

## Immunisation Program

Approved By: **Council**  
Doc Controller: **Executive Manager  
Corporate Governance**  
File: 4/14/2

Document Code: **CP-CBS-SG-048**  
Version: **1.0**  
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Next Review Date: **19 Nov 2023**

### 1 PURPOSE

This Policy sets out the Burnie City Council's approach to its responsibility under the *Public Health Act 1997* to develop and implement an approved program for immunisation within the Burnie municipal area.

### 2 OBJECTIVE

The Burnie City Council will develop and implement an immunisation program to –

- a) satisfy the requirement on a council under section 57(1) to prepare and implement an immunisation program within the municipal area;
- b) assist to improve comprehensive protection against and reduce the incidents of vaccine preventable diseases within the Australian community in accordance with the Australian Immunisation Strategy and the National Immunisation Program;
- c) maintain adequate immunisation records, and contribute to the maintenance of the national immunisation register; and
- d) provide safe and competent care and support in the delivery of the Council's immunisation program.

### 3 SCOPE

This policy applies to any immunisation program prepared and implemented by Burnie City Council.

### 4 POLICY

#### 4.1 Immunisation Programs

The Burnie City Council will prepare and deliver the following immunisation programs.

##### 4.1.1 Adolescent Immunisation Program

The Burnie City Council, in conjunction with the Tasmanian Department of Health will develop and implement a school based Adolescent Immunisation Program.

The school based immunisation program will aim to improve immunisation rates and reduce the occurrence of preventable disease within the community by offering vaccination within a school environment in a manner that is most effective for

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reaching the relevant cohort group at an age when vaccine is most necessary and effective.

The program will be provided in accordance with the *National Immunisation Program* for the currently identified target diseases and cohorts.

Participation in the program is voluntary, and will be at no cost to the recipient.

### 4.1.2 Adult Immunisation Program

The Burnie City Council will offer its staff and Councillors an annual seasonal influenza vaccine.

Vaccination is offered under the Council's workplace safety practices to help reduce the impact and cost to the Council and to the community from infection with the influenza virus.

The vaccination is voluntary, and will be at no cost to the recipient.

### 4.1.3 Special Immunisation Program

The Burnie City Council will, if required by the Tasmanian Department of Health, develop and implement or assist to develop and implement, any special or emergency immunisation program required to address a vaccine preventable disease.

### 4.1.4 Other Municipal Area Immunisation Program

The Burnie City Council may assist other municipal areas to develop and implement immunisation programs.

## 4.2 Immunisation Program Delivery

### 4.2.1 Approved Provider

The Burnie City Council will not prepare and deliver an immunisation program unless currently approved to do so by the Director of Public Health pursuant to Regulation 64 of the *Poisons Regulations 2008*.

### 4.2.2 Authorised Immuniser

The administration of a vaccine under an approved Council immunisation program will only be carried out by a competent, suitably qualified and experienced health

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practitioner (nurse immuniser) registered with the Australian Health Practitioner Regulation Agency (AHPRA) and who holds a current authorisation from the Secretary of the Tasmanian Department of Health to administer vaccines independently.

### 4.2.3 Procedures

The Council's municipal immunisation program will be prepared and delivered in full accordance with any currently applicable regulation, guideline and procedure established and issued by the Commonwealth and the State of Tasmania.

The Council will prepare and maintain appropriate procedures to set out how the immunisation program will provide safe and competent care.

### 4.3 The Australian Immunisation Register

The Council will provide details of each vaccine administered to a person under a Council immunisation program to the Australian Immunisation Register (AIR) to assist in creating a national whole-of-life database for recording vaccination details for all Australians.

### 4.4 Immunisation Records

Council will provide a personal immunisation record for each person who receives a vaccine under a Council immunisation program.

Immunisation records, including treatment and consent forms, will be kept by the Council in accordance with the Tasmanian *State Government Archives Act 1983*.

A person's immunisation record is confidential; and may only be accessed by –

- a) the person named on the record; or in the case of a minor, their parent or guardian; or
- b) a person who is authorised in accordance with the relevant personal information protection regulations and practices applicable for medical records.

## 5 LEGISLATION

*Public Health Act 1997*

*Poisons Act 1971 and Poisons Regulations 2008*

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*State Government Archives Act 1983*

*Personal Information Protection Act 2004*

**6 RELATED DOCUMENTS**

*National Immunisation Strategy for Australia 2019 - 2024*

*National Immunisation Program*

*The Australian Immunisation Handbook – Department of Health and Ageing,*

*School and Outreach Immunisation Programs: A resource Kit for Vaccine Service Providers –  
Department of Health and Human Services*

*Tasmanian Vaccination Program Guidelines – September 2019 – Department of Health*

**7 OTHER REFERENCES**

Burnie City Council - School Based Immunisation Program Procedure

Burnie City Council - Seasonal Influenza Immunisation Program Procedure

Burnie City Council - Immunisation Record Request Procedure

Burnie City Council - Adverse Events Following Immunisation Procedure

<b>Policy Endorsement</b>	
Responsibility:	It is the responsibility of the Director Land and Environmental Services to administer and review this policy as required. It is the responsibility of the Governance Unit to maintain this policy within the Corporate Document Framework.
Minute Reference:	AO313-19
Council Meeting Date:	19 November 2019
Strategic Plan Reference:	Strategy 7.1.1 Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.
Previous Policies Replaced:	This is the first version of this policy
Date of Commencement:	20 November 2019
Publication of policy:	Members of the public may inspect this policy at the City Offices, or access it on Council's website ( <a href="http://www.burnie.net">www.burnie.net</a> )