

Position Description

Position Title	Immunisation Nurse
Directorate	Community Strengthening
Department/Business Unit	Community Wellbeing / Immunisation
Team	Immunisation
Classification	IMM1 / IMM4
Date	August 2025
Reports to:	Coordinator Immunisation
Supervises:	Nil
Internal Liaison:	<ul style="list-style-type: none"> Immunisation team including Immunisation Coordinator, Business Support Officers and Nurses Other Coordinator, Team Leaders and Business Support Officers Community Wellbeing staff and other departments in Council.
External Liaison:	<ul style="list-style-type: none"> Clients Department of Health (DH) Department of Education (DE) Medical practitioners Hospital and community agencies Settlement agencies Immunisation nurses in other municipalities Vaccine supply agencies Australian Immunisation Register (AIR) staff Surveillance of Adverse Events Following Vaccination in the Community (SAEFVIC) staff

Position Objectives

Your primary purpose in this position is to:

- To provide a safe, efficient and effective immunisation service to all children living or being educated in the municipality and provide vaccination within National Immunisation Program (NIP) criteria and other age groups according to relevant funding criteria.
- Adhere to regulations set under the Public Health and Wellbeing Act and guidelines set by Department of Health and Human Services and Australian Immunisation handbook.

Key Selection Criteria

You need these essential qualifications (or experience), knowledge and skills to carry out this position

Essential

- Current Australian Registration as per AHPRA registration details; a registered Nurse (Division 1) and Nurse Immuniser qualification.
- Yearly re-accreditation in CPR/anaphylaxis and immunisation emergency management.
- Qualifications required for practice as an Immunisation Nurse in Victoria.
- Demonstrated excellent interpersonal and verbal and written communication skills, especially when working with families.
- Demonstrated intermediate computer skills, including a working knowledge of AIR database knowledge and a sound knowledge of the Microsoft Office suite of products.

As part of the Key Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- ☒ satisfactory (and ongoing) Working with Children's Check
- ☒ satisfactory (and ongoing) Police Check
- ☒ current valid (and ongoing) Victorian Driver's Licence
- ☐ ongoing Management of Immunisation Emergencies (MIE) – **Note: Once employed by Council - will facilitate training (and ongoing validity will be required).**

Position Specific Responsibilities & Skills

In this position, you are responsible for:

Service Provision	<ul style="list-style-type: none"> • Provide immunisation as an approved Nurse Immuniser via Secretary Approval, by Secretary, Department of Health. • Administer vaccinations as an authorised officer in accordance to regulations set under the Public Health and Wellbeing Act. • Maintain accurate records of vaccinations on the Centralised Immunisation Register Victoria (CIRV), or any other required Department of health database. • Comply with the approved client groups for nurse immunisers. • Valid consent must be obtained for each vaccination in accordance with protocols listing in the Australian Immunisation Handbook. Administered vaccines must be notified to the AIR. • Provide referral options for clients to other immunisation providers who do not meet the criteria set for free vaccines under the National Immunisation Program (NIP), including Council's private 'fee for service' vaccine program. • Provide outreach services at several locations in the municipality to ensure access for clients. • Provide written translation and interpreter services when appropriate when working with clients with limited English language. • Ensure clients return for scheduled follow up vaccinations and implement the City of Greater Dandenong system for follow up when necessary. • Comply with all legislative DH and Child Safe Standards. protocols and requirements in consultation with Immunisation Coordinator. • Promote catch up vaccination for all children and adolescents arriving from other countries. • Maintain safe venues in compliance with OHS regulations and Council policies. • Ensure vaccine stocks are maintained at adequate levels and are stored according to National Vaccine Storage Guidelines (Strive for 5). • Report significant or unexpected adverse events following immunisation (AEFI's) to Surveillance of Adverse Events Following Vaccination in the Community (SAEFVIC).
Involvement in Immunisation Program Areas	<ul style="list-style-type: none"> • Infant, childhood and adolescence immunisation program as per the NIP. • Enhanced immunisation program as per guidelines set by Victorian DH. • Victorian secondary school program. • Refugee and Asylum seeker catch up program. • Council's 'fee for service' immunisation program.
Immunisation Emergency Management Role	<ul style="list-style-type: none"> • Maintain yearly qualifications in advanced management of immunisation emergencies (MIE). • Maintain monthly checks of immunisation emergency kit – containing adrenaline injection 1:1000 and written protocol for the treatment of anaphylaxis, including adrenaline use. • Maintain quarterly checks of immunisation service first aid boxes.

Working out of Hours	<ul style="list-style-type: none"> The position works to a roster between 7am and 7pm (which will also include some evening and weekend sessions). This position may require participation in an on-call where after hours contact for work related matters is required and in accordance with operational requirements (which may vary from time to time). If the participant is required to participate in such a roster etc, then the relevant/applicable allowance will be paid. If the incumbent is in receipt of such an allowance, then it is expected that the incumbent will monitor designated communication channels and respond in a timely and appropriate manner.
First Aid Activities	<ul style="list-style-type: none"> Undertake the role of First Aid Certified Officer (FACO) and administer first aid in line with job requirements and <i>OHS First Aid Operational Procedure</i>.

Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are at the back.

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are at the back.

Child Safe Organisation

Greater Dandenong City Council has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	<ul style="list-style-type: none"> Help Council fulfil its emergency management obligations by assisting in emergency management activities as required.
Occupational Health and Safety	<p>All employees have responsibilities to:</p> <ul style="list-style-type: none"> Take reasonable care of their own health and safety. Take reasonable care that their acts do not adversely affect the health and safety of other persons or themselves. Follow policy, procedure or instructions to ensure as far as is reasonably practicable a safe workplace. Report all incidents, injuries and near misses to their supervisor immediately and adhere to Council's occupational health, safety and return to work (RTW) policies and procedures. Participate in health and safety training programs and initiatives.
Child Safety	<ul style="list-style-type: none"> Comply with the organisation's Child Safety and Wellbeing Policy, Child Safe Code of Conduct and all other Council Child Safe Policies & Procedures Demonstrate a commitment to child safety, equity, inclusion, and cultural safety, in line with Council policies and the Victorian Child Safe Standards. Report any child safety concerns including breaches of Child Safe Code of Conduct in line with Council policies, the Reportable Conduct Scheme, and legal obligations.
Climate Change & Sustainability	<ul style="list-style-type: none"> Help support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.

Compliance	<ul style="list-style-type: none"> • Remain mindful of the requirements of the Victorian Charter of Human Rights at all times. • Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. • Perform other duties as directed within the limits of acquired skills, knowledge, and training. • At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees. • At all times, comply with Council's Code of Conduct - Staff.
Diversity, inclusion and equity	<ul style="list-style-type: none"> • Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: <ul style="list-style-type: none"> ○ zero tolerance of racism and expectations that staff will act on incidents of racism. ○ supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.
Gender Equality	<ul style="list-style-type: none"> • Support Councils response to the prevention of violence against women and workplace sexual harassment, including by modelling acceptable behaviour, and reporting improper conduct in a timely manner.

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

Working out of standard business hours

- ☐ **Not required.**
- ☒ **This role may be subject to work related contact outside of normal business hours. (Refer to Working out of hours under position specific responsibilities.)**

Vision and Hearing Requirements

- ☐ This position requires a vision test
- ☐ This position requires a hearing test

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Working independently – <i>ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Team based work – <i>works in a team of people and not exposed to isolation</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicating with others – Verbally		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicating with others - Written		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Focused Attention to task – <i>high levels of attention required to minimise errors and ensure accuracy</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Concentrating – high levels of concentration required while completing required tasks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Planning and sequencing tasks and activities		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Decision making – required to exercise sound decision making while completing all aspects of the position		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Problem solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reasoning – required to exercise sound reasoning while completing all aspects of the position within defined scope		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Judgement – required to exercise sound judgement while completing all aspects of the position within defined scope		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Short and long-term memory recall – ready access to documented procedures or precedents to perform requirements of the position		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emotional resilience – exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands,		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Requirements

- ☐ This position does not require more than 10% (on average) daily work rate of manual handling/physical exertion.

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – stay in a seated position	Driving, administering some vaccines, computer based tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing – standing in an upright position, moving less than 3 steps	Vaccine preparation and delivery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking – In an upright position, moving more than 3 steps		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Crawling – Move on the hands & knees or by dragging the body close to the ground		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-manual handling					
Crouch/squat – To lower the body by bending forward from legs and spine, buttocks on or near the heels	Packing/unpacking and administering some vaccines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling – To lower the body	To lower the body	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds	To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching – Extending arms out in any direction	Forward reach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting/trunk rotation – Rotating the body to one side or the other without moving the feet	Rotating the body to one side or the other without moving the feet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine manipulation/pinch grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm	Performing vaccinations and keying information	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Power/open hand grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended	Carrying Eskies, setting up venues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing/typing		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb ladders		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or descend stairs		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low level work – Performing manual handling actions at or near ground level		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Handling					
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders	Raising or lowering an object from one level to another and holding / transporting the object using the hands, arms, or on the shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling – Applying force to move something away or closer to one's self, including static positions	Range of trolleys, furniture, opening doors and positioning Eskies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kilograms of force (kg.f) – Amount of force or effort required to perform a specific task or part of a task		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Weight requirements – lift, carry, push, pull or hold					
1-5kg	Lift, carry or hold range of cartons, cards, ice packs or sharps containers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1 – 10kg	Lift, carry or hold empty large Esky (8.5kg), school administration box (6.5kg), emergency response kit (4kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1 – 15kg	Lift, carry or hold immunisation equipment basket (14.8kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1 – 20kg	Lift, pull or hold powered Esky (15.5kg when empty)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift floor to hip		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift waist to shoulder		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift overhead	Depends on nurse's stature but required when loading equipment into van drawers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling	Range of trolleys, furniture, opening doors and positioning Eskies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☒ This position requires $\geq 10\%$ (on average) daily work rate of manual handling / physical exertion

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.

Band descriptors *(as defined in Council's Enterprise Agreement)*

These descriptors help to classify the position:

Accountability and Extent of Authority

The position is directly held responsible for:

- Supervise resources, support other employees such as immunisation support officers / groups of employees and provides advice to or regulates clients as well as giving support to the Immunisation Coordinator.

- Ensure the delivery and resources of Immunisation services are managed within clear unit objectives and budgets with frequent prior consultation with the Immunisation Coordinator and a regular reporting mechanism to ensure adherence to plans. The provision of specialist advice to or regulation of clients is subject to clear guidelines.
- The freedom to work as an independent immunisation nurse is subject to but not limited to the various Acts and Regulations within which the position is required to operate.
- The effect of decisions and actions taken on individual clients may be significant, but the decisions and actions are always subject to appeal or review by the Immunisation Coordinator.
- Contribute towards the overall development of policy, procedure and guidelines for the Immunisation team.

Judgement and Decision-Making Skills

Judgement and decision making is within the following scope:

- The objectives of the work are usually well defined and may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Based on scope of practice as an independent immunisation nurse, and within Immunisation procedures and processes.

Independently:

- When providing usual day to day Immunisation services to families and communicating with other professionals and service providers.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.

With Input:

From the Immunisation Coordinator:

- Where a staff member or client suffers from a needle stick injury.
- Where a client suffers a significant injury at an immunisation session as a result of a secondary complication (e.g. head injury following vaso-vagal episode of an adolescent at a secondary school immunisation session) that requires medical or paramedical attention.
- For secondary consultation purposes, which may include but not limited to cases or significant adverse events following immunisation reportable to Surveillance of Adverse Events Following Vaccination in the Community (SAEFVIC).
- For suspected child abuse when a notification to DH or Child Protection is considered.

From the Immunisation team:

- When planning service improvements.

Recommends and identifies:

To the Immunisation Coordinator:

- Priorities, trends and relevant information.
- Improvements to operational policies, procedures and guidelines within the Immunisation team.

Guidance:

From the Coordinator

- For secondary consultation purposes within Immunisation practice including cases of suspected child abuse or critical incidents, or significant adverse events following immunisation.
- Guidance and advice is usually available from the Immunisation or MCH Coordinator **within the time required to make a choice**.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- This position requires proficiency in the application of a nursing discipline.
- Specialists and employees involved in interpreting regulations require an understanding of the underlying principles involved as distinct from the practices.

- This position requires an understanding of the long-term goals of the business unit and an appreciation of the goals of the organisation.
- Demonstrated ability to work as an effective team member of a multi-disciplinary team including the ability to prioritise time and organise workload, preferably within a culturally diverse community including sound project / program development and delivery skills.
- Demonstrated ability to establish an effective working rapport and positive relationships with a wide range of families including children and young people, service providers and agency professionals.

Management & Interpersonal skills

The essential position requirements include:

Undertaking the accountabilities of the position, the position incumbent will overall:

- Provide a high-quality Immunisation service to families with children under the age 20, from diverse and multicultural backgrounds, using current research, demographic data and community consultation processes to inform Immunisation practice.
- To work in a multidisciplinary team to ensure comprehensive and streamlined service provision to families and to establish and maintain cooperative working relationships with a variety of related agencies and professionals.

Management Skills:

- This position requires skills in managing time, setting priorities, planning and organising one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Where supervision is part of the job, this position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development.

Communication Skills:

- Require the ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- The ability to gain rapport and develop responsive and trusting relationships with families.
- The ability to write clear and accurate reports, using the IMPS and Australian immunisation Register (AIR) database and other software when required.
- To liaise with other service providers regarding clients and issues related to the Immunisation service provision

Verification & Approvals

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Occupant			

Relationship Management

Develops and maintains strong and enduring relationships with colleagues and/or external stakeholders which are built on mutual respect and commitment. Ensures that all people are treated with dignity and respect regardless of gender, ethnicity, religion or sexual orientation.

- Demonstrates respect for the wide range of views and perspectives that are expressed in their teams
- Contributes effectively to team meetings
- Demonstrates commitment to team decisions
- Demonstrates respect for other team members

Planning & Organising

Thinks from a wholistic perspective and sees the patterns in the complex relationships that exist between the different parts of the organisation. Uses these insights to ensure that the organisation's human, physical and financial resources are effectively used in the achievement of the organisation's, team's or the role's agreed priorities.

- Is able to explain the relationship between own work activities and the goals and objectives of the team
- Prioritises work based on the needs of the team
- Shares relevant information as and when appropriate
- Consistently does her/his share of the work

People Development

Demonstrates a deep commitment to ongoing learning and development as fundamental to the organisation's sustained success and to the realisation of the potential of its people.

- Is active in identifying opportunities for ongoing growth and development
- Seeks feedback with a view to personal and professional development
- Looks for opportunities to grow skills and knowledge
- Is proactive in managing own career development

Future focused organisation

Is keenly aware of the social, political, economic and technological trends that impact the global and local environments and ensures these are factored into the work of individuals, teams or the organisation to deliver on the needs and expectations of the Council and the community it serves

- Incorporates key issues impacting the broader environment into the way they undertake their work
- Responds flexibly to change
- Shows resilience in times of change
- Seeks support during times of uncertainty

Outcome orientation

Demonstrates a strong commitment to a high-performance culture by constantly striving for high quality customer service outcomes and accepting responsibility for outcomes within their control

- Demonstrates a willingness to take informed risks in solving client issues
- Ensures tasks are consistently completed to the required standard
- Responds promptly and appropriately to requests for service
- Consistently follows established practices and procedures

Service focus

Ensures there is a focus on delivering work priorities to agreed quality and timeliness standards

- Is friendly and responsive to clients/customers
- Strives to deliver quality client/customer outcomes
- Deals with client/customer issues with concern and a sense of importance

Self-management

Demonstrates self-awareness through understanding own responses to a range of situations as well as understanding the impact their behaviour has on others

- Accepts personal responsibility for outcomes within their control
- Demonstrates the ability to regulate and adapt behaviour according to the circumstances and the audience
- Seeks out feedback with the purpose of reflecting on work performance with a view to self-improvement
- Models Greater Dandenong's ethical and organisational standards
- Acts decisively during times of ambiguity and pressure

Safety, health and wellbeing

Ensures that the safety, health and wellbeing of employees, contractors, service users and Councillors is at the heart of the organisation's culture and the way work is organised and services delivered

- Actively participates in discussions and activities aimed at improving safety, health and wellbeing
- Takes responsibility for the personal safety, health and wellbeing of self and immediate others
- Supports and encourages colleagues to actively participate in safety, health and wellbeing initiatives

Council's REACH Values

Respectful

We respect and care about our community, each other and ourselves.
We act with integrity at all times and in all matters.
We take time to listen to and seek to understand the other point of view.
We strive to understand and respect the diversity of our community and our workplace.
We understand our role in the community and respect the responsibility that comes with

Creative

We care about getting the best outcomes.
We constantly ask: What's the future and what's possible?
We have the courage to try new ideas.
We strive for excellence in everything we do.

Engaged

We listen to our community and respond.
We work together with our community and each other, to achieve the best outcome.
We have the confidence to challenge the status quo, to reach for better outcomes.
We are action-oriented in identifying and responding to new challenges.

Honest

We tell the truth, even when we know people may not want to hear it.
We form our opinions and give advice from sound, evidence based research.
We act with humility and apply the highest standards of ethical behaviour to everything we do.

Accountable

We are proud of our city, our community and our achievements.
We spend our time and effort on solutions rather than looking for someone to blame.
We take responsibility for our actions.

