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| Municipal public health and wellbeing plan 2025–2029 |
| Checklist – Application for exemption from producing a standalone plan |
| Including public health and wellbeing matters in the Council Plan Section 27 of the *Public Health and Wellbeing Act 2008* provides councils with the option to seek an exemption from producing a standalone municipal public health and wellbeing plan from the Secretary, Department of Health. If the Secretary is satisfied that the draft Council Plan or Strategic Plan adequately addresses the matters specified in section 26(2), the Secretary will grant the council an exemption.  To lodge a request for exemption from producing a standalone municipal public health and wellbeing plan for 2025–2029, councils should submit the request to the Secretary, Department of Health via email to, [prevention@health.vic.gov.au](mailto:prevention@health.vic.gov.au) <prevention@health.vic.gov.au> which includes:   * completed checklist to indicate how each section 26(2) legislative requirement for the Municipal public health and wellbeing plan (identified in **bold** in the table below) has been addressed in the draft Council plan or draft Strategic Plan. Points for consideration are also provided to guide the level of detail expected to be contained in the draft Council Plan for each legislative requirement. Page references to relevant content is all that will be required in most instances; brief comments may also be provided. * draft Council Plan or Strategic Plan (and associated document(s) deemed necessary by the Council. |
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## Checklist

**Name of Council**:

**A copy of the draft Council plan/Strategic plan (and associated document/s) is attached:**

**Date Council Plan/Strategic plan will be considered by council** (month if day is unknown):

**Approved by: (name, title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact person for further information: (name, title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(email, phone) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Requirements of section 26(2) of the Public Health and Wellbeing Act 2008 | Page reference/s in Council or Strategic Plan and brief comments if needed |
| **s26(2)(a) Examination of data about health status and health determinants in the municipal district** |  |
| *Consider:*   * *Does the draft Council Plan include an examination of the health and wellbeing status and health determinants in the municipality? If not, the draft Council Plan should indicate where this information can be accessed in a location that is accessible to the public.* * *Is the public health and wellbeing data included (or referenced) in the draft Council Plan contemporary, focussed on health status and health determinants, sufficiently detailed and presented in a manner that is understandable to citizens of the municipality?* * *Are health and wellbeing inequities in the municipality identified in the draft Council Plan?* | |
| **s26(2)(b) Identify goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing** |  |
| *Consider:*   * *What are the public health and wellbeing priorities for the municipal area identified in the draft Council Plan? How well aligned are the priorities with the findings of the examination of the health status and health determinants of the municipality?* * *Does the draft Council Plan commit to evidence-based goals and strategies to address these priority public health and wellbeing issues?* * *Where are the actions to implement these goals and strategies detailed? Is the location of supporting actions referenced in the draft Council Plan and is this information publicly accessible?* * *If the actions to address public health and wellbeing goals and strategies are included in business unit plans or other subordinate plans reference to this needs to be included in the Council Plan. Please submit these with the application for exemption (if available). Will these subordinate plans be publicly available*? | |
| **s26(2)(ba) Specify measures to prevent family violence and respond to the needs of victims of family violence in the local community** |  |
| *Consider:*   * *Please refer to* [[*Family violence and municipal public health and wellbeing planning - guidance for local government*](https://www2.health.vic.gov.au/about/publications/policiesandguidelines/family-violence-and-municipal-public-health-and-wellbeing-planning-guidance-for-local-government)](https://www2.health.vic.gov.au/about/publications/policiesandguidelines/family-violence-and-municipal-public-health-and-wellbeing-planning-guidance-for-local-government) <https://www.health.vic.gov.au/publications/family-violence-and-municipal-public-health-and-wellbeing-planning-guidance-for-local> * *Councils should note that the Act requires:*   + *annual review of the measures referred to in subsection (2)(ba)*   + *that these measures must be reported on to the Secretary at intervals specified by the Secretary in writing.* * *Does the draft Council Plan address prevention of and response to family violence?* * *Does the draft Council Plan include measures (actions) to prevent family violence and respond to the needs of victims?* * *If the Council has committed to measures (actions) to address prevention of and response to family violence in another publicly available plan or strategy the location of these measures should be referenced in the draft Council Plan.* * *Are there plans to make these measures publicly available?* | |
| **s26(2)(c) Provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan** |  |
| *Consider:*   * *Did the Council develop the public health and wellbeing priorities included in the draft Council Plan as part of the Council Plan development using its community engagement policy (required by s55 of the Local Government Act 2020)?* * *If yes, how were public health and wellbeing stakeholders involved in the consultation for developing the draft Council Plan?* * *If not, how were the community, public health and wellbeing stakeholders and priority populations identified as experiencing health and wellbeing inequities involved in the development of the public health and wellbeing priorities and strategies?* * *Does the draft Council Plan provide details of consultation measures used to develop the public health and wellbeing priorities identified in the draft Council Plan?* * *Does the draft Council Plan explain how the community will be involved in the implementation and evaluation of the public health and wellbeing priorities included in the draft Council Plan?* | |
| **s26(2)(d) Specify how the Council will work in partnership with the Department and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the public health and wellbeing plan** |  |
| *Consider****:***   * *Are the roles of specific partnerships, stakeholders, council, DH and/or DFFH in addressing public health and wellbeing priorities acknowledged and explained in the draft Council Plan? If not, is this information available in an annual business unit plans or other subordinate plan? If this information is in other plans (such as annual action plans), these plans should be referenced in the draft Council Plan and be publicly accessible.* * *Does the documentation of strategies and actions incorporate Councils role in initiating, supporting and managing public health planning processes at the local government level; and in facilitating and supporting local agencies whose work has an impact on public health and wellbeing as outlined in Sect 24 (b) and (e))? Is the collective effort documented where appropriate?* | |
| **s26(2)(e) be consistent with the Council Plan prepared under section 90 of the Local Government Act 2020** |  |
| *Consider****:***   * *Does the draft Council Plan incorporate deliberative engagement practices?* * *Are there strategies for achieving the strategic objectives for a period of at least the next 4 financial years?* | |
| **s27(2) (b) if the matters specified in section 26(2) are included in the Council Plan, review the Council Plan in accordance with section 90 of the Local Government Act 2020;**  **(c) if the matters specified in section 26(2) are included in a Strategic Plan, review the Strategic Plan annually.** |  |
| Consider:   * *Has the Council committed to annual review of the public health and wellbeing matters addressed in the draft Council Plan?* * *Note that if public health and wellbeing matters have been incorporated into a strategic plan the Act requires the Council to review the Strategic Plan annually.* | |

### Other legislative requirements for municipal public health and wellbeing planning

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|  | Brief comment |
| **s26(3) In preparing a municipal public health and wellbeing plan a council must have regard to the State Public Health and Wellbeing Plan** |  |
| Consider:   * *Refer to Advice note 1* * *Which of the Victorian public health and wellbeing priorities 2023-2027 have been identified as health and wellbeing priorities in the draft Council Plan or Strategic Plan?* | |
| **Under the *Climate Change Act 2017, councils are required to ‘have regard to climate change’* when preparing a municipal public health and wellbeing plan** |  |
| *Refer to* [*Tackling climate change and its impacts on health through municipal public health and wellbeing planning*](https://www.health.vic.gov.au/publications/tackling-climate-change-impacts-health-municipal-public-health-wellbeing-planning)  <https://www.health.vic.gov.au/environmental-health/municipal-public-health-and-wellbeing-planning-and-climate-change>   * *Does the draft Council Plan include goals and strategies concerning climate change mitigation or adaptation in relation to public health and wellbeing matters?* | |

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