



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

# Guideline for reporting on Regional Public Health Plans

1 July 2022 – 30 June 2024

Issued by the Chief Public Health Officer



Government  
of South Australia

SA Health

OFFICIAL

## 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 2022-2024 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

A discretionary template has been developed with councils input 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.

***To assist with collation/consolidated reporting please use the existing report fields, do not merge cells and please provide the finalised information in the original excel format.***

The template seeks information in two sections:

### Section 1: STATUS OF RPHP COMMITMENT IMPLEMENTATION

- > This section of the report seeks information on the commitment areas\* being implemented as part of your council's regional public health plan.

including:

- > its alignment with State Public Health Plan priorities (2019-2024) [column B-E]
  - **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
- > status of implementation – eg whether the action is ongoing, in progress, complete [column F]
- > achievements for the nominated commitment [column G]
- > key partnerships where these exist or are in development [column H]
- > any additional comment on implementation [column I]

*\*For the purposes of Section 52 reporting, this term is used generically as a catch-all encompassing your Council's public health 'priorities' 'objectives' and 'strategies' as high level commitments made by your Regional Public Health Plan. 'Achievements' refers to specific actions taken to meet these*

### Section 2: EMERGING PUBLIC HEALTH ISSUES AND OPPORTUNITIES

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

## 2022-2024 REPORTING CYCLE TIMEFRAME AND REPORT DUE DATE

The current RPHP reporting period is from 1 July 2022 to 30 June 2024.

Reports should be emailed to the Chief Public Health Officer at [Health.OCPHO@sa.gov.au](mailto:Health.OCPHO@sa.gov.au) on or before 30 September 2024.

### For assistance with report preparation, please contact:

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