Agreed roles and responsibilities for the provision of public health planning support to local government; Part 5, Public Health Act 2016

1. Purpose

The Public and Aboriginal Health Division (PAHD) has a leadership role in supporting and facilitating the Health Service Providers (HSPs) to support local governments with the public health planning process required under Part 5 of the Public Health Act 2016.

The purpose of this “Roles and responsibilities for the provision of public health planning support to local government” document is to:

- establish clear roles and responsibilities of the PAHD and the population-wide primary prevention services of each HSP to ensure support is provided to local government who initiate the development of their public health plans in accordance with Part 5 of the Public Health Act 2016
- maintain a coordinated and integrated approach to public health planning between the PAHD and the HSPs to ensure consistency of information and to minimise duplication
- provide assurance to local government on the services and support provided by the PAHD and HSPs.

This document supports consistency and linkages across the WA Health system, in the governance, development and management of services aimed at promoting public health planning. This document was developed collaboratively by the Chief Health Officer of the PAHD and the Chief Executives of each HSP.

2. Roles and responsibilities

**WA Health system wide support**

Public health planning provides a significant opportunity for the WA Health system to provide leadership and guide the public health planning process across WA.

The establishment of public health partnerships is a key requirement of section 45(e) of the Public Health Act 2016, and provides an opportunity for the WA Health system to broaden our relationship with local governments and collaborate more effectively to influence the determinants of health.

Partnerships aim to:
Agreed roles and responsibilities for public health planning support to local government with Part 5 of the *Public Health Act 2016*

- share skills and knowledge
- support the identification of local public health partners
- reduce duplication of programs and initiatives
- support the development of common goals and actions
- improve communication and increase understanding of the roles and expectations of each and
- achieve greater success by working together.

To ensure consistency of support is provided to local governments by the WA Health system it is necessary to clarify the roles and responsibilities of the WA Health system.

**Department of Health**

The Chief Health Officer (CHO) of the Department of Health, PAHD, is responsible for the implementation of the *Public Health Act 2016*.

Part 5 of the *Public Health Act 2016* requires:

1. a State public health plan (the State PH Plan) to be prepared by the CHO and
2. a local public health plan (the Local PH Plan) to be prepared by each local government.

**Health Service Providers**

HSPs are responsible for providing support to local governments who initiate the development of their Local PH Plan in accordance with the requirements of the *Public Health Act 2016*.

HSPs are encouraged to partner with their local governments to provide support with the public health planning process.

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**What is the role of local government?**

Local governments are responsible for initiating and managing the development of their Local PH Plan in accordance with the requirements of the *Public Health Act 2016*, and are encouraged to partner with their HSP for additional support and guidance with the process.
### 2.1 Policy and planning

<table>
<thead>
<tr>
<th>Leadership</th>
<th>PAHD</th>
<th>NMHS</th>
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<tr>
<td>Facilitate the coordination of public health planning support to local governments across the WA Health system in collaboration with each HSP. The PAHD shall communicate on a regular basis with the HSPs to discuss public health planning needs and support for local government. This will be achieved through, but not limited to, meetings and capacity building events.</td>
<td>Provide advice, support and leadership to local government in guiding the development of their Local PH Plans in accordance with Part 5 of the Public Health Act 2016.</td>
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<td>Provide advice, support and leadership to local government in guiding the development of their Local PH Plans in accordance with Part 5 of the Public Health Act 2016.</td>
<td>Provide advice, support and leadership to local government and the HSPs on health promotion, prevention and early intervention community based services specific to children aged 0-18 years, in the metropolitan area, to help guide the development of Local PH Plans.</td>
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<tr>
<th>Policy development and research</th>
<th>PAHD</th>
<th>NMHS</th>
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<tr>
<td>Lead the development of state-wide legislation, policies, reporting requirements and strategies regarding the application of public health planning in accordance with the Public Health Act 2016. Support HSPs in the development of</td>
<td>Contribute to the development of state-wide legislation, policies and strategies regarding the application of public health planning in accordance with the Public Health Act 2016. Develop HSP-level policy, strategies and public health planning resources.</td>
<td>Contribute to the development of state-wide legislation, policies and strategies regarding the application of public health planning in accordance with the Public Health Act 2016. Develop HSP-level policy, strategies and public health planning resources.</td>
<td>Contribute to the development of state-wide legislation, policies and strategies regarding the application of public health planning in accordance with the Public Health Act 2016. Develop HSP-level policy, strategies and public health planning resources.</td>
<td>Contribute to the development of state-wide legislation, policies, and strategies regarding the application of public health planning in the metropolitan area, in relation to children aged 0-18 years. Develop HSP-level policy, strategies and public health planning resources.</td>
<td>Contribute to the development of state-wide legislation, policies, and strategies regarding the application of public health planning, in the metropolitan area, to help guide the development of Local PH Plans.</td>
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<tr>
<td><strong>Policy and evaluation</strong></td>
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**Supporting resources**

- Coordinate and facilitate the development and/or provision of state-wide information and/or resources, where appropriate, to support local government in the public health planning process and to minimise duplication of information and/or resources. This work shall be done in collaboration with the HSPs.

- The CHO of PAHD is required to endorse state-wide public health planning resources developed for local government before being published on WA Health.

- Coordinate and facilitate the development of HSP-level information and resources, where appropriate, to support local government in the public health planning process. HSPs to inform PAHD, and each HSP, on the development of local resource specific to local government public health planning to minimise duplication, ensure consistency of information and support collaboration across WA Health.

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- Coordinate and facilitate the development of HSP-level information and resources, where appropriate, to support local government and the HSPs with health promotion, prevention and early intervention community based services specific to children aged 0-18 years in the metropolitan area. HSPs to inform PAHD, and each HSP, on the development of local resource specific to local government public health planning to minimise duplication, ensure consistency of information and support collaboration across WA Health.

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<table>
<thead>
<tr>
<th>PAHD</th>
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<tr>
<td>the DOH website. PAHD to inform each HSP when state-wide resources are published.</td>
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<td>minimise duplication, ensure consistency of information and support collaboration across WA Health.</td>
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<td><strong>Data management and requests</strong></td>
<td>The Epidemiology Branch of PAHD shall manage and coordinate responses to requests for health data on behalf of the PAHD and provide support to the HSPs with interpretation as required. Where possible, PAHD shall improve the capacity of the data provided to the HSP’s and local government to align with the priorities of the State PH Plan. Queries related to data available from the DOH for public health planning shall be directed to the Epidemiology Branch <a href="mailto:epi@health.wa.gov.au">epi@health.wa.gov.au</a>. Local government may also request data directly from the Epidemiology</td>
<td>Support local government with their direct requests for local health data, including providing copies of local government reports of interpreted data for each local government. Provide assistance with data interpretation to local government. Provide assistance to other HSPs with data requests.</td>
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<td>Support local government and the HSPs with their direct requests for local health data specific to children aged 0-18 years in the metropolitan area. Provide assistance with data interpretation to local government. Provide assistance to other HSPs with data requests.</td>
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<td>Branch of PAHD free of charge, which will in turn advise HSPs of any direct data requests.</td>
<td>In accordance with the <em>Public Health Act 2016</em>, PAHD shall write and coordinate the development of the State PH Plan every 5 years in consultation with the HSPs, and all key stakeholders including other government agencies, NGOs, local government and the general public. The State PH Plan will be reviewed annually, and amended as required. PAHD shall report on the State PH Plan in accordance with section 22 (3) of the Act.</td>
<td>Contribute to the development of the State PH Plan. Support local government to understand the requirements of <em>being consistent</em> with the State PH Plan.</td>
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State Public Health Plan
### 2.2 Stakeholder engagement

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<th>PAHD</th>
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<td><strong>Direct liaison, support and information to local governments</strong></td>
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<td>As the System Manager, will refer local government representatives to contact their HSP in the first instance to assist with queries related to the development of their Local PH Plans.</td>
<td>Shall be the first point of contact to support local government representatives seeking further guidance on the public health planning process.</td>
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<td>Shall be the first point of contact to support local government representatives seeking further guidance on the public health planning process.</td>
<td>Shall be a point of contact to support local government representatives seeking further guidance specific to children aged 0-18 years in the metropolitan area.</td>
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<td><strong>Communications to local government on complying with the requirements of the Public Health Act 2016</strong></td>
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<tr>
<td>Shall coordinate the dissemination of information to local government on behalf of the CHO on the requirements for complying with Part 5 of the Public Health Act 2016, including future reporting requirements to the DOH in accordance with section 22 of the Public Health Act 2016. PAHD shall liaise and collaborate with the HSPs on any communications to local government prior to release.</td>
<td>Shall liaise and collaborate with the PAHD on any communications to local government regarding compliance with the Public Health Act 2016, prior to release.</td>
<td>Shall liaise and collaborate with the PAHD on any communications to local government regarding compliance with the Public Health Act 2016, prior to release.</td>
<td>Shall liaise and collaborate with the PAHD on any communications to local government regarding compliance with the Public Health Act 2016, prior to release.</td>
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<td><strong>Partnership building / liaison with NGO’s and</strong></td>
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<td>PAHD shall liaise with key ‘partner agencies’, including State Government departments, non-HSPs will provide local government support to identify key NGOs operating in their</td>
<td>HSPs will provide local government support to identify key NGOs operating in their</td>
<td>HSPs will provide local government support to identify key NGOs operating in their</td>
<td>HSPs will provide local government support to identify key NGOs operating in their</td>
<td>HSPs will provide local government support to identify key NGOs operating in their</td>
<td>CAHS will provide support to the HSPs and local government to identify key NGOs</td>
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Partnership building / liaison with NGO’s and PAHD shall liaise with key ‘partner agencies’, including State Government departments, non-HSPs will provide local government support to identify key NGOs operating in their area of community services, non-government organisations (NGOs) and community groups, and other relevant stakeholders. PAHD shall liaise with the HSPs to identify key NGOs operating in their area of community services.
## Agreed roles and responsibilities for public health planning support to local government with Part 5 of the *Public Health Act 2016*

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<tr>
<th><strong>other stakeholders</strong></th>
<th><strong>PAHD</strong></th>
<th><strong>NHMS</strong></th>
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<th><strong>CAHS</strong></th>
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<td>government organisations (NGO’s), and associations, to establish formal partnership agreements as required by the CHO, and collaborate in leading specific public health priorities specified in the State PH Plan. PAHD will liaise and consult with the HSPs on all proposed partnership agreements prior to their establishment.</td>
<td>Support PAHD to manage content on the public health planning landing page on the corporate website. PAHD shall liaise and collaborate with the HSPs on changes to the website. PAHD to manage any future requirements for content on the DOH intranet.</td>
<td>Support PAHD to link to, and centralise, all public health planning information relevant to their jurisdictions off the main landing page of the Corporate website. A link to the NMHS webpage to be included on the PHP landing page.</td>
<td>Support PAHD to link to, and centralise, all public health planning information relevant to their jurisdictions off the main landing page of the Corporate website. A link to the SMHS webpage to be included on the PHP landing page.</td>
<td>Support PAHD to link to, and centralise, all public health planning information relevant to their jurisdictions off the main landing page of the Corporate website. A link to the EMHS webpage to be included on the PHP landing page.</td>
<td>Support PAHD to link to, and centralise, all public health planning information relevant to their jurisdictions off the main landing page of the Corporate website. A link to the WACHS webpage to be included on the PHP landing page.</td>
<td>Support PAHD to link to, and centralise, all public health planning information relevant to their jurisdictions off the main landing page of the Corporate website. A link to the CAHS webpage to be included on the PHP landing page.</td>
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<tr>
<th>Website content</th>
<th><strong>PAHD</strong></th>
<th><strong>NHMS</strong></th>
<th><strong>SMHS</strong></th>
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<td>Agreed roles and responsibilities for public health planning support to local government with Part 5 of the <em>Public Health Act 2016</em></td>
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**Communication with ADG/CEOs**
- Communicate with the Chief Health Officer, Assistant Director General, PAHD and Director General of the Department of Health on matters regarding the public health planning process.
- Communicate with HSP’s Chief Executive (CE) on matters regarding the public health planning process.
- Communicate with HSP’s CE on matters regarding the public health planning process.
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- Communicate with HSP’s CE on matters regarding the public health planning process.

**Communication with the Minister**
- Communicate with the Minister on any issues regarding public health planning in WA, as required.
- Advise PAHD and CHO when responding to any ministerial matters related to public health planning.
- Advise PAHD and CHO when responding to any ministerial matters related to public health planning.
- Advise PAHD and CHO when responding to any ministerial matters related to public health planning.
- Advise PAHD and CHO when responding to any ministerial matters related to public health planning.
- Advise PAHD and CHO when responding to any ministerial matters related to public health planning specific to children aged 0-18 years in the metropolitan area.

**Communication via media**
- Lead and coordinate communications within WA on any media concerns related to public health planning issues.
- Inform HSPs when a media statement related to public health planning may be released by the Minister.
- Inform PAHD and other HSPs when a media statement relevant to their jurisdiction is released in relation to public health planning.
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## 2.3 Capacity building and workforce development

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<th>PAHD</th>
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<tr>
<td>Coordinate the development of and disseminate resources to build the capacity of Local Government elected members, CEO's and staff.</td>
<td>Support local governments to build the capacity of their staff, CEO's and elected members by assisting with facilitating capacity building activities such as meetings, seminars, workshops, networking groups, to raise awareness and support for the development of their Local PH Plans.</td>
<td>Support local governments to build the capacity of their staff, CEO's and elected members by assisting with facilitating capacity building activities such as meetings, seminars, workshops, networking groups, to raise awareness and support for the development of their Local PH Plans.</td>
<td>Support local governments to build the capacity of their staff, CEO's and elected members by assisting with facilitating capacity building activities such as meetings, seminars, workshops, networking groups, to raise awareness and support for the development of their Local PH Plans.</td>
<td>Support local governments to build their capacity for matters specific to children aged 0-18 years in the metropolitan area. This may include assisting with facilitating capacity building activities such as meetings, seminars, workshops, networking groups.</td>
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<td>In recognition of the limitations in some WACHS population health services, the PAHD shall provide additional support to WACHS for capacity building activities within local government as requested. PAHD shall collaborate with HSPs and WALGA, to assess capacity building outcomes in the context of Local Government workforce development planning and implementation.</td>
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**Capacity building activities of local government staff**
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<th>Workforce capacity and capability of WA Health staff</th>
<th>PAHD</th>
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<th>SMHS</th>
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<th>WACHS</th>
<th>CAHS</th>
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<tr>
<td>Provide and support capacity building activities for PAHD and HSP staff that have a role in the public health planning process.</td>
<td>Support staff to participate in capacity building activities organised by PAHD, and provide any other capacity building activities necessary for HSP staff who have a role in the public health planning process.</td>
<td>Support staff to participate in capacity building activities organised by PAHD, and provide any other capacity building activities necessary for HSP staff who have a role in the public health planning process.</td>
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## 2.4 Compliance, monitoring and evaluation

Part 5 of the *Public Health Act 2016* related to public health planning is not a mandatory requirement until stage 5 of implementation occurs by approximately the year 2021. This means local government are not currently legally required to develop a public health plan. Therefore, compliance, monitoring and evaluation criteria will be established once Part 5 is enacted.

### PAHD
- Coordinate and disseminate reporting requirements (under section 22) related to public health planning, on behalf of the CHO to local government.
- Centralise all local government reporting and provide reports to the HSPs.

### NHMS
- Contribute to the development of reporting criteria (under section 22 of the *Public Health Act 2016*) related to public health planning.

### SMHS
- Contribute to the development of reporting criteria (under section 22 of the *Public Health Act 2016*) related to public health planning.

### EMHS
- Contribute to the development of reporting criteria (under section 22 of the *Public Health Act 2016*) related to public health planning.

### WACHS
- Contribute to the development of reporting criteria (under section 22 of the *Public Health Act 2016*) related to public health planning.

### CAHS
- Contribute to the development of reporting criteria (under section 22 of the *Public Health Act 2016*) related to public health planning.

### Reporting under section 22 of the *Public Health Act 2016*

- **PAHD** shall coordinate and disseminate reporting requirements under section 22 relating to public health planning, on behalf of the CHO to local government.
- **PAHD** shall collaborate with the HSPs in the development and revision of reporting requirements related to public health planning under section 22, prior to disseminating to local government.
- **PAHD** shall centralise all local government reporting and provide reports to the HSPs.

### Review of Local PH Plans
- The review of the Local PH Plans for consistency with the State PH Plan and the requirements of Part 5 of the *Public Health Act 2016*.
- Provide advice to the CHO, as required, to support the review of Local PH Plans.
- Provide advice to the CHO, as required, to support the review of Local PH Plans.
- Provide advice to the CHO, as required, to support the review of Local PH Plans.
- Provide advice to the CHO, as required, to support the review of Local PH Plans.
Agreed roles and responsibilities for public health planning support to local government with Part 5 of the *Public Health Act 2016*

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<tr>
<td>Health Act 2016 will be at the direction of the CHO. The CHO may request support and collaborate with the HSPs to assist with reviewing Local PH Plans.</td>
<td>Provide advice to the CHO, as required, in circumstances where a local government does not comply with the Act.</td>
<td>Provide advice to the CHO, as required, in circumstances where a local government does not meet their public health planning requirements under the Public Health Act.</td>
<td>Provide advice to the CHO, as required, in circumstances where a local government does not meet their public health planning requirements under the Public Health Act.</td>
<td>Provide advice to the CHO, as required, in circumstances where a local government does not meet their public health planning requirements under the Public Health Act.</td>
<td>n/a</td>
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**Circumstances where local government do not produce a public health plan**

PAHD on behalf of the CHO shall liaise with local governments who do not produce a public health plan in accordance with the Public Health Act.

PAHD shall seek advice from the HSP in which the local government is located, prior to taking any action.

PAHD shall coordinate and undertake appropriate regulatory action in circumstances where a local government does not comply with the Act.

PAHD shall liaise with local governments who do not produce a public health plan in accordance with the Public Health Act.

Advise the CHO in circumstances where a local government is not performing in accordance with the public health planning requirements of the Public Health Act.

Advise the CHO in circumstances where a local government is not performing in accordance with the public health planning requirements of the Public Health Act.

Advise the CHO in circumstances where a local government is not performing in accordance with the public health planning requirements of the Public Health Act.

Provide advice to the CHO, as required, in circumstances where a local government does not meet their public health planning requirements under the Public Health Act.

Provide advice to the CHO, as required, in circumstances where a local government does not meet their public health planning requirements under the Public Health Act.

Provide advice to the CHO, as required, in circumstances where a local government does not meet their public health planning requirements under the Public Health Act.

18 in the metropolitan area.
3. Relevant legislation
   - *Public Health Act 2016*

4. Supporting information
   The following documents inform this guide:
   - Public Health Planning Guideline for Local Government
   - Pathway to a Healthy Community – A Guide for Councillors and Local Government

5. Definitions

<table>
<thead>
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<th>Term</th>
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| Chief Health Officer | Chief Health Officer means the person designated under section 11 of the *Public Health Act 2016*. The functions of the Chief Health Officer (CHO) are to:  
   - initiate, support and manage public health planning for the State  
   - develop and implement policies and programmes to achieve the objects of the Public Health Act 2016 (the Act)  
   - provide advice or recommendations to the Minister or to any other person or body or to the community generally on matters relevant to public health  
   - provide advice or recommendations to the Minister on possible changes to the Act or the regulations that the CHO considers appropriate or necessary  
   - perform the functions that are given to the CHO by or under the Act  
   - administer the Act in accordance with its objects and principles. |
| Local government   | The Public Health Act defines the functions of local government [section 16], which are:  
   - to initiate, support and manage public health planning for its local government district (i.e. in accordance with the Act and the Local Government Act 1995)  
   - to develop and implement policies and programmes to achieve the objects of this Act within its local government district  
   - to perform the functions that are conferred on local governments by or under this Act  
   - to administer and enforce this Act within its local government district in accordance with the objects and principles of this Act. |
| Partner agencies   | There are numerous State Government Departments and Agencies, NGOs and volunteer groups available to partner with local government to provide support in driving specific public health priorities. This includes, but is not limited to, the:  
   - WA Primary Health Alliance (WAPHA)  
   - Mental Health Commission  
   - Department of Transport  
   - Department of Local Government, Sport and Cultural Industries |
Agreed roles and responsibilities for public health planning support to local government with Part 5 of the Public Health Act 2016

| Public and Aboriginal Health Division (PAHD) | Department of Biodiversity, Conservation and Attractions  
Department of Education  
Western Australian Local Government Association (WALGA)  
Cancer Council WA  
Know injury |
|---|---|
| PAHD includes eight key program areas:  
1. Office of the Chief Health Officer  
2. Aboriginal Health  
3. Environmental health  
4. Communicable diseases  
5. Epidemiology  
6. Population health genomics  
7. Chronic disease prevention  
8. Disaster management |
| Health Service Provider | Health Service Provider means a health service provider established under s. 32 of the Health Services Act 2016 and may include North Metropolitan Health Service (NMHS), South Metropolitan Health Service (SMHS), Child and Adolescent Health Service (CAHS), WA Country Health Service (WACHS), East Metropolitan Health Service (EMHS), Quadriplegic Centre and Health Support Services (HSS). |
| WA Health system | The WA health system is comprised of the Department of Health, Health Service Providers (NMHS, SMHS, CAHS, WACHS, EMHS, Quadriplegic Centre and HSS) and to the extent that contracted health entities provide health services to the State, the contracted health entities. |

6. Guide owner

**Assistant Director General - Public and Aboriginal Health Division**

Enquiries relating to this policy may be directed to:

Title: Environmental Health Directorate  
Division: Public and Aboriginal Health Division  
Email: publichealthact@health.wa.gov.au

7. Review

This guide will be reviewed as required to ensure relevance and recency. At a minimum it will be reviewed within 2 years after first issue and at least every 3 years thereafter.
8. Approval and Endorsement

This guide has been approved and issued by:

<table>
<thead>
<tr>
<th>Approval by:</th>
<th>Dr Andrew Robertson, Chief Health Officer</th>
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<tr>
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With endorsement from:

<table>
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<th>Endorsement from:</th>
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<tr>
<td>Liz MacLeod, Chief Executive East Metropolitan Health Service</td>
<td>19/08/2019</td>
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<td>Paul Forden, Chief Executive South Metropolitan Health Service</td>
<td>04/09/2019</td>
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<td>Dr Robyn Lawrence, Chief Executive North Metropolitan Health Service</td>
<td>05/09/2019</td>
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<td>Jeffrey Moffet, Chief Executive WA Country Health Service</td>
<td>22/10/2019</td>
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<tr>
<td>Dr Aresh Anwar, Chief Executive Child and Adolescent Health Service</td>
<td>27/06/2020</td>
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