

Memorandum

TO: All Staff (IAG, Zest Care & SASI)

FROM: John Anderson - Chief Corporate Officer

DATE: 27th March 2025

SUBJECT **Staff Influenza Vaccination Program 2025 & COVID Vaccinations**

We are continuing to support staff with annual Influenza vaccinations as part of our Wellbeing program. Whilst Influenza vaccinations are not mandatory for most employees, it is a required for those working with Aged Care sector customers and a condition of entry to Residential Care Sites/Facilities.

Key Points - Staff Influenza Vaccination Program for 2025

- The influenza vaccination is updated annually to stimulate an immune response against the likely seasonal variants for that year.
- IA Group will reimburse staff up to \$25.00 to receive an influenza vaccination.
- To get an influenza vaccination near you, contact your local Pharmacy or GP;
- To claim the reimbursement, please send a copy (picture/scan) of your Tax invoice/receipt with your personal details (full name and payroll number) to payroll@iagroup.org.au with 'Influenza Vaccination Reimbursement' in the subject line by **10th July 2025**;
- Influenza vaccines can be co-administered (received on the same day) as any COVID-19 vaccine;
- Further information on influenza vaccinations is available from your health care provider or Australian Technical Advisory Group on Immunisation (ATAGI).
<https://www.health.gov.au/sites/default/files/2025-03/atagi-statement-on-the-administration-of-seasonal-influenza-vaccines-in-2025.pdf>

Key Facts about Influenza & eligibility

- Influenza (the flu) is a respiratory viral infection that symptoms may include fever/chills, sneezing, coughing and a sore throat.
- The flu can be serious for some people, but if you are otherwise fit and healthy you usually don't need to see a doctor.
- There is a vaccine available for the flu, and it's recommended that everyone over the age of 6 months has a flu vaccination every year.

The IA Group staff Influenza Vaccination Program is available to all current members of staff; however, some staff may be eligible for a free influenza vaccination under the Australian Government's National Immunisation Program (NIP), see fact sheet¹

Where can I get vaccinated?

Influenza vaccinations may be obtained from your Pharmacy, GP or other health care providers:

- Visit vaccination Services – Influenza – Find a Pharmacy Page to find a pharmacy near you:
[Vaccination Services - Influenza | Find a Pharmacy](#)

¹ Commonwealth Department of Health & Aged Care. 'National Immunisation Program 2024 Influenza (Flu) Vaccination Consumer fact sheet' <https://www.health.gov.au/sites/default/files/2024-02/2024-influenza-flu-vaccination-consumer-fact-sheet_0.pdf>

- Contact your local GP/Medical Centre

Claiming the Staff Influenza Vaccination Program Reimbursement

The following conditions apply:

- IA Group will reimburse staff up to \$25.00 (exc. GST) for the direct costs associated with receiving an influenza vaccination;
- A staff member may only receive one reimbursement in any calendar year.
- Reimbursement claims are limited to the out-of-pocket expenses associated with receiving an influenza vaccination (i.e., not a clinical consultation or to receive any other form of treatment);
- To receive reimbursement, a copy of the receipt or proof of payment should be sent to Payroll (payroll@iagroup.org.au) with the e-mail subject line, 'Influenza Vaccination Reimbursement' **by 10th July 2025**. Receipts received after this date may not be reimbursed. Reimbursements should be received 2- 4 weeks after being submitted with your pay. Scans/pictures of receipts must be clear and legible and include the date, cost/co-payment and service provider.

COVID -19 booster vaccination recommendations for 2025²

- COVID-19 continues to circulate in our community and the vaccine continues to be fully funded by the Australian Government.
- You can use the [booster eligibility tool](#) to determine whether you are eligible for a COVID-19 booster vaccination.

Booster dose recommendations					
	Less than 5 years	5 to 17 years	18 to 64 years	65 to 74 years	75 years and older
Without severe immunocompromise	Not recommended	Not recommended	Eligible for a dose every 12 months	Recommended every 12 months and eligible for a dose every 6 months	Recommended every 6 months
With severe immunocompromise	Not recommended	Eligible for a dose every 12 months	Recommended every 12 months and eligible for a dose every 6 months	Recommended every 12 months and eligible for a dose every 6 months	Recommended every 6 months

- COVID-19 vaccine can be co-administered with influenza and other vaccines (at the same time).
- For further information, see the link below.

² Commonwealth Department of Health & Aged Care. 'COVID-19 vaccine advice and recommendations for 2024'. <<https://www.health.gov.au/our-work/covid-19-vaccines/getting-your-vaccination/booster-doses>> (updated 6 March 2024 & reviewed 6 May 2024)