



Department of
**Local Government, Sport
and Cultural Industries**

Our Ref: LG17-233; E1744091

TO ALL LOCAL GOVERNMENTS

CIRCULAR N^o 19-2017

**SMART HUB NOW ACCEPTING ANNUAL FINANCIAL REPORTS AND GRANTS
COMMISSION RETURNS**

To reduce the reporting burden on local governments, audited Annual Financial Reports and Western Australian Local Government Grants Commission returns can now be submitted via online forms within Smart Hub.

Financial and other information, previously required separately by the Grants Commission, can also now be submitted online at the same time as submitting selected data from Annual Financial Reports.

Local governments would now be familiar with Smart Hub after successfully lodging Compliance Audit Returns for 2016. Smart Hub makes it easy to upload large files and provides instant acknowledgement without the need to mail hard copies to the department.

Smart Hub is now the only place for audited Annual Financial Reports and Western Australian Grants Commission returns to be lodged.

Checklists to assist with the submission of documents and completion of the form are provided with this circular. Queries relating to lodging your Annual Financial Reports and Grants Commission returns with Smart Hub can be directed to smarthub@dlgsc.wa.gov.au or by telephone (08) 6551 8787.

Access to Smart Hub

Smart Hub was developed to make it easier for local governments to submit a range of documentation and reporting online, as well as provide access to convenient links to key departmental web pages and publications.

To gain access to Smart Hub, email smarthub@dlgsc.wa.gov.au with the subject line 'Smart Hub access request' to receive personalised secure logins. Provide the name, position and local government email address for all officers requiring access. If possible, provide an email address that identifies a person rather than a generic group.



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A handwritten signature in black ink, appearing to read "Duncan Ord".

Duncan Ord OAM
DIRECTOR GENERAL

24 October 2017



Local Government Annual Financial Reports

Completion checklist

Your local government should have prepared an Annual Financial Report for the preceding financial year and forwarded this to your appointed auditors **by 30 September**.

The auditor should complete an audit report **by 31 December** and then, **within 30 days**, submit a copy to the Mayor/President, the Chief Executive Officer (CEO) and the Minister for Local Government.

Item Name	Details	Check box
1	Log into Smart Hub via https://smarthub.dlgsc.wa.gov.au and click on the my lg tab. You will be directed to your local government collaboration site.	<input type="checkbox"/>
2	Select the Annual Financial Statements tile to view all the information related to submitting your Annual Financial Statement.	<input type="checkbox"/>
3	Submit your Annual Financial Statement by selecting the Submit your Annual Financial Statements tile at the top of the page. This will open a new form.	
4	Select the Financial Year from the dropdown box, and then Continue.	
5	Navigate through the form using the clickable tabs at the top of the form until all fields of the report are completed. <i>Annual Financial Reporting in Smart Hub – Guidelines for Local Government</i> is available to download from the introduction if help is needed to complete all fields. Note: that Smart Hub will time out after 30 minutes of inactivity so try to click on Save regularly to avoid losing data.	



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GOVERNMENT OF
WESTERN AUSTRALIA

Item Name	Details	Check box
6	<p>Select the Finalise tab to complete your auditor's details and upload a PDF copy of your Annual Financial Report, auditor's report and CEO's statement.</p> <ul style="list-style-type: none">• Select 'Click here to attach a file'• Browse to the file saved on your computer, and• Select 'Attach' <p><i>Note: Separate lodgement of documents is not possible. Should you have more than one document, please zip all files into a compressed folder. You can follow these instructions on how to zip files into a compressed folder.</i></p>	<input type="checkbox"/>
7	<p>To finalise lodgement of your signed Annual Financial Report and online Annual Financial Statement form, select Submit.</p>	<input type="checkbox"/>

Links allow you to proceed to complete the necessary documents to lodge your Western Australian Grants Commission information return 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

Telephone: (08) 6551 8787

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



Local Government Western Australian Grants Commission Returns

Completion checklist

Item Name	Details	Check box
1	Log into Smart Hub via https://smarthub.dlgsc.wa.gov.au and click on the my lg tab. You will be directed to your local government collaboration site	<input type="checkbox"/>
2	Select the Grants Commission Information Return tile.	<input type="checkbox"/>
3	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. <i>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</i>	<input type="checkbox"/>
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.	<input type="checkbox"/>

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



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