

The Hon Richard Wynne MP
Minister for Planning
8 Nicholson Street
EAST MELBOURNE VIC 3002

Dear Minister

On behalf of the Heritage Council of Victoria, I am pleased to provide a response to your Statement of Expectations dated 22 June 2016.

The Heritage Council of Victoria (the Council) is an independent statutory body that provides legal protection for places and objects that are important to the history and development of Victoria. The Council is committed to continued improvement of its regulatory functions.

Activities planned by the Council in 2016-17 in response to your Statement of Expectations are outlined below.

Target 1 - Improve administrative processes for hearings and appeals to ensure consistency and clear communication to stakeholders by June 2017.

The Council will review its administration for hearings and appeals and develop a program of improvements to ensure that its regulatory activities are undertaken in a clear and consistent manner. This will include the development of a simple, one page, 'plain English' decision overview, updated Protocols and improved communication via the Heritage Council website.

Target 2 - In consultation with Heritage Victoria, review the effectiveness of regulatory practices for small business in relation to permit conditions and exemptions by February 2017.

The Council and Heritage Victoria will review and revise standard permit conditions and permit exemptions using 'plain English' by February 2017. The revised conditions will allow for permitted standard works to be clearly understood and completed in a consistent manner, resulting in certainty for small businesses when undertaking works on places and objects included in the Victorian Heritage Register.

Target 3 - Use a risk-based approach to allocate limited resources to regulatory activities, based on the outcome of the Heritage Council Operational Review, by December 2017.

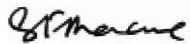
The Heritage Council Operational Review highlighted that the Heritage Council has a high regulatory workload but is constrained by resources. The Council will use its Risk Register to identify regulatory areas where resources should be targeted. The use of risk-based strategies will be demonstrated in the annual report.

Target 4 - Improve communication of key administrative obligations of owners and managers of places and objects included in the Victorian Heritage Register by June 2017.

In conjunction with Heritage Victoria the Council will develop and distribute information kits to owners of places and objects included in the Victorian Heritage Register by December 2016. The kits will provide information to owners and managers on their responsibilities in accordance with the Heritage Act, as well as informing them of any opportunities that may exist, such as grant programs.

The Council is committed to administering the *Heritage Act* 1995 and Regulations in an effective and efficient manner. I look forward to providing you with continued updates on our progress in meeting your Statement of Expectations.

Yours sincerely



Professor Stuart Macintyre
Chair
Heritage Council of Victoria