

South Australian Heritage Council

Procedure - Accountability

OBJECTIVE: To prescribe ways the Council meets its accountability duty.

CONTEXT: Strategic Plan July 2015 – June 2018.

SCOPE: Accountability to the Minister for Sustainability, Environment and Conservation.

Accountability to the Parliament of South Australia.

PROCEDURE: Includes reporting to the Minister, reporting on the implementation of Council's Strategic Plan, and annual reporting.

APPLICATION: Applying to the Council and departmental staff supporting the Council.

DATE ADOPTED: 22 May 2009

CHAIR:

Judith M Carr

REVIEWED: 30 August 2017

CHAIR:

Judith M Carr

Accountability to the Minister for Sustainability, Environment and Conservation

1.1 Report

One of Council's key functions under the *Heritage Places Act 1993* (Act) is to provide advice (especially from a strategic perspective) to the Minister for Sustainability, Environment and Conservation (Minister).

To perform this function, the Council will provide a report to the Minister that will contain advice on the following matters, pursuant to section 5A(1)(a) of the Act:

- a) trends, shortcomings and opportunities with respect to heritage protection at the State and local level and, insofar as may be relevant, at the national level;
- b) the development and effectiveness of heritage conservation programs, policies, initiatives and incentives;
- c) the operation and enforcement of the Act; and
- d) other issues referred to the Council by the Minister for consideration and report.

The report will be provided annually.

For Ministerial direction on the referral of other issues from point d) above, these are contained within the Council's Induction Manual.

1.2 Strategic Plan

The Council will develop a three-year Strategic Plan that will define its key

directions for the period. The Strategic Plan will be agreed with the Minister.

The Strategic Plan will incorporate a Work Plan, which sets out activities that need to be undertaken in each year to achieve the Strategic Plan's key directions. These activities will be agreed with the Minister annually, for the following year. The Council will write to the Minister seeking his agreement with the Work Plan activities. If there is no agreement, the Minister will be asked to provide his directives in writing. The Work Plan will then be redrafted and re-submitted to the Minister.

The Council will report annually to the Minister on the implementation of the previous year's Work Plan activities, and at the end of the three years on the key achievements of the Strategic Plan.

2. Annual Reports

The Council is a public sector agency and, as such, is required to provide annual reports to the Minister under section 12 of the *Public Sector Act 2009*.

The annual report must contain information as specified in regulation 7 of the *Public Sector Regulations 2010*. It will be prepared in accordance with the *Department of the Premier and Cabinet Circular No. 13 – Annual Reporting Requirements*, which is updated annually to reflect changes in reporting requirements.

DEWNR will provide resource support for the collection of material and preparation of the annual report.