

Policy Number:	6.18
Policy Name:	Service Level Policy – Preventive Health Services
Classification:	Public – Council Policy
Adopted:	October 2015
Frequency of Review:	Biennial
Last Review:	October 2015
Next Review Due:	October 2017
Responsible Officer(s):	Team Leader – Environment & Regulatory Services
Policy and Code of Practice Manual File Ref:	CC10/2601
Council File Reference:	CR14/44915
Legislation Authority:	SA Public Health Act 2011 Food Act 2001 Supported Residential Facilities Act 1992
Related Policies and Codes:	Policy: 6.13 Service Range Policy
Related Procedures:	N/A

1. BACKGROUND / POLICY OBJECTIVES

- 1.1 The purpose of this Policy is to disclose the various service levels at which Preventive Health activities are provided.
- 1.2 In determining these service levels, Council has taken into account public health responsibilities, targets it has established for its financial performance and other competing demands for Council's financial resources.
- 1.3 Preventive Health is categorised as a *regulatory* service within Council Policy 6.13 (Service Range Policy), based on monitoring of compliance with various legislative Acts.

2. SERVICE LEVELS

- 2.1 The level of service for the various Preventive Health activities is disclosed in **Appendix 1** (including recent non-financial data statistics).

3. REPORTING OF SERVICE LEVEL ACHIEVEMENTS

- 3.1 Council's performance in meeting the specified service levels will be reported on an annual basis.

4. MEANS OF DELIVERY OF THE SERVICE

- 4.1 Council will deliver Preventive Health activities disclosed in **Appendix 1** by employing suitably qualified and experienced staff.
- 4.2 The level of staff required to deliver the activities will be reviewed on an annual basis, as part of Council's annual budget / business plan deliberations.
- 4.3 The review will take into consideration performance against the various Service levels, legislative changes, and relevant benchmarking.

5. HOW THE SERVICE IS FUNDED

Operating expenses associated with the delivery of Preventive Health activities are part-funded from fees charged for external services provided. The net cost of the service is subsidised by General Rate revenue.

6. REVIEW AND EVALUATION

The effectiveness of this Policy will be reviewed on a biennial basis.

The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced.

7. FURTHER INFORMATION

Further information about this Policy can be obtained by:-

Telephone: 8522 9211
Fax: 8522 9212
Email: council@gawler.sa.gov.au
Appointment: Town Hall, 89 – 91 Murray Street, Gawler
Letter: PO Box 130, Gawler SA 5118

7. AVAILABILITY OF POLICY

The Policy is available for inspection during ordinary business hours at the Council principal office, Gawler Town Hall or Library Council Offices, 89 – 91 Murray Street, Gawler or is available on the Council website at www.gawler.sa.gov.au.

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.

Activity	Legislative Reference	Council Resources	External Resources	Level of Service
Undertake programmed Food Audits	Food Act 2001	Staff		<ul style="list-style-type: none"> • Approx. 50 audits p.a. @ 5 hrs per audit • 12 month risk-based audit cycle
Undertake programmed Food inspections	Food Act 2001	Staff		<ul style="list-style-type: none"> • Approx. 140-150 premises inspected p.a @ 1-2 hrs (if no issues identified)
Wastewater Systems inspections (for properties in a non-sewered area)	SA Public Health Act 2011	Staff		<ul style="list-style-type: none"> • Determined by no. of property searches received, but generally 40-50 p.a.
Supported Residential Facilities inspections	Supported Residential Facilities Act 2011	Staff		<ul style="list-style-type: none"> • 2 facilities
Communicable Disease Control Investigations (as directed by Department of Health)	SA Public Health Act 2011	Staff		<ul style="list-style-type: none"> • As required
Cooling Towers inspections (for legionella)	SA Public Health Act 2011		3 rd party audits	<ul style="list-style-type: none"> • 3-4 properties
Public Swimming Pools	SA Public Health Act 2011	Staff		<ul style="list-style-type: none"> • Inspection every 3-4 months
Skin Penetration (e.g. tattoo parlours) / Hairdressing inspections	SA Public Health Act 2011	Staff		<ul style="list-style-type: none"> • Annually for tattoo parlours.
Maintain register of audits and inspections	SA Public Health Act 2011	Staff	Open Office P/L	<ul style="list-style-type: none"> • Updated on a daily / weekly / fortnightly? Basis
Compile statistical data for Department of Health		Staff		<ul style="list-style-type: none"> • Annual statistics

Staff allocation to Service: 1.2 FTE (as at September 2015)

Direct cost recovery of Service: 24% (i.e. 76% of service funded from General rate revenue) per 2015/16 adopted Budget

Non-Financial Data Statistics

