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Responsible Manager:			Date created	Approved by	Review Cycle:	Next review
Craig Craigie, A/g Manager Network Services			26 January 2023	Council: 15 June 2023	Every 5 years	June 2028

## 1. Purpose

This policy identifies the statutory obligations of Local Aboriginal Land Councils (LALCs) regarding LALC Annual Reports and stipulates the particulars that are required to be included in LALC Annual Reports on LALC operations.

## 2. Scope

This policy applies to all LALCs.

## 3. Policy Statement

*The Aboriginal Land Rights Act (1983) (ALRA)* requires each LALC to prepare an Annual Report on its operations. LALC Annual Reports provide LALC members and the NSW Aboriginal Land Council (NSWALC) with the information necessary to ensure that the operational environment of each LALC remains open, transparent, and accountable.

### 3.1. Guiding Principles

Section 161 (1) of the ALRA requires each LALC to produce an Annual Report of its operations for the 12 months ending in June that year.

Section 161 (1) also requires that each LALC provide NSWALC with a copy of its Annual Report as soon as practicable after year end for the reporting year, but on or before 1 November.

Section 161 (2) of the ALRA requires LALC Annual Reports to be prepared in accordance with any applicable NSWALC policy.

Clause 12 (a) of Schedule 1 of the *Aboriginal Land Rights Regulations (ALRR)* requires LALCs to present the LALCs Annual Report for receipt at the Annual Meeting of the LALC.

This policy requires LALC Annual Reports to include the following particulars of LALC operations for the reporting year/period.

LALCs are required to consider and provide detailed information in relation to each of the headings using the LALC Annual Report Template, also developed by NSWALC. Any area that is

not applicable to your LALC, please indicate by including an “NA” comment in the relevant table in the template.

<p><b>Management and Structure</b></p>	<p><b>The Board</b></p> <p>a. A list of all Board Members that held office during the reporting year, including their names, terms of appointment, attendance at Board meetings and any remuneration paid to them by the LALC.</p> <p><b>Staff</b></p> <p>b. A list of all staff positions, including sub-committee positions and their key operational responsibilities.</p> <p><b>Meetings</b></p> <p>c. A list of the dates of all ordinary &amp; extraordinary meetings of the LALC held within the reporting year.</p> <p>d. A list of the dates of all the Board meetings held within the reporting year.</p>
<p><b>Summary Review of Operations</b></p>	<p>A narrative summary of the significant operations for the reporting year.</p>
<p><b>Community Land and Business Plan Implementation (CLBP)</b></p>	<p>A report on the implementation of all the objectives and strategies identified within the LALCs CLBP including the following in respect to each:</p> <p>a. Whether the objective or strategy was commenced, underway, completed or at risk of failing within the reporting year;</p> <p>b. Any significant activities undertaken within the reporting year in pursuit of the objective or strategy; and</p> <p>c. Any impediments or risks to achieving the objective or strategy that have arisen within the reporting year.</p>
<p><b>Aboriginal Culture and Heritage</b></p>	<p>Activities undertaken within the reporting year relating to the protection and promotion of Aboriginal Culture &amp; Heritage.</p>
<p><b>Community Benefit Scheme (CBS) activities and expenditure (including Community Benefits Schemes (Residential Accommodation)) that have been approved by NSWALC.</b></p>	<p>Identify any Community Benefit Scheme that operated within the reporting year including the following:</p> <p>a. The purpose of the scheme;</p> <p>b. The number of beneficiaries of the scheme during the reporting year;</p>

	<ul style="list-style-type: none"> <li>c. The expenditure of the scheme during the reporting year, including the number and amount of any grants made; and</li> <li>d. Any associated income generated by the scheme during the reporting year.</li> </ul>
<b>Land Acquisition, Management and Disposal</b>	<p>The following particulars relating to the property portfolio within the reporting year:</p> <ul style="list-style-type: none"> <li>a. A list of any disposals including Lot, DP's, sale value, purpose and details of any family or business association between the purchases and anyone on the Board or staff of the LALC;</li> <li>b. A list of any purchases including Lot and DP's and purchase price;</li> <li>c. A list of any land claims granted including Lot and DP's;</li> <li>d. A list of all leases over LALC property, whether or not executed within the reporting year, including Lot and DP's and the following details: the lessee, the value and duration of the lease (short-term residential leases that are not for the purpose of providing for the management of social housing and any lease for under 3 years in total duration, including all options to renew the lease, need not be listed);</li> <li>e. Any easements granted in the reporting year including Lot and DP's and details of the terms (value and specifics of the activity); and</li> <li>f. Any other Land dealings which required NSWALC approval within the reporting year.</li> </ul>
<b>Related Entity activities and expenditures</b>	<p>The following particulars in respect to any entities (as defined by section 52C of the ALRA) which the LALC formed, acquired, operated, or managed (or participated in so doing) within the reporting year:</p> <ul style="list-style-type: none"> <li>a. Name of the entity;</li> <li>b. Management structure, including the names of any Board or staff members of the LALC involved in the management of the entity;</li> <li>c. Objectives/purpose of the entity;</li> </ul>

	<p>d. The value and date of approval of any assets transferred to the entity that required a member’s approval pursuant to s52C of the ALRA;</p> <p>e. Operations, activities, performance targets and actual performance measures for the entity; and</p> <p>f. Any report on the operations of the entity that the entity is required to prepare and provide to the LALC by law.</p>
<b>Consultants</b>	<p>The following particulars for any consultants engaged by or on behalf of the LALC in the reporting year:</p> <p>a. The name of the consultant;</p> <p>b. The title of the project or projects; and</p> <p>c. Cost (or cumulative cost) of engaging the consultant.</p>

#### 4. Related policy, procedures, and legislation

LALC Annual Report Policy  
LALC Annual Report Template  
NSWALC Funding Policy and Procedures  
NSWALC Policy on the approval of LALC Community Benefits Schemes (CBS)  
NSWALC Policy on the approval of LALC Community Benefit Scheme (Residential Accommodation)  
LALC Community Land and Business Plan (CLBP)  
*Aboriginal Land Rights Act (1983)*  
*Aboriginal Land Rights Regulations*

#### 5. Definitions

ALRA – Aboriginal Land Rights Act (1983)  
LALC – Local Aboriginal Land Council  
NSWALC – NSW Aboriginal Land Council  
CBS – Community Benefits Scheme  
CLBP – Community Land and Business Plan

#### 6. Approval and Version History

Approval and Version History	Details
Council 15 June 2023	444 <sup>th</sup> Council Meeting 15/06/2023
Version History and dates and other notes	[If relevant, add notes to alert readers about the document/s this one replaces, e.g. This document consolidates and replaces X Policy, Y Procedure and Z Procedure.]