$53.44	3.00%	$55.04	3%	$56.69			3%	$58.40
RN 1.4	$57.15	3.00%	$58.86	3%	$60.63			3%	$62.45
RN 1.5	$58.84	3.00%	$60.61	3%	$62.42			3%	$64.30
RN 1.6	$59.67	3.00%	$61.46	3%	$63.30			3%	$65.20
RN 1.7	$60.87	3.00%	$62.70	3%	$64.58			3%	$66.51
Level 2.1	$61.00	3.70%	$63.26	Refer to Senior Nurse table from now					

Level 2.2	$62.71	3.40%	$64.84	Refer to Senior Nurse table from now
Level 2.3 (2IC)	$62.92	4.50%	$65.75	Refer to Senior Nurse table from now

Senior Nurse	Current (July 2025)	Increase (%) July 2026	Jul-26	Increase (%) July 2027	Jul-27	Increase (%) January 2028	Jan-28	Increase (%) July 2028	Jul-28
Level 2.1	$60.54	4.50%	$63.26	3.00%	$65.16	1.00%	$65.81	3.00%	$67.79
Level 2.2	$62.05	4.50%	$64.84	3.00%	$66.79	1.00%	$67.46	3.00%	$69.48
Level 2.3 (Specific sites only)	$62.92	4.50%	$65.75	3.00%	$67.72	1.00%	$68.40	3.14%	$70.55

Team Leader	If diff rate	Current (July 2025)	Increase (%) July 2026	Jul-26	Increase (%) July 2027	Jul-27	Increase (%) January 2028	Jan-28	Increase (%) July 2028	Jul-28
Team Leader 1		$63.78	4.50%	$66.65	3.00%	$68.65	3.00%	$70.71	5.00%	$74.24
Team Leader 2	$66.75	$66.92	4.50%	$69.93	3.00%	$72.03	3.00%	$74.19	5.00%	$77.90
Clinic Team Leader		$68.41	4.50%	$71.49	4.50%	$74.71	3.00%	$76.95	3.00%	$79.25

Assistant (CSSD, Sterilisation Technician)	If diff rate	Current (July 2025)	Increase (%) July 2026	Jul-26	Increase (%) July 2027	Jul-27	Increase (%) January 2028	Jan-28	Increase (%) July 2028	Jul-28
Level 1		$33.60	3.00%	$34.61	3.00%	$35.65			3.00%	$36.72
Level 2		$34.97	3.00%	$36.02	3.00%	$37.10			3.00%	$38.21
Level 3		$36.81	3.00%	$37.91	3.00%	$39.05			3.00%	$40.22
Level 4	$38.64	$40.71	3.00%	$41.93	3.00%	$43.19			3.00%	$44.48