

Pursuant to Section 52 of the
South Australian Public Health Act 2011

Guideline for reporting on Regional Public Health Plans

1 July 2020 – 30 June 2022

Confidential

Issued by the Chief Public Health Officer



Government
of South Australia

SA Health

THE PRESCRIBED REQUIREMENT TO REPORT

Pursuant to section 52 of the *South Australian Public Health Act 2011* (the Act), this Guideline has been prepared for local councils, supporting the preparation of Regional Public Health Plan (RPHP) reports for the 2020-2022 period.

Section 52 (1) of the *South Australian Public Health Act 2011* (the Act) prescribes that:

A council responsible for a regional public health plan must, on a two-yearly basis, prepare a report that contains a comprehensive assessment of the extent to which, during the reporting period, the council has succeeded in implementing its regional public health plan to the Chief Public Health Officer.

If your Area/region's RPHP has been developed by a group of councils planning together, only one report on implementation is required.

PURPOSE OF RPHP REPORTING

Section 52 reports build a picture of councils' achievements in implementing their RPHPs with a focus on local commitments (ie priorities, key strategies, and actions) and key implementation issues, including emerging public health issues.

Consolidated reporting on regional public health planning helps to shape the statewide overview of public health activity produced for the Chief Public Health Officer's biennial Report and informs future public health planning.

These mechanisms highlight community public health priorities and describe strategies and actions that make a difference. They also disseminate achievements and key issues to a broader audience of local, regional, and statewide stakeholders, and to the South Australian Parliament.

SUGGESTED APPROACH TO RPHP REPORTING

Since 2016, a discretionary template has been offered to councils to assist with RPHP reporting - noting that:

- There is no prescribed RPHP reporting format, and these reports should be in formats that councils find most useful and appropriate for your needs.
- Reporting information provided in a consistent format across councils helps to build a stronger picture of local government's public health activities.

The template is in excel format, and is available via links to SA Health and the Local Government Association web pages.

Providing reports in the excel format provided, rather than converting to Word or PDF formats is strongly encouraged. This assists with collation and analysis of your report information.



The discretionary template seeks information in two sections as follow

Section 1: STATUS OF RPHP COMMITMENT IMPLEMENTATION

- > This section of the report seeks information on the commitments* (action) areas being implemented as part of your council's regional public health plan

Collects information for five aspects areas of implementation:

1. its alignment with State Public Health Plan priorities (2019-2024 – see below)
2. status of implementation – eg whether the action is ongoing, in progress, complete
3. highlights/achievements for the nominated commitment
4. key partnerships where these exist or are in development
5. any additional comment on implementation

Section 2: EMERGING PUBLIC HEALTH ISSUES AND OPPORTUNITIES

- > Provides for councils/groups of councils to describe emerging issues that may not have been considered in the RPHP, but which councils are now aware of and/or are addressing within the scope of public health action.

****‘For reporting, commitment’ provides a generic catch-all encompassing planning terms ‘priority’ ‘objective’ ‘strategy’ ‘action’***

As the Act requires that RPHP are consistent with the State Public Health Plan, councils are asked to take its strategic priorities into account in preparing your 2020-2022 reports on RPHP implementation. These are:

- **Progress:** strengthen the systems that support public health and community wellbeing
- **Promote:** build stronger communities and healthier environments.
- **Protect:** against public and environmental health risks and responds to climate change.
- **Prevent:** chronic disease, communicable disease, and injury

2020-2022 REPORTING CYCLE TIMEFRAME AND REPORT DUE DATE

The current RPHP reporting period is from 1 July 2020 to 30 June 2022.

Reports should be emailed to the Chief Public Health Officer at **Health.OCPHO@sa.gov.au** on or before 30 September 2022.

For assistance with report preparation, please contact:

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