

# South Australian Heritage Council

## Procedure: Reporting Accountability

### Purpose

To prescribe ways the Council meets its reporting accountability.

### Scope

Accountability to the Minister responsible for the *Heritage Places Act 1993*.

Accountability to the Parliament of South Australia.

### Procedure

Reporting accountability to the Minister responsible for the *Heritage Places Act 1993*.

#### 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 responsible 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 Council will consider at the start of each calendar year whether a new report is required to be provided to the Minister. An alternative to providing a new report is for the Council to refresh the report if only minor amendments are necessary.

If a new Minister is appointed to the role, the Council will undertake to provide the new Minister a copy of its most recent report.

#### 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. This annual work plan will be shared with the Minister each year.

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.

Council will also publish a public facing report in addition to the formal annual reporting requirements. This will be prepared by the Department for Environment and Water (DEW) and provided to Council for endorsement within three months of the end of the previous financial year.

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

## 3. Reports following each meeting of Council

The Council will provide a communique to the Minister after each of its meetings. The Council will also publish a public “Heritage News” and distribute broadly including on its website.

## Associated Documents and References

*Heritage Places Act 1993*

## Application

Applying to Council and staff supporting the Council

Approved by	SA Heritage Council	Date Approved	5 September 2024
Responsible Unit	Heritage SA	Review Date	September 2027