# Local Government Western Australian Grants Commission Returns

## Completion checklist

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| Item Name | Details | Check box |
| 1 | Log into Smart Hub via <https://smarthub.dlgc.wa.gov.au> and click on the **my lg** tab. You will be directed to your local government collaboration site |  |
| 2  3 | Select the **Grants Commission Information Return** tile.  Download the Grants Commission Return template and populate the financial information relevant to your local government. Save your own Excel copy locally on your machine.  *Note that the financial information previously required by the Grants Commission, that overlapped with the Annual Financial Reports, no longer needs to be added to this return. This will be added automatically on your behalf* |  |
| 4 | Upload your saved Excel copy (**Do not PDF**) by selecting **Documents** (on the left hand side of your collaboration page). Before uploading your documents, ensure you select the destination folder called **Completed Grants Commission Returns**. Select **new document,** then Choose File to select your document, confirm the destination folder is correct and attach it. |  |

**Links allow you to proceed to complete the necessary documents to lodge your Annual Financial Statements from this site.**

## For more information, please contact:

Department of Local Government, Sport and Cultural Industries

Gordon Stephenson House, 140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Email: [smarthub@dlgsc.wa.gov.au](mailto:smarthub@dlgsc.wa.gov.au)

Telephone: (08) 6551 8787

Translating and Interpreting Service (TIS) – Telephone: 13 14 50