

Policy Directive: compliance is mandatory

Unincorporated Health Advisory Councils (HACS) Policy Directive

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FIN

SA Health Finance

Unincorporated Health Advisory Councils (HACs) Policy Directive

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SA Health

Document control information

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Unincorporated Health Advisory Councils (HACs) Policy Directive

1. Objective

The objective of this policy directive is to ensure that Unincorporated Health Advisory Councils present financial information in accordance with the *Health Care Act 2008* (the Act) and any other relevant legislative requirements.

Compliance with this policy directive will ensure the information provided to the Minister for Health and the Minister for Mental Health and Substance Abuse (the Minister) is appropriate and aligned to appropriate legislation.

2. Scope

This policy directive is applicable to all finance staff that have involvement in the Unincorporated Health Advisory Councils (HACs).

Incorporated HACs are out of the scope of this policy directive.

3. Principles

The following principles must be followed:

- > Unincorporated HACs report directly to the Minister, on behalf of the consultative bodies they represent.
- > An Unincorporated HAC must cause proper accounts to be kept of its financial affairs, and its financial statements are to be prepared each financial year. Where a HAC has not dealt with any money or property, or otherwise undertaken any financial activity in the financial year, then this clause is not required.
- > Consequently, where relevant, the accounts and financial statements must comply with any requirements issued by the Minister. This includes the financial statements to be audited at least once in every year by an auditor approved by the Auditor-General.
- > Where the governing rules of a Unincorporated HAC declare that the *Health Care Act 2008*, section 22 'Annual Report' applies, the HAC must, within 3 months after the end of each financial year, deliver to the Minister a report on the operations of the HAC for that financial year. The report must incorporate, where relevant, the audited accounts and financial statements of the HAC for the financial year.

4. Detail

SA Health has Unincorporated HACs which are primarily created to provide advice, both within and outside a local context, regarding the health needs, priorities and issues of health services, carers, and volunteers. Unincorporated HACs may also advocate on behalf of their community to support the development, planning and provision of health services.

4.1. Financial Reporting Requirements

Where the Unincorporated HAC does not manage its own assets, (and consequently, the assets are managed by their respective parent business unit) there is no requirement to produce financial statements or audited accounts.

4.2. Reporting Requirements

Reporting requirements for each Unincorporated HAC are in accordance to their individual governing rules which will include a report to be prepared and submitted to the Minister from time to time which explains the activities of the HAC.

5. Roles and Responsibilities

5.1. Unincorporated HACs

Unincorporated HAC officer(s) will:

- > provide advice to the Minister on particular issues relating to the community;
- > ensure, where applicable, accounts are kept of its financial affairs and to prepare financial statements, in compliance with any requirements issued by the Minister;
- > ensure, where applicable, the accounts and financial statements are audited at least once in every year by an auditor approved by the Auditor-General; and
- > provide a report to the Minister on the operations of the HAC in a timely manner.

5.2. Financial Accounting

Where an Unincorporated HAC has dealt with any money or property, or otherwise undertaken any financial activity in the financial year, Financial Accounting staff, of the parent business unit, at the end of each financial year, will:

- > complete the end of year reconciliations for the respective Unincorporated HACs;
- > create journals, once the reconciliations are complete;
- > ensure financial information is accurately, and completely updated in the general ledger;
- > reconcile the Unincorporated HACs cash draw-downs; and
- > produce an audited Annual Financial Statement, where applicable.

6. Reporting

In accordance with the *Health Care Act 2008*, where the governing rules of a HAC declare that 'section 22-Annual Report' apply, the HAC must deliver to the Minister a report on the operations of the HAC during that financial year, and the report must incorporate, where applicable, the audited accounts and financial statements for the financial year.

7. EPAS

N/A

8. Exemption

N/A

9. National Safety and Quality Health Services Standards

N/A

10. Risk Management

Failure to comply with this policy document may result in HACs not fulfilling the requirements to provide timely, accurate and meaningful reports, in accordance with their HAC rules and the Act.

11. Evaluation

Performance and compliance will occur when the unincorporated HAC provides timely, accurate and meaningful reports, in accordance with their HAC Rules and the Act.

This policy directive complies with Treasurer's Instruction 2 '*Financial Management*'.

12. Definitions

In the context of this document:

- > **Health Advisory Councils (HACs)** are consultative bodies that advise the Minister on issues related to specific groups or regions. They are established under the *Health Care Act 2008*.
- > **SA Health** is the corporate identity used for the Department for Health and Ageing (the department), all the Local Health Networks, and SA Ambulance Service
- > **Unincorporated Health Advisory Council (HAC)** has the function to act as an advocate to promote the interests of the community, or a selection of the community that it represents. An unincorporated HAC is governed by a set of rules set by the Minister, and may only provide advice and budget commentary in the management of resources, and to assist in fund raising activities; i.e. they do not hold and / or manage assets.

13. Associated Policy Directive/Policy Guidelines

N/A

14. References, Resources and Related Documents

- > [Country Health SA Local Network Health Advisory Council Inc. - Constitution](#)
- > [Health Care Act 2008](#)
- > SAASVHAC Rules
- > [Treasurer's Instruction 2 '*Financial Management*'](#)
- > [Veterans Health Advisory Council \(VHAC\) – Rules](#)

APPENDIX

A Unincorporated HAC Schedule

At the date of this policy directive, SA Health currently has three different unincorporated HACs:

- > The SAAS Volunteer Health Advisory Council (SAASVHAC) provides advice to the SA Ambulance Service Chief Executive Officer and the Minister on volunteer related ambulance matters.
- > The Veterans HAC (VHAC) advises the Minister about the health issues of veterans, war widows and their families, and advocates on their behalf.
- > Country HACs have been established geographically to act as an advocate for their community. Unincorporated Country HACs include:
 - o Southern Flinders;
 - o Leigh Creek;
 - o Port Augusta, Roxby Downs and Woomera;
 - o Hawker;
 - o Far North;
 - o Whyalla;
 - o Port Pirie;
 - o Quorn; and
 - o Port Lincoln.